

WEST KERN COMMUNITY COLLEGE DISTRICT  
AGENDA FOR REGULAR MEETING

December 13, 2017

**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  
Claim Received from Donald Thornsberry  
Claim Received from Melissa Thornsberry
- F. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)

4. RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

5. PLEDGE OF ALLEGIANCE

6. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS

7. GENERAL COMMUNICATIONS

8. APPROVAL OF MINUTES - Regular Meeting Held November 8, 2017 and Special Meeting held November 8, 2017.

9. NEW BUSINESS:

Annual Organization Meeting (Items A-B):

- A. Organization of Board of Trustees - Election of President and Secretary
- B. Setting of a Regular Monthly Meeting as Required by Law
- C. Request for Approval - Resolution 2017/18-05 in Recognition of Angelo Cutrona Being Named the Northern California Men's Soccer Coach of the Year
- D. Request for Approval - Proposed Compensation Increase of 1.56% COLA to 2017-18 Superintendent/President Salary, Retroactive to 7/1/17
- E. Request for Approval - MOU Regarding the Effects of December 31, 2017 Layoff of Dental Hygiene Special Projects Positions

- F. Second Reading and Request for Approval – Tentative Agreement Between California School Employees Association (CSEA) #543 and West Kern Community College District (WKCCD) – Winter Holiday Closure
- G. Request for Approval – Award Vitality Construction, Inc. the Lighting Retrofit Phase 3 Project, \$89,692.35
- H. Request for Approval – Notice of Completion – Upgraded Electrical Service Project
- I. Request for Approval – Subcontractor Substitution – From Visible Graphics, Inc. to Vomar Products, Inc., No Additional Cost
- J. Request for Approval – Change Order #1 – Upgraded Electrical Service, Credit of \$30,841.74
- K. First Reading – Board Policies Update (No Action)
  - #5520 – Student Discipline
  - #7250 – Educational Administrators
  - #7310 – Nepotism

10. CONSENT AGENDA (Items A – S)

- A. Request for Approval – Revised 2017-18 & 2018-19 Academic Calendars
- B. Request for Approval – 2019-20 Academic Calendar
- C. Request for Approval – Discontinuance of Courses

Liberal Arts Division

COMM	1510	Mass Communication and the Individual
SPAN	1502	Spanish for Healthcare Professionals

Science & Math Division

BIOL	1501	Fundamentals of Biology Lab
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Social Science Division

GEOG	1520	Cultural Geography
SOC	1558	The Role of the Tutor
POSC	2005	Contemporary Political Topics
PSYC	2038	Gender Studies
REC	1516	Outdoor Recreation

- D. Request for Approval – Resolution 2017/18-06 Authoring Kern County Auditor-Controller to Release Excess Impounded Local Tax Revenue
- E. Request for Approval – Rental Fee Schedule for WKCCD
- F. Request for Approval – Adjustments to the 2017-18 Adopted WKCCD Budget
- G. Request for Approval – Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program
- H. Request for Approval – Guided Pathways Self-Assessment Tool for Possible Participation in the Guided Pathways Program
- I. Request for Approval – Agreement with GL Consulting Services, LLC for IBM Cognos Training and Support, Training to be held January 8-12, 2018, Total Expenses Not to Exceed \$30,400.00
- J. Request for Ratification – Statement for Work (320 Reporting Consulting) with Strata Information Group, Not to Exceed \$14,300.00 Which Includes Labor and Travel Expenses
- K. Request for Ratification – Amendment to Kern County Children’s Dental Health Network Agreement, 7/1/17 – 6/30/18, Not to Exceed \$428,940.00 (\$12,868.00 Increase from Original Agreement)
- L. Request for Approval – Consultant Contract with Julie McNeil to Serve as the Interim Associate Vice President of Human Resources, 1/1/18 – 3/31/18, \$9,500.00 per Month Plus Housing Expense
- M. Request for Approval – Consultant Agreement with Jana Peters, 12/20/17 – 2/28/18, \$31.41 per Hour
- N. Request for Approval – eLumen Annual License Renewal, 1/1/18 – 12/31/18, \$12,050.00
- O. Request for Ratification – Synapse Laserfiche Software Support Renewal LSAP 2017-18, 11/29/17 – 11/28/18, \$3,183.70
- P. Request for Approval – Pacific West Sound, Inc. to Provide Sound System and Music for the 2017-18 Taft College Graduation Ceremony, 5/18/18, \$3,100.00
- Q. Request for Approval – Facilities Use Agreement with Taft Union High School for the 2017-18 Graduation Practice and Ceremony, 5/18/18, \$50.00 per Hour for Maintenance Labor (Estimated 7.5 Hours)
- R. Ratification of the October 2017 Vendor Check & Purchase Order Registers

S. Routine Personnel Items:

- Request for Conference Attendance and Spring 2018 Proposed Field Trip Expenses as of December 7, 2017

11. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST

12. EMPLOYMENT

- A. Classified Employment (Appendix I)
- B. Resignation/Retirement (Appendix I)

13. REPORTS:

- A. Financial Reports (for information):
  1. Revenue Accounts (Account Level 1) FY 2017/18
  2. Expenditure Accounts (Account Level 1) FY 2017/18
  3. Expenditure Detail of \$10,000.00 or Greater, October 2017
  4. Student Organization and Special Accounts, October 2017
  5. Funds Deposited in County Treasury, October 2017
- 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 10, 2018, at 5:00 p.m. (pending Board approval).

16. CONTINUATION OF CLOSED SESSION (If Necessary)

17. ADJOURNMENT

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

**REGULAR MEETING**

**November 8, 2017**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:17 p.m. by President Billy White. Secretary Dawn Cole and Trustees Emmanuel Campos, Michael Long and Dr. Kathy Orrin were present. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were in attendance.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were heard.

**CLOSED SESSION**

At 5:18 p.m. it was moved by Trustee Long, seconded by Secretary Cole and unanimously carried, that the Board convene in Closed Session to discuss the District's position regarding the following matters:

- A. Public Employee Appointment/Employment, Government Code Section 54957
- B. Public Employee Performance Evaluations, Government Code Section 54957
- C. Public Employee Discipline/Dismissal/Release/Reassignment, Government Code Section 54957
- D. Conference with Labor Negotiators (Government Code section 54957.6)  
Agency Designated Representative: Superintendent/President  
Employee Organizations: TC Faculty Association, CSEA Chapter #543 & Management/Supervisory/Classified Confidential Employees
- E. Conference with Legal Counsel - Anticipated Litigation  
Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9 - 2 Potential Cases  
Claim Received from Donald Thornsberry  
Claim Received from Melissa Thornsberry
- F. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)

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

At 6:12 p.m., it was moved by Secretary Cole, 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**

Dr. Debra Daniels introduced Julie McNeil, Interim Associate Vice President of Human Resources.

## **QUARTERLY INVESTMENT REPORT**

District Investment Advisor 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, 2017 (copies attached to the official minutes). Mr. Ivarie reported that the GO Bond Portfolio gained income of \$11,517.41 for the quarter with an ending value of \$3,937,574.49. The projected 12-month portfolio coupon income is \$76,083.00 with \$5,049,207.90 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.

Mr. Ivarie reviewed the highlights of the Facilities Reserve including income for the quarter of \$76,176.85 and an ending value of \$10,397,937.26. He also noted the projected 12-month portfolio coupon income of \$280,116.00 and \$4,805,727.23 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.

## **PRESENTATION - Conference in China**

Becky Roth presented a PowerPoint showing the summer conference in China that she helped facilitate. Child Development educators from Kern County hosted lectures at the conference to Chinese educators. The goal is to assist in the attempt to reform education. Ms. Roth shared cultural and educational differences she experienced and elaborated on the steps to reformation that will occur in the future. The group of Kern County presenters is expected to return to China to present further education information.

## **APPROVAL OF MINUTES**

On a motion by Trustee Long, seconded by Secretary Cole and unanimously carried, the minutes of the Regular Meeting held October 11, 2017 and the Special Meetings held October 6, 2017 and October 16, 2017 were approved.

## **NEW BUSINESS**

### **Adoption of WKCCD Board Goals for 2017/18**

The goals were developed during the special meetings held by the Board in October 2017. Trustee Cole mentioned a correction to the Board Effectiveness Goal to remove the struckout word "new" from the

*NEW BUSINESS (continued):*

second goal in this section. On a motion by Secretary Cole, seconded by Trustee Campos and unanimously carried, the goals were approved as corrected (copy attached to the official minutes).

**Second Presentation and Request for Approval – Proposed Compensation of 40% Release Time for Faculty Association President, Retroactive to 7/1/17**

On a motion by Trustee Campos, seconded by Trustee Long and unanimously carried, agreement was approved (copy attached to official minutes).

**Information Item – First Reading of College and Career Access Pathways Partnership Agreement with Taft Union High School District, 1/1/18 – 12/31/22 (No Action)**

Dr. Daniels requested that this item be removed from the agenda. The item was submitted prematurely.

**First Reading – Tentative Agreement Between California School Employees Association (CSEA) #543 and West Kern Community College District (WKCCD) – Winter Holiday Closure (No Action)**

The Board reviewed the tentative agreement.

**CONSENT AGENDA:**

- A. Information Item – Annual Financial and Budget Report (CCFS-311A) for the Fiscal Year Ended June 30, 2017
- B. Information Item – CCFS-311Q for the 1<sup>st</sup> Quarter Ending September 30, 2017
- C. Request for Approval – Adjustments to the 2017/18 Adopted WKCCD Budget
- D. Request for Ratification – Agreement with West Kern Adult Education Network Joint Powers Authority (JPA), 7/1/17 – 6/30/18
- E. Information Item – WKCCD Budget Development Calendar for Fiscal Year 2018/19
- F. Request for Approval – Course Revisions

Social Science Division

- ECEF 1582 Infant Massage
- ECEF 1583 Using Infant Cues

- G. Request for Approval – Discontinuance of Programs
  - Liberal Arts Area of Emphasis: Social & Behavioral Sciences: Associate in Arts
  - History: Associate in Arts

*CONSENT (continued):*



Accounting: Associate in Science & Certificate of Achievement

- H. Request for Ratification - Amendment 01 to the Resolution Authorizing Agreement with the California Department of Education for Taft College to Continue to Provide Childcare Services for the Preschool Program, 7/1/17 - 6/30/18, An Increase of \$94,292.00
- I. Request for Ratification - Amendment 01 to the Resolution Agreement with California Department of Education for Taft College to Continue to Provide Childcare Services for the General Child Care & Development Programs, 7/1/17 -6/30/18, An Increase of \$66,509.00
- J. Request for Approval - Ellucian Banner and Oracle Maintenance Contract, 1/1/18 - 12/31/18, \$180,543.00
- K. Request for Approval - Ellucian Banner Advancement and Oracle Date Integrator Maintenance Agreement, 1/1/18 - 12/31/18, \$11,487.00
- L. Request for Approval - Consultant Contract with Julie McNeil to Serve as the Interim Vice President of Human Resources, 11/1/17 - Permanent Selection is Made, \$9,500.00 per Month plus Housing Expense During her Tenure
- M. Request for Ratification - Extension Lease Agreement with Virgie M. Beard of the Beard Family Trust for Instructional Use of Facilities Located in the Taft Industrial Park, 11/1/17 - 10/31/19, \$84,000.00 (\$3,500.00 for 24 Months Direct Payment)
- N. Request for Approval - Statement of Work between Phytorian, Inc. and West Kern Community College District for Counseling Component of Data Warehouse/ Analytics Solution, Effective Upon Signature, \$165.00 per Hour plus Travel Expenses
- O. Request for Approval - Agreement with FATV (Career America, LLC.), 1/1/18 - 12/31/20, \$10,500.00 to be Paid by Annual Installments
- P. Request for Approval - MTS Maintenance Contract Renewal (Phone System Auditing), 11/28/17 - 11/27/18, \$1,044.75
- Q. Request for Approval - Contract for Professional Services with Juan Avila (Garden Pathways) for Providing a Trauma Informed Workshop, 11/17/17, \$1,000.00
- R. Request for Ratification - Agreement Between the Chabot-Las Positas Community College District on Behalf of its California Early Childhood Mentor Program and Taft College for 2017/18, 8/1/17 - 7/31/18, No Cost to WKCCD
- S. Request for Approval - Facility Agreement with the Fort Preservation Society for the 5<sup>th</sup> Annual Triple Play Dinner & Auction, 1/19/18, Not to Exceed \$1,200.00

CONSENT (continued):

- T. Request for Approval – Facility Use Agreement with Taft Union High School to Use the Cougar Room, 11/30/17
- U. Ratification of the October 2017 Vendor Check & Purchase Order Registers
- V. Routine Personnel Items:
  - Request for Conference Attendance and Expenses as of November 1, 2017

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

### **PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST**

There were no comments on items of general interest.

### **EMPLOYMENT**

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

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

### **REPORTS**

#### **Financial Reports**

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

Financial Reports (for information):

1. Revenue Accounts (Account Level 1) FY 2017/18
2. Expenditure Accounts (Account Level 1) FY 2017/18
3. Expenditure Detail of \$10,000.00 or Greater, October 2017
4. Student Organization and Special Accounts, October 2017
5. Funds Deposited in County Treasury, October 2017
6. Investments Held at Deutsche Bank Trust Company and The Bank of New York Mellon, Quarter End 9/30/17

#### **Trustee Reports**

Secretary Cole congratulated Brock McMurray on his son's signing with Louisiana State University baseball and welcomed Julie McNeil to the District. She reported that she attended the Cougar Cookout and visited the art gallery held during the event. She recognized the honor to Ray and Lodema Hatch for their service to the District. Trustee Cole also reported that the joint board meeting held with Taft Union High School was a success and she is looking forward to another meeting in the spring.

President White also attended the Cookout. He commended staff on the event and recognized the artwork by students that was on display. President White attended the countywide Energy Summit today and felt news for industry in Kern County was moving in a positive direction.

Trustee Long also attended the Cookout and the art gallery. He expressed confidence in the efforts made during the joint meeting with TUHSD. Trustee Long expressed further support of the Board goal to explore dual enrollment opportunities and possible expansion in the Career Technical Education (CTE) to reflect the diversity of industry in Kern county.

Trustee Orrin welcomed Julie McNeil and echoed the congratulations to Mr. McMurray's family. Trustee Orrin attended the Cookout and went to the art gallery as well. She expressed appreciation for the strategies used by instructors to reach students. Trustee Orrin attended the Halloween event hosted in the TIL dorms with her family. She thanked students and staff for the event.

Trustee Campos attended the Cookout with his family. He thanked staff for the event and expressed how wonderful it was to share role models such as the Hatch family and the experience of the event with his children. Trustee Campos thanked Synagro for their continued support of the College as well.

### **Academic Senate**

Geoffrey Dyer, President of the Academic Senate (AS), reported that the AS recently discussed the new AS for California Community Colleges (ASCCC) resolutions and the implementation of AB 705. The AS recently acted to adopt definitions for criteria used to rank faculty position requests, reviewed and endorsed the Integrated Plan and the Guided Pathways Self-Assessment, and has submitted a draft of AP 7211 to the Senate as a Whole. Mr. Dyer reported that he and Dr. Vicki Jacobi attended the ASCCC fall plenary. Mr. Dyer will be serving in several committee roles for the ASCCC.

Mr. Dyer reported that Kristi Richards arranged a meeting of the Dual Enrollment Advisory Committee, that included members of the AS Dual Enrollment Committee. The roles of the committees, the 2016 Chancellor's Office legal opinion on dual enrollment, the TUHS Oil Academy, and the College's ability to serve student's goals were discussed.

### **Information Services**

Andrew Prestage, Director of Information Services, reported that the update to Banner is underway. The update to internet access will occur in March. Currently, the department is in the process of cross training and sharing information across areas. Mr. Prestage also reported that the technology plan master plan is being reviewed for an update.

*REPORTS (continued):*

### **WESTEC**

Randy Kizzar reported that WESTEC is developing safety training for a growing need in the agriculture industry.

### **Instruction**

Mark Williams, Vice President of Instruction, stated that evaluations and classroom visits are underway. Currently, the department is working to revise curriculum and there is transition occurring in the Career Technical Education. Enrollment in courses for Spring 2018 is projecting strong figures.

### **Student Success**

Primavera Arvizu, Dean of Student Success, stated that priority enrollment is in progress. Staff are working on the implementation of AB 705. The financial aid to students has reached \$1 million, meaning that students are receiving the resources they need to be successful in educational goals.

### **Human Resources**

Julie McNeil, Interim Associate Vice President of Human Resources (HR), thanked the Board for the opportunity to serve the District. She reported that she has been meeting the many staff and departments across the campus.

### **Business Services**

Amanda Bauer, Director of Fiscal Services, said that the department is currently preparing for an audit team visit that will happen next week.

### **Administrative Services**

Brock McMurray, Executive Vice President of Administrative Services, reported that the Student Center is progressing well. The structure is in the beginning stages of being visible and a schedule is being developed to complete the project with as few delays as possible.

### **Transition to Independent Living**

Carey Carpenter, Interim Director of TIL, thanked staff and students for the effort to host the Halloween event in the TIL dorms. She thanked the Board for the ongoing support.

### **West Kern Adult Education Network**

Kathy Johnson, WKAEN Director, thanked the Board for the support of the WKAEN. The program is celebrating one year and eight months of work in the community and is looking forward to continuing work with the District.

### **Foundation**

Sheri Horn-Bunk, TC Foundation Director, reported that the Cookout served almost 400 people. The event honored the work of Ray and Lodema Hatch. Synagro donated \$25,000 at the event. Ms. Horn-Bunk thanked all who worked towards the celebratory evening.

*REPORTS (continued):*

Ms. Horn-Bunk reported the Energy Summit was held earlier today. She, Dr. Daniels and President White attended the event. Upcoming events include the renaming of the library in honor of Opal Smith and Harry Wilson as well as donor appreciation events.

### **Student Services**

Severo Balason, Jr., Vice President of Student Services, invited the Board to attend the Hall of Fame ceremony to be held Sunday. The event will honor many Taft College alumni.

### **Institutional Research & Planning**

Oleg Bespalov, Executive Director of Institutional Research & Planning, has been collaborating with Governance Council members to review/revise their self-evaluation process.

### **Taft College Faculty Association**

Diane Jones, President of the Faculty Association, stated that she was a judge in the recent art contest during the Cougar Cookout. She reported the winners of the event attended an author's reception for the inspired One Book One Kern, *\$2.00 a Day: Living on Almost Nothing in America*. Ms. Jones welcomed Ms. McNeil and thanked the Board for their continued participation and presence on campus.

## **REPORT OF THE SUPERINTENDENT**

### Chamber Golf Tournament

Dr. Daniels stated that Taft College was represented in the recent Chamber Golf Tournament held at Buena Vista Golf Course by Board members and staff alike.

### Cougar Cookout

Dr. Daniels reported that the annual Cookout event was indeed a success. While many staff work to put on the event, it is also due to work and donations from community and students. Dr. Daniels expressed appreciation of the collective effort to host the fundraiser and celebration event.

### Holmes Dedication

Dr. Daniels attended the TUHSD dedication of the academy building in honor of Fred and Barbara Holmes. At the event, student work showed the collaborative efforts between the campuses to offer opportunities to students to further academic research.

### MOLU Outreach Event

Mobile Oilfield Learning Units (MOLU) filled the library in an outreach event for elementary students in the district. Nearly 200 students benefited from the work of Foundation and CTE staff.

### Dual Enrollment Data

Dr. Daniels provided data on dual enrollment and concurrent/special admit students at WKCCD including the number of courses, success rate and matriculation rate of students (copy attached to official minutes).

*SUPERINTENDENT'S REPORT (continued):*

Dr. Daniels shared the following items with the Board:

Hall of Fame

Grant Funded Employee List

Updated List of Dates/Events

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, December 13, 2017, at 5:00 p.m.

**CONTINUATION OF CLOSED SESSION**

On a motion by Trustee Orrin, seconded by Trustee Campos and unanimously carried, the Board reconvened into closed session at 7:24 p.m.

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

At 8:49 p.m., it was moved by Trustee Campos, seconded by Secretary Cole and unanimously carried, to reconvene in Public Session. President White reported that no action was taken during Closed Session.

**ADJOURNMENT**

At 8:50 p.m., on a motion by Trustee Orrin, seconded by Secretary Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Dawn Cole, Secretary

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

**SPECIAL MEETING**

**November 8, 2017**

The special meeting of the Board of Trustees of the West Kern Community College District was called to order at 3:17 p.m. by President Billy White. Secretary Dawn Cole and Trustees Emmanuel Campos, Michael Long and Dr. Kathy Orrin were present. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were in attendance.

**PLEDGE OF ALLEGIANCE**

President White led the pledge of allegiance.

**PUBLIC COMMENT ON OPEN SESSION ITEMS**

No comments were heard.

**PRESENTATION - Feasibility Survey Results**

Richard Bernard, of FM3 research firm, presented the results of the feasibility survey that was administered to a sample group of WKCCD voters. The data showed that the voters are strongly aware of the College's presence in the community. The survey provided feedback for necessary voter education in area of facility needs in WKCCD. Mr. Bernard reported that the results do show there is a foundation of support for a facility related bond.

**PRESENTATION - Accessing the Feasibility of a General Obligation Bond**

Jeff Small, Capitol Public Finance Group advisor to WKCCD, provided information based on the feasibility results as they relate to the District's probability of obtaining a bond. He reviewed the local tax breakdown and how it would affect the financing of a bond. He reviewed target tax rates to meet need but to keep payback of the bond comfortable for District budgets in the future as they rely on tax collections from mineral roll that can be volatile.

**PRESENTATION - Preparing for 2018 Bond Success**

Amanda Clifford, of CliffordMoss, LLC., presented a PowerPoint highlighting the steps to take should the Board choose to place a bond on an election cycle. CliffordMoss would assist the District in developing the plan and marketing should a bond go to vote. She emphasized the District is in a good standing to educate voters on the strategic plans developed and being utilized to provide educational opportunities. Ms. Clifford reviewed the timeline that the District would be working under.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were heard.

**CLOSED SESSION**

At 4:12 p.m. it was moved by Trustee Campos, seconded by Trustee Long 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  
Claim Received from Donald Thornsberry  
Claim Received from Melissa Thornsberry
- F. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)

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

At 5:10 p.m., it was moved by Secretary Cole, seconded by Trustee Campos and unanimously carried, to reconvene in Public Session. President White reported that no action was taken during Closed Session.

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, November 8, 2017, at 5:00 p.m.

**ADJOURNMENT**

At 5:12 p.m., on a motion by Trustee Long, seconded by Trustee Campos and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Dawn Cole, Secretary



**Date:** December 5, 2017  
**Submitted by:** Dr. Debra Daniels, Superintendent/President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

2018 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. I am recommending the approval of these dates. The dates are as follows:

January 10, 2018	July 11, 2018
February 14, 2018	August 8, 2018
March 14, 2018	September 12, 2018
April 11, 2018	October 10, 2018
May 9, 2018	November 14, 2018
June 13, 2018	December 12, 2018

**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:** December 5, 2017  
**Submitted by:** Dr. Debra Daniels, Superintendent/President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Resolution 2017/18-05 – Recognition of Angelo Cutrona as Northern California Coach of the Year for Men’s Soccer

**Background:**

Angelo Cutrona has served for 15 years as the Headcoach for the Taft College Men’s Soccer program. From recruitment to conditioning, Angelo has worked countless hours to guide the many young men who have played Cougar soccer to on field success. Recently the California Community College Soccer Coaches Association named Angelo as the 2017 Northern California Coach of the Year. The 2017 Men’s Soccer team recently played in the championship game for the State Title. While talent among the men are evident, it must be noted that Angelo’s passion for soccer has been beneficial not only to the College but to the young men who play for him.

**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



**BOARD OF TRUSTEES  
WEST KERN COMMUNITY COLLEGE DISTRICT  
RESOLUTION 2017/18-05**

*Honoring Men's Soccer Headcoach Angelo Cutrona*

**WHEREAS**, Angelo Cutrona , has served as Headcoach of the Taft College Men's Soccer team with distinction since 2002; and

**WHEREAS**, Angelo has set a consistent high standard in Taft College Men's Soccer by leading many teams to playoffs, Central Valley Conference titles, and a 2007 State Championship; and

**WHEREAS**, the California Community College Soccer Coaches Association has recognized Angelo as the Northern California Coach of the Year for 2017 for his continued effort that resulted in another State Final competition and a successful 17-4-3 overall record and a CVC record of 6-0-2;

**NOW, THEREFORE, BE IT RESOLVED** that the West Kern Community College District Board of Trustees hereby extends its sincere appreciation to Angelo for his many lasting contributions to Taft College athletics, expresses its congratulations on his receiving the Northern California Coach of the Year as distinguished by the California Community College Soccer Coaches Association;

**IN WITNESS** of the adoption of the foregoing Resolution 2017/18-05 at a duly called regular meeting of the West Kern Community College Board of Trustees held December 13, 2017; the following members of the said Board have affixed their signatures.

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

\_\_\_\_\_  
Billy White, President

\_\_\_\_\_  
Dawn Cole, Secretary

\_\_\_\_\_  
Dr. Kathy Orrin, Trustee

\_\_\_\_\_  
Emmanuel Campos, Trustee

\_\_\_\_\_  
Michael Long, Trustee

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

**Date:** November 27, 2017  
**Submitted by:** Dr. Debra Daniels, Superintendent/President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Proposed Compensation Increase of 1.56% COLA to 2017-18 Salary

**Background:**

The District would like to propose a compensation increase to the Superintendent/President of 1.56% COLA that was received by all other groups as approved by the Board at the regular meeting held October 11, 2017. The District has an interest in offering the same Agreement across all classifications.

**Terms (if applicable):**


An implementation date retroactive to July 1, 2017 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 2017-18.

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

**Date:** December 1, 2017  
**Submitted by:** Julie McNeil  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Memorandum of Understanding regarding the Effects of December 31, 2017 Layoff of Dental Hygiene Special Projects Positions

**Background:**

West Kern Community College District and the California School Employees Association and its chapter 543 (collectively, CSEA) agree to a Memorandum of Understanding regarding the effects of the December 31, 2017 layoff of Dental Hygiene Special Projects Positions.

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

N/A

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

N/A

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

N/A

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

**MEMORANDUM OF UNDERSTANDING  
REGARDING THE EFFECTS OF DECEMBER 31, 2017 LAYOFF OF  
DENTAL HYGIENE SPECIAL PROJECTS POSITIONS**

WHEREAS, the West Kern Community College District ("District") and the California School Employees Association and its Chapter 543 (collectively, "CSEA"), agree to this Memorandum Of Understanding ("MOU") regarding the effects of the December 31, 2017 Layoff of Dental Hygiene Special Projects Positions (the "Layoff"):

1. Employees subject to layoff or a reduction in work hours/work year shall retain all rights and benefits guaranteed to them by the California Education Code section 88017 and the effective collective bargaining agreement ("CBA") between the District and CSEA;
2. The order of layoff and displacement rights shall be in accordance with the California Education Code section 88127 and the CSEA CBA;
3. When requested, the District shall provide classified bargaining unit members affected by the Layoff with letters of reference to verify the affected employees' job titles, dates of employment, and final salary level earned;
4. Benefited employees who are subject to layoff or a reduction in hours which results in the loss of health benefits shall be offered COBRA upon the loss of health benefits. Current Health & Welfare benefits will run through February 28, 2018;
5. Employees who have been laid off and placed on a reemployment list may be employed as a substitute or short term employee in any class for which they are qualified and such employment shall in no way affect his status or eligibility for reemployment;
6. The District will provide CSEA with a copy of all layoff notices concerning members in the classified bargaining unit. The District will provide CSEA with a final list of the placement (if bumping rights are exercised) of the affected bargaining unit members and all communications sent to affected bargaining unit members. The District will also provide CSEA with a current seniority list for all job classifications affected by the Layoff and a current reemployment list;
7. The District will notify bargaining unit members, who are placed on the reemployment list as a result of the Layoff, of their opportunity to update their contact information for purposes of receiving future communications regarding reemployment matters.
8. An employee on the 39-month reemployment list will be given five workdays to respond to an offer to return to work in a like-for-like position. If the

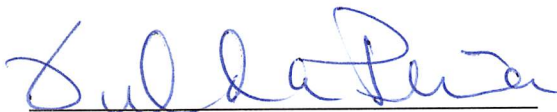
District does not receive a response by the fourth workday, the exclusive representative be notified and will attempt to contact the employee. If there is no response by the close of business on the sixth workday, the offer will be considered to have been rejected. The rejection shall be considered as a resignation from the District and the employee shall be removed from the reemployment list. For purposes of this provision, like-for-like means the same job classification, the same or greater number of hours per week, and the same or greater number of months per school year;

9. If an employee on the 39-month rehire list accepts an assignment of fewer hours per week or fewer months per school year, the employee will be eligible for reinstatement to the position and hours from which she was laid off for an additional period of up to 24 months (California Education Code section 88117);
10. The Interim Associate Vice President of Human Resources is available to review resumes and applications through January 31, 2018.

IN WITNESS OF, the District and CSEA have executed this MOU on the 30<sup>th</sup> day of November, 2017. The terms of this MOU shall have no precedential value and shall not constitute a past practice between the parties, and apply only to those positions affected by the Layoff. This MOU supersedes any and all previous agreements or representations regarding the effects of the Layoff. The effectiveness of this MOU is contingent upon review under CSEA Policy 610 and the ratification of the MOU by the District's Board of Trustees.

CSEA Chapter 543

West Kern Community College District



Velda Pena  
CSEA President



Dr. Debra S. Daniels  
Superintendent/President

CSEA

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Carol Georges  
Labor Relations Representative

**Date:** November 16, 2017  
**Submitted by:** Dr. Debra Daniels, Superintendent/President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Tentative Agreement Between California School Employees Association (CSEA) #543 and West Kern Community College District (WKCCD) – Winter Holiday Closure

**Background:**

As part of the continuing dialog through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding the winter holiday closure. If approved, the college campus would be closed from the last working day preceding Christmas at 5:00 p.m. and would reopen for operation the next working day following the recognized New Year's Day holiday at 8 a.m.

**Terms (if applicable):**

Immediate implementation is recommended.

**Expense (if applicable):**

N/A

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

N/A

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



**Tentative Agreement Between**

**California School Employees Association, Chapter #543  
And  
West Kern Community College District**

**Winter Holiday Closure**

This tentative agreement ("Agreement") is made by and between the California School Employees Association, Chapter #543 ("CSEA") and the West Kern Community College District ("District") (collectively referenced as the "parties") with respect to the following recitals:

12.1 Scheduled Holidays: The District agrees to provide any full-time unit members with the following fourteen (14) paid holidays:

New Year's Day  
Martin Luther King Jr. Day  
Lincoln's Day  
Washington's Day  
Memorial Day  
Independence Day  
Labor Day  
One day in lieu of Admission Day  
Veterans' Day  
Thanksgiving Day  
The Friday following Thanksgiving Day (Local Holiday)  
Christmas Eve or alternate (Local Holiday)  
Christmas Day  
New Year's Eve or alternate (Local Holiday)

12.1.1 Winter Break Closure:

**As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding a Winter Break Closure. Beginning December 2017, the District will modify the operational calendar by one (1) working week to be applied to Article 12.1 as follows:**

**The District will maintain the time between Christmas and New Year's Day as a Winter Break Closure (ie., District will close operations from the last working day preceding Christmas at 5:00 p.m. and will reopen for operation the next working day following the recognized New Year's Day holiday at 8:00 a.m.). All bargaining unit members will receive regularly paid holidays during the Winter Break Closure. The current approved local and legal holidays are to be utilized during this time.** Part-time unit members would receive the same 14 paid holidays if the holiday falls on a unit member's regular work day.

Any unit member who is not regularly scheduled to work on a holiday will receive pay or banked time off at their regular pay rate based on their normal

daily work day. The normal daily workday will be calculated by dividing the unit member's scheduled hours per week worked divided by scheduled number of days worked.

- 12.2 Holidays on Districtwide Non-Scheduled Work Days: When a scheduled holiday falls on Districtwide non-scheduled workday, the preceding workday not a holiday, or the following workday not a holiday, whichever is the closest to the non-scheduled workday shall be deemed to be that holiday.
- 12.3 Holiday Eligibility: Except as otherwise provided in this section, a unit member must be in a paid status on the scheduled workday immediately preceding or succeeding the holiday to be paid for the holiday.
- 12.3.1 Christmas/New Years Holiday Eligibility: Regular employees of the District who are not normally assigned to duty during the District holidays of December 25 and January 1 shall be paid for those two holidays if they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

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

1. The above recitals are true and correct.
2. **Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding a Winter Break Closure. Beginning December, 2017, the District will modify the operational calendar by one (1) working week applied to Article 12.1 as appropriate.**
3. Except as set forth in this Agreement, all other terms and conditions of the CBA shall remain unchanged.
4. This Agreement will become effective after ratification by the CSEA members and the District's Governing Board.

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

\_\_\_\_\_  
Velda Peña, President  
California School Employees  
Association, Chapter #543

Dated: December \_\_, 2017

Dated: December \_\_, 2017

Board Approval

First Presentation: November 8, 2017

Second Presentation/Approval: December 13, 2017

Draft Approved on October 31, 2017:

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

\_\_\_\_\_  
Velda Peña, President  
California School Employees  
Association, Chapter #543

**Date:** November 29, 2017  
**Submitted by:** Brock McMurray, EVP of Administrative Services  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Request for Approval



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**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Recommendation to award low bidder, Vitality Construction, Inc., of Sacramento, CA.

**Background:**

We have received formal bids for the Lighting Retrofit Phase 3 project. The scope of work includes, but is not limited to, lighting replacement and related work. A total of three (3) bids were received, and the bid results are attached. Per the recommendation of AP Architects, I recommend that the District award this project to the lowest bidder, Vitality Construction, Inc., of Sacramento for the bid of \$89,692.35. This project is funded by the 2016-17 Proposition 39 energy-efficiency funding.

**Terms (if applicable):**

Estimated time of completion is March of 2018.

**Expense (if applicable):**

\$89,692.35

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

The source of funding is the State of California 2016-17 Proposition 39 energy-efficiency funding.

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



**MEMO**

**Lighting Retrofit-Phase 3  
Taft College  
West Kern Community College District  
430-0063**

**Date:** November 9, 2017  
**To:** Brock McMurray/ WKCCD  
**From:** Miguel Castellanos  
**Subject:** Recommendation to Award proposal  
Lighting Retrofit-Phase 3

VIA:

Email

FAX

UPS

Hand Delivery

Mail

Pick-Up

**Project Scope:**

1. Project funding sources: 2016-17 Prop – 39 Funds (#41/150 & #41/100)
2. Project Budget: \$83,000.00
3. Scope of work includes, but not limited to, lighting replacement and related work.
4. Estimated time of completion: March 2018

We have received bids for the Lighting Retrofit-Phase 3 in Taft, CA. A total of 3 bids were received and the bid results are attached herein. The project bids are tabulated, and this office recommends that the District award to the low bidder, which is Vitality Construction, Inc., of Sacramento, CA.

**Please note the following:**

- ◆ The selection criteria are based on the total amount of bid.
- ◆ This was bid informally, per Public Contract Code.
- ◆ The bids were received and tabulated, and all bidders were notified of the resultant bids received.
- ◆ No protests have been received to date either formal or informal.

**This office recommends Base proposal be awarded for the total proposal amount of \$89,692.35 to the Contractor which is Vitality Construction, Inc., of Sacramento, CA.**

Enclosures: Bid Tabulation / Proposal



# BID TABULATION

Taft College  
West Kern Community College District

## LIGHTING RETROFIT PHASE 3

BID DATE: 11/2/2017  
 JOB NUMBER: 430-0063  
 Architect's Estimated Budget: \$70,000.00

<u>CONTRACTORS</u>	<u>LOCATION</u>	<u>ADDENDUM</u> 1 (Y/N)	<u>BID</u> BOND (Y/N)	<u>DIR</u> REG # (Y/N)	<u>BASE BID</u>	<u>TOTAL</u>
Vitality Construction	Sacramento	Y	Y	Y	\$ 89,692.35	\$89,692.35
A C Electric	Fresno	N	Y	Y	\$ 175,420.00	\$175,420.00
Bronco Electric	Bakersfield	Y	Y	Y	\$ 197,850.00	\$197,850.00
<del>Boldt Contracting Inc. DBA</del>	<del>Fresno</del>				\$ -	\$0.00
					\$ -	\$0.00
					\$ -	\$0.00
					\$ -	\$0.00
					\$ -	\$0.00
					\$ -	\$0.00
					\$ -	\$0.00
					\$ -	\$0.00

**Vitality Construction Inc.**  
Vitaliy Timoshchuk, CEO  
271 Opportunity St, # A-B  
Sacramento, CA 95838  
[vitaliy@vitality-construction.com](mailto:vitaliy@vitality-construction.com)  
(916) 509-5860

**Date: 11/01/2017**

**West Kern Community College District**  
**Att.: AP Architecs**  
3434 Truxtun Ave, Suite 240  
Bakersfield, CA 93301  
(661) 327-1690

Dear Sir/Madam;

Enclosed is a proposal in response to RFP titled Lighting Retrofit Phase 3, Taft College dated 10/31/2016 as advertised online.

Vitality Construction Inc. solely and responsibly binds itself and its employees to the terms and conditions of the bid. Our bid shall be valid for a period of not less than 90 days from the closing date for the receipt of all proposals. We will be completing all works under this contract in 45 days per scope of work.

- a) DIR Registration Number: 1000019623
- b) License Number & Class: 980907 C-10



Vitaliy Timoshchuk  
CEO/President

**INFORMAL BID PROPOSAL**

10/31/16

Bids will be received at the Office of the Architect (AP Architects), 3434 Truxtun Avenue - Suite 240, Bakersfield, CA 93301, on Thursday, 11/02/17 up to 4 pm.

Submitted to:  
**Board of Trustees**  
**West Kern Community College District**

Submitted by:

Vitality Construction Inc.  
 Name of Firm

Taft, California

Board Members:

Having carefully examined the Advertisement for Bids, Instructions to Bidders, General Conditions to the Contract, Supplementary Conditions, Special Conditions, Specifications and Drawings entitled - **TC – LIGHTING RETROFIT PHASE 3** – Taft College - located in Taft, California, as well as the premises and the conditions affecting the work, including Addendum (a) No (s) 1, inclusive, the Undersigned proposes to furnish all material and labor called for by all documents for the "entire work", in accordance with said documents for the sum of:

**BASE BID**

Eighty-nine thousand six hundred and ninety-two 35/100.

\$ 89,692.35

The undersigned understands that all documents required prior to starting work shall be provided no later than 10 days from the Notice of Award preparation date.

The undersigned understands that the time required to complete the work is the essence of the Contract and agrees to commence the work within fifteen (15) calendar days of the Notice to Proceed date, unless noted otherwise. The undersigned further agrees that this bid may not be withdrawn for a period of one hundred twenty (120) days after the date set for the opening thereof unless otherwise required by law.

The undersigned agrees, if awarded the Contract, to complete it within 45 calendar days plus any extensions of time, as provided for in the General Conditions of the Contract; failing to complete the work within the above stipulated time, he agrees to be bound by the conditions as set forth in the Supplementary Conditions, Article 17, and Instructions to Bidders - Section 002114.

The undersigned has checked carefully all the above figures and understands that the Owner will not be responsible for any errors or omissions on the part of the undersigned in making up this bid.

The undersigned confirms there are no clerical errors in preparation of this bid proposal.

The undersigned hereby certifies that this bid is genuine and not sham or collusive or made in the interest or in behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other bidder to refrain from bidding, and that the undersigned has not in any manner sought by collusion to secure for himself any advantage over any other bidder.

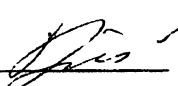
Enclosed find ( ) Bid Bond (x) Certified Check ( ) Cashier's Check for 10% of the amount bid.

**SUBCONTRACTOR LIST:**

Pursuant to the Provisions of the Public Contracts Code Sections 4100 to 4107 inclusive, every bidder shall set forth the name and location of the place of business of each subcontractor who will perform work or labor in or about the construction of the work or improvement in an amount in excess of one-half of one percent (1/2 of 1%) of the Bidder's total bid. If a Contractor is not listed and the work is more than one-half of one percent (1/2 of 1%) of the Bidder's total bid, he agrees to perform that portion himself. The following is the list of subcontractors:

<u>PORZION OF WORK</u>	<u>SUBCONTRACTOR</u>	<u>DIR REGISTRATION NUMBER</u>	<u>LOCATION OF BUSINESS</u>
Vitaliy Construction will not sub-contract any portion of work.			

I declare, under penalty of perjury, that information provided and representations made in this bid are true and correct and that this declaration was executed on 11/01/2017, at Sacramento,  
(date) (city)  
Sacramento, California.  
(county)

Respectfully submitted,  
Vitaliy Construction Inc. Corporate Seal  
If Applicable  
 Name of Firm  
Corporation Phone( ) 916 509-5860 or 916 761-0817  
 Individual, Partnership, Corp.\*\* Fax( ) \_\_\_\_\_  
 By Vitaliy Timoshchuk  980907 C-10  
 Address 271 Opportunity St, Ste A-B License Type & Number/Exp. date  
Sacramento, CA 95838 1000019623  
DIR Registration # & Exp. date

**No bid is valid unless signed by the person making the bid.**

\*\* State whether your firm is a corporation, a co-partnership, private individual, or individuals, doing business under a firm name. If the bidder is a partnership, the bid should be signed with the partnership name and by one of the authorized partners. If the bidder is a corporation, it should be signed by a person authorized to execute bids on behalf of the corporation.



**NON-COLLUSION AFFIDAVIT**

**TC - LIGHTING RETROFIT PHASE 3**

To: WEST KERN COMMUNITY COLLEGE DISTRICT  
29 Cougar Court  
Taft, CA 93268

State of California )  
 ) ss.  
County of Sacramento )

Vitaliy Timoshchuk, being duly sworn, deposes and says:

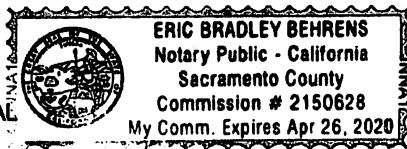
That he or she is the President/CEO (position) of Vitaliy Construction Inc. dba Vitaliy Electrical (name of bidder), the party making the bid; that the bid is not made in the interest of, or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any price breakdown, or their contents, or divulged relative information or data, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Vitaliy Construction Inc.  
(Firm Name)

Vitaliy Timoshchuk  
(Printed Name - Authorized Agent)

*[Signature]*  
(Signature - Authorized Agent)

Subscribed and sworn to before me on 11/1/17, 20 17.



[Signature]  
Notary Public


**PREVAILING WAGE  
COMPLIANCE CERTIFICATION**

**TC – LIGHTING RETROFIT PHASE 3**

To: WEST KERN COMMUNITY COLLEGE DISTRICT  
29 Cougar Court  
Taft, CA 93268

I hereby certify that I will conform to the State of California Public Works Contract Requirements regarding wages; benefits; on and off site audits with 48-hour notice; payroll records; apprentice and trainee employment requirements; and requirements herein.

Vitality Construction Inc.  
Contractor (type or print)

  
Contractor's signature

11/01/2017  
Dated

*7th  
Pamela*

**BID BOND**

Be advised that we, Vitality Construction Inc. DBA: Vitality Electrical  
as Principal ("Principal") and U.S. Specialty Insurance Company

a corporation duly licensed to transact business under the laws of the State of California as Surety ("Surety")  
are firmly bound to **WEST KERN COMMUNITY COLLEGE DISTRICT** as Obligee ("Obligee") in the sum  
of \$ 8,300.00 (Eight Thousand Three Hundred And 00/100 Dollars) for the payment of which the Principal and  
the Surety bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and  
severally, by this Bond.

The Principal has submitted a bid for Lighting Retrofit Phase 3 - Taft College Project No. 1718-03.

The condition of our obligation is this: if the Principal is awarded the contract upon its proposal, and shall, within the required number of days after the notice of award, execute a contract with the Obligee in accordance with the contract documents, submit the required payment and performance bonds, and provide all other required documents, then this obligation shall be null and void; but in the event that the Principal fails and/or refuses to execute and deliver those documents, this bond will be charged with the costs of the damages experienced by the Obligee as a result of that refusal, including but not limited to, publication costs, the difference in money between the amount of the bid of the Principal and the amount for which the Obligee may legally contract with another party to perform the work if the amount is in excess of the former; building lease or rental costs, transportation costs, professional service costs, and additional salary costs that result from the delay due to the Principal's default on the awarded contract. In no event, however, shall the Surety's liability exceed the penal sum indicated above.

The Surety, for value received, stipulates and agrees that its obligations and its bond shall not be impaired or affected by an extension of the time within which the Obligee may accept such bid; and Surety waives notice of any time extension.

Dated:

PRINCIPAL

By: Vitality Construction Inc. DBA: Vitality Electrical

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

Dated: October 25, 2017

SURETY

By: U.S. Specialty Insurance Company

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

Ted Lee Attorney-in-Fact

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of Orange )

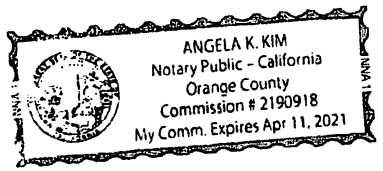
On October 25, 2017 before me, Angela K. Kim, Notary Public  
*Date Here Insert Name and Title of the Officer*

personally appeared Ted Lee  
*Name(s) of Signer(s)*

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.  
Signature [Handwritten Signature]  
*Signature of Notary Public*



Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**  
Title or Type of Document: Bond # B32003807 Document Date: \_\_\_\_\_  
Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**  
Signer's Name: Ted Lee Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  Partner —  Limited  General  
 Individual  Attorney in Fact  Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  Other: \_\_\_\_\_  
Signer Is Representing: U.S. Specialty Insurance Company Signer Is Representing: \_\_\_\_\_



TOKIO MARINE  
HCC

### POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That, U.S. SPECIALTY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Texas, and having its principal office in Houston, Harris County, Texas, does by these presents make, constitute and appoint,

**TED LEE**

its true and lawful Attorney-in-fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver bond number BB2003807 \_\_\_\_\_, issued in the course of its business and to bind the Company thereby, in an amount not to exceed One hundred thousand and 00/100 (\$100,000.00). Said appointment is made under and by authority of the following resolutions of the Board of Directors of U. S. Specialty Insurance Company:

"*Be it Resolved*, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

*Attorney-in-Fact* may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings, including any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts, and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

*Be it Resolved*, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." Adopted by unanimous written consent in lieu of meeting on September 1<sup>st</sup>, 2011.

The Attorney-in-Fact named above may be an agent or a broker of the Company. The granting of this Power of Attorney is specific to this bond and does not indicate whether the Attorney-in-Fact is or is not an appointed agent of the Company.

IN WITNESS WHEREOF, U.S. Specialty Insurance Company has caused its seal to be affixed hereto and executed by its Senior Vice President on this 1<sup>st</sup> day of December 2014.

State of California  
County of Los Angeles SS:



U.S. SPECIALTY INSURANCE COMPANY

By: Adam S. Pessin  
Adam S. Pessin, Senior Vice President

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

On this 1<sup>st</sup> day of December 2014, before me, Maria G. Rodriguez-Wong, a notary public, personally appeared Adam S. Pessin, Senior Vice President of U.S. Specialty Insurance Company, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of CALIFORNIA that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (seal)



I, Kio Lo, Assistant Secretary of U.S. Specialty Insurance Company, do hereby certify that the Power of Attorney and the resolution adopted by the Board of Directors of said Company as set forth above, are true and correct transcripts thereof and that neither the said Power of Attorney nor the resolution have been revoked and they are now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 25th day of October, 2017.

Bond No. BB2003807

Agency No. 2800



Kio Lo  
Kio Lo, Assistant Secretary

**CONTRACTOR'S CERTIFICATE  
REGARDING WORKER'S COMPENSATION**

**TC – LIGHTING RETROFIT PHASE 3**

To: WEST KERN COMMUNITY COLLEGE DISTRICT  
29 Cougar Court  
Taft, CA 93268

Labor Code Section 3700 provides:

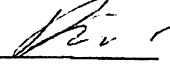
"Every employer except the State and all political subdivision or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

- "(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
  
- "(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with those provisions before commencing the performance of the work of this contract.

Dated: 11/01/2017


CONTRACTOR Vitality Construction Inc.

By: Vitaliy Timoshchuk 

Title: President/CEO

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

END OF SECTION 004115

**Date:** November 29, 2017  
**Submitted by:** Brock McMurray, EVP of Administrative Services   
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Request for Approval

---

**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Notice of Completion - Upgraded Electrical Service

**Background:**

I have enclosed a copy a memo from AP Architects requesting Notice of Completion and the Notice of Completion for Prousys, Inc., contractor for the Upgraded Electrical Service project. This notice is to state that all work necessary to complete the Upgraded Electrical project, to changeover from existing to a new campus transformer set by PG&E, has been completed in accordance with the contract. The final contract amount for this project is \$317,053.26.

Once this Notice of Completion is approved, it will be filed with the County Recorder's Office and the final payment (retention) will be released to the contractor.

**Terms (if applicable):**


Not applicable.

**Expense (if applicable):**

Not applicable.

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

Not applicable.

**Approved:** 

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



**MEMO**

**Upgraded Electrical Service  
Taft College  
WKCCD  
430-0050 M1**

**Date: October 17, 2017 2016**  
**To: Brock McMurray/ WKCCD**  
**Subject: Notice of Completion**

---

This is to inform you that a Notice of Completion can be filed for the above referenced project.

Please include in the next board meeting as an agenda item.

Please call me if you have any questions.

Contractor:	<u>Prousys, Inc.</u>
Contract Amount:	<u>\$347,895.00</u>
Change Orders	<u>- \$30,841.74</u>
% Original Contract	<u>- 8.87 %</u>
Final Contract Amount	<u>\$317,053.26</u>
Date of Completion	<u>07/14/2017</u>

A handwritten signature in black ink, appearing to read 'MS', with a long, sweeping horizontal stroke extending to the right.

Marisa Slayton



**RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:**

WEST KERN  
COMMUNITY COLLEGE DISTRICT  
Attn: District Office  
29 Cougar Court  
Taft, CA 93268

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**NOTICE OF COMPLETION**

THIS IS TO CERTIFY that the Contract entered into on July 12, 2016 by and between the **WEST KERN COMMUNITY COLLEGE DISTRICT**, by its Board of Trustees thereof, whose nature of interest is as OWNER in Fee, and **PROUSYS, INC.**, hereinafter referred to as CONTRACTOR, and whose surety is American Contractors Indemnity Company for all work necessary to complete the project identified as the West Kern Community College District -UPGRADED ELECTRICAL project, located at 29 Cougar Court, Taft, CA 93268 has been duly and completed in accordance with the requirements of the plans and specifications and contract documents, and I hereby acknowledge the completion and acceptance on the 14<sup>th</sup> day of July, 2017 on behalf of the Owner.

WEST KERN COMMUNITY COLLEGE DISTRICT

BY: \_\_\_\_\_  
Dr. Debra S. Daniels, Superintendent/President

STATE OF CALIFORNIA    }  
  }  
COUNTY OF KERN        }

Dr. Debra S. Daniels, Superintendent/President of the West Kern Community College District, being duly sworn deposes and says:

That I am the Superintendent/President of the West Kern Community College District, and Owner of property described in the foregoing notice, and that I have read the same and know the contents thereof, and that the same is true and correct to my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

---

WEST KERN COMMUNITY COLLEGE DISTRICT

BY: \_\_\_\_\_  
Dr. Debra S. Daniels, Superintendent/President

**Date:** December 1, 2017  
**Submitted by:** Brock McMurray, EVP of Administrative Services **BT**  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Request for Approval

---

**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Request for Subcontractor Substitution - Signage Subcontractor for the Student Center Project

**Background:**

Attached is a copy of California Averland's request to substitute the currently listed signage subcontractor, Visible Graphics, Inc., with Vomar Products, Inc.

California Averland is requesting the substitution of a subcontractor with another subcontractor based upon their notification to the District that the originally listed subcontractor was unable to perform the work. The subcontractor was notified per Public Contract Code Section 4107.5 of this request via certified mail at their last known address. A certified letter was sent by AP Architects to Visible Graphics on November 16, 2017, with no response from Visible Graphics. Numerous phone calls were made to Visible Graphics with no response, and no new forwarding address has been provided or identified. No notice or objections from Visible Graphics have been received to date. Per the Public Contract Code, Visible Graphics inaction constitutes consent to the substitution.

I am recommending, along with AP Architects, to accept this request to substitute Vomar Products, Inc. for Visible Graphics, and allow Vomar Products, Inc. to perform the signage work on the Student Center Project.

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

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

**Fiscal Impact Including Source of Funds (if applicable):** None.

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



**Memo**

**Student Center  
Taft College  
West Kern CCD  
430-0044 A1**

**Date: November 29, 2017**  
**To: Brock McMurray, WKCCD**  
**CC: Jay Kwon, California Averland Construction Inc.**  
**Subject: Subcontract Substitution Request – Signage**


Pursuant to California Averland Construction’s (CACI), request for substitution of sub-contractor, please note the following:

1. CACI has provided the West Kern Community College District with request for a substitution of a sub contract with another sub contractor based upon their notification to the district that the original listed subcontractor was unable to perform this work. The subcontractor was notified per Public Contract Code Section 4107.5 of this request via certified mail of the last known address. A certified letter was sent by AP Architects to the following address on November 16, 2017, copy attached:
  - a. Ken Kendall  
Visible Graphics, Inc.  
9736 Eton Ave.  
Chatsworth, CA 93292
  - b. Numerous phone calls have been attempted to Visible Graphics to verify subcontractor substitution with no returned calls.
  - c. Notice was attempted via certified mail delivery USPS on November 16, 2017.
  - d. No new forwarding address has been provided or identified.
  - e. No notice or attempt has been made by subcontractor to contact AP Architects or CACI as of this date.

Per PCC code the subcontractor has not responded per the allotted days indicated therein and based upon this inaction per PCC constitutes consent to the substitution.

2. AP Architects recommends substitution be granted to CACI of this subcontractor.
  - a. New Sub Contractor – Vomar Products, Inc., Canoga Park, CA

File/AP-hc  
Encl:  
Original request letter from CACI  
Letter to Subcontractor from AP  
Track and confirm USPS

  
Jose Vargas

**Erika Camarena**

**From:** auto-reply@usps.com  
**Sent:** Wednesday, November 29, 2017 9:49 AM  
**To:** Erika Camarena  
**Subject:** USPS® Delivery Exception 70162710000062675097



Hello **Erika Camarena**,

Your package has a delivery exception. Your item was returned to the sender on November 20, 2017 at 10:39 am in CHATSWORTH, CA 91311 because the addressee moved and left no forwarding address.

Tracking Number: 70162710000062675097

**Delivery Exception**



**Tracking & Delivery Options**

7016 2710 0000 6267 5097

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
Domestic Mail Only

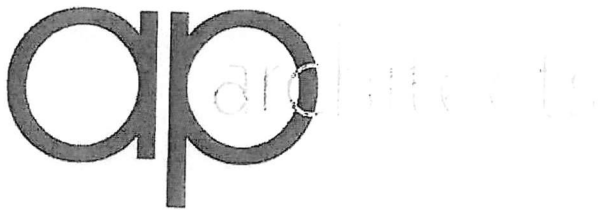
For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

**OFFICIAL USE**

Certified Mail Fee	\$ 3.35
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$
Sent To	
Street and Apt. No., or PO Box No.	
City, State, ZIP+4®	

Postmark  
Date  
NOV 29 10:39 AM  
CHATSWORTH, CA 91311

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse



**Memo**

**Student Center  
Taft College  
West Kern CCD  
430-0044 A1  
Via Certified US Mail**

**Date:** November 15, 2017

**To:** Ken Kendall  
Visible Graphics, Inc  
9736 Eton Ave.  
Chatsworth, CA 91311

**CC:** Jay Kwon, California Averland Construction, Inc.  
Brock McMurray, Taft College  
Mike Capela, Taft College

**Subject:** Subcontract Substitution Request – Signage

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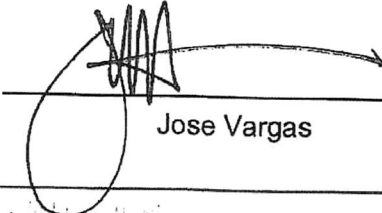
Pursuant to California Averland Construction's request for substitution of subcontractor, received 7/25/2017, please note the following:

1. California Averland Construction has provided the West Kern Community College District with request for a substitution of your subcontract with another subcontractor based upon their notification to the district that you are unable to perform this work.
2. This shall serve as your notice to respond to this request per Public Contract Code.
3. Please serve any notices to West Kern Community College District, care of AP Architects, attention Jose Vargas to the address below.

Prior to approval of the prime contractor's request for the substitution the awarding authority, or its duly authorized officer, shall give notice in writing to the listed subcontractor of the prime contractor's request to substitute and of the reasons for the request. The notice shall be served by certified or registered mail to the last known address of the subcontractor. The listed subcontractor who has been so notified shall have five working days within which to submit written objections to the substitution to the awarding authority. Failure to file these written objections shall constitute the listed subcontractor's consent to the substitution. If written objections are filed, the awarding authority shall give notice in writing of at least five working days to the listed subcontractor of a hearing by the awarding authority on the prime contractor's request for substitution.

Encl: Memo from CACI 7/25/17

File/AP-hc

  
\_\_\_\_\_  
Jose Vargas



**CALIFORNIA AVERLAND CONSTRUCTION, INC.**  
LIC #: 810681 DIR #: 1000025805

July 25, 2017

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 (SIGNAGE CONTRACTOR)**

California Averland is requesting to substitute our listed signage contractor "Visible Graphics, Inc." due to the reasons in the subcontractor's letter attached. California Averland will substitute "Visible Graphics, Inc." to "Vomar Products, Inc.". There is no cost change associated with this substitution. Thank you.

Vomar Products, Inc.  
7800 Deering Avenue  
Canoga Park, CA 91304  
CSLB: 318214  
DIR: 1000006553

Sincerely,

A handwritten signature in black ink, appearing to read 'Aaron Kim', with a long horizontal line extending to the right.

Aaron Kim  
General Manager  
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](http://www.calaverland.com)

# Visible Graphics, Inc.

July 6, 2017

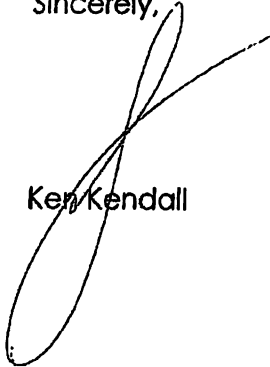
TO: West Kern Community College District Office  
Attn: Brock McMurray  
29 Cougar Court  
Taft, CA 93268  
(661) 763-7717

**RE:** Taft College Student Center Project

To whom it may concern,

Visible Graphics proposed signage for Taft College Student Center on April 20, 2016. The proposal is good for 90 days as specified on our proposal. We did not receive any notification of acceptance during the open period. Visible Graphics will not be offering a revised proposal for this project.

Sincerely,


A handwritten signature in black ink, appearing to read "Ken Kendall". The signature is stylized with a large loop and a long horizontal stroke extending to the right.

Ken Kendall

9736 Eton Ave. Chatsworth, CA 91311

Ph: 818 787.0477 Fx: 818 787.0415

[www.visiblegraphics.com](http://www.visiblegraphics.com)

**Date:** November 29, 2017  
**Submitted by:** Brock McMurray, EVP of Administrative Services   
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Request for Approval

---

**Board Meeting Date:** December 13, 2017

**Title of Board Item:** Change Order #1 - Upgraded Electrical Service

**Background:**

I have attached a copy of the Change Order #1 for the Upgraded Electrical Service project as submitted by AP Architects for Prousys, Inc., contractor. This Change Order is a credit for unused allowance monies for this project totaling \$30,841.74. The original Contract Sum for this project was \$347,895.00. With this Change Order, the new Contract Sum is \$317,053.26.

**Terms (if applicable):**

Not applicable.

**Expense (if applicable):**

None. This Change Order is a credit of \$30,841.74.

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

Not applicable.

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



CHANGE  
ORDER No.

**ONE**

Distribution to:  
 OWNER  FIELD   
 ARCHITECT  DSA   
 CONTRACTOR  INSPECTOR   
 SURETY

PROJECT: West Kern Community College District Upgraded Electrical Service 29 Cougar Ct. Taft, CA 93268	INITIATION DATE: 12/22/2016
CONTRACTOR: Prousys, Inc. 4700 New Horizon Blvd. Bakersfield, CA 93313	ARCHITECT'S PROJECT No.: 430-0050
	CONTRACT DATE: 6/8/2016
	PROJECT START DATE: 8/15/2016

You are directed to make the following changes in this Contract:

	Days	\$
<b>1.1 Provide credit to Contract for unused Project Allowance monies.</b>	0	<b>(\$30,841.74)</b>
<i>Reason: Other: Unused project allowance monies are being credited back to Owner due to not being required during construction.</i>		
<b>1.2 Provide additional days to contract for the procurement, coordination and installation of equipment as required to perform contract work. This item is a no cost time extension.</b>	213	\$0.00
<i>Reason: Other: Additional days added to contract for unanticipated long lead times from manufacturer on equipment along with additional time required to coordinate with PGE.</i>		
<b>TOTAL</b>	<b>213</b>	<b>(\$30,841.74)</b>

Not valid until signed by both Owner and Architect.

The original (Contract Sum) was	\$	347,895.00
Net change by previously authorized Change Orders	\$	-
The (Contract Sum) prior to this Change Order was	\$	347,895.00
The (Contract Sum) will be increased by this Change Order		<b>(\$30,841.74)</b>
The new (Contract Sum) including this Change Order will be	\$	317,053.26

The Contract time will be increased by **213** days.  
 The Date of Substantial Completion as of the date of this Change Order therefore is 7/14/2017.

<u>AP Architects</u> ARCHITECT <u>3434 Truxtun Ave. Suite 240</u> Address <u>Bakersfield, CA 93301</u>	<u>Prousys, Inc.</u> CONTRACTOR <u>4700 New Horizon Blvd.</u> Address <u>Bakersfield, CA 93313</u>	Authorized: <u>West Kern Community College District</u> OWNER <u>29 Cougar Ct.</u> Address <u>Taft, CA 93268</u>
BY: _____	BY: _____	BY: _____
DATE: _____	DATE: _____	DATE: _____

# CHANGE ORDER LOG/BY TYPE OF ITEMS

Prepared by: AP ARCHITECTS

Client: West Kern Community College District

Project: Upgraded Electrical Service

Arch Proj #: 430-0050 D2

Contractor: Prousys, Inc.

**PROJECT COMPLETION STATUS**

**100.00%**

**ORIGINAL CONTRACT AMOUNT:**

\$ 347,895.00

**REVISED CONTRACT AMOUNT:**

\$ 317,053.26

CO #	ITEMS				TOTAL	% Original Contract	REMARKS
	Value Engineering	Latent Conditions	Project Upgrades	Other Items			
1	\$ -	\$ -	\$ -	(\$30,841.74)	\$ (30,841.74)	-8.87%	
		\$ -	\$ -	\$ -	\$ -	0.00%	
					\$ -	0.00%	
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ (30,841.74)	\$ (30,841.74)	-8.87%	
<b>% Contract</b>	0.00%	0.00%	0.00%	-8.87%			



**Date:** November 7, 2017  
**Submitted by:** Sarah Criss, Executive Assistant to Superintendent/President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Information Item

---

**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

1<sup>st</sup> Reading – Board Policy

#5520 Student Discipline  
#7250 Educational Administrators  
#7310 Nepotism

**Background:**

This board policy was written and submitted by Student Services to assist in the District in establishing discipline procedures that meet requirements for due process based on state and federal law and regulations.

BP 5520 Student Discipline Policy is new to our District and identifies potential disciplinary actions based on defined conduct violations based on BP & AP 5500 Standards of Student Conduct.

These board policies have been updated as recommended by the legal counsel of Community College League of California Board Policy and Procedure fall semi-annual update.

BP 7250 Educational Administrators includes language of employment eligibility and legally required.


BP 7310 Nepotism broadens the definition of immediate family and is legally advised.

These board policies will be presented for the second reading and request for approval at the meeting scheduled for January 10, 2018.

**Terms (if applicable):**

**Expense (if applicable):**

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

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

# BP 5520 Student Discipline Policy

## Reference:

*Education Code Section 66017, 66300, 72122, 76030, and 76030 et seq.;*  
*Penal Code Section 626.4*

The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law regulations. The administrative procedure shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student based on clearly defined conduct violations (BP 5500, AP 5500).

The administrative procedure will be used in a fair and equitable manner and will not infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions and by the Education Code Section 76120.

The Superintendent/President, Vice President of Student Services, or other staff members designated by the Superintendent/President can withdraw consent for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Superintendent/President, Vice President of Student Services, or other staff members designated by the Superintendent/President has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

The Superintendent/President, Vice President of Student Services, or other staff members designated by the Superintendent/President will provide the student with written notice of the conduct warranting discipline. The written notice will include the following:

1. The specific section of the Standards of Student Conduct that the student is accused of violating.
2. A short statement of the facts supporting the accusation.
3. The right of the student to meet with the Superintendent/President, Vice President of Student Services, or other staff members designated by the Superintendent/President or designee to discuss the accusation, or to respond in writing.
4. The nature of the discipline that is being considered.

This policy affords student the right to request a formal hearing. The Superintendent/President, the president of the Academic Senate, and the AS president shall each, at the beginning of the academic year, establish a list of at least five persons who will serve on student disciplinary hearing panels.

The Superintendent/President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. The decision of the Superintendent/President shall be final. The Superintendent/President's decision shall be forwarded to the Board of Trustees. The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code Section 626.4).

*See Administrative Procedures 5520*

## BP 7250 Educational Administrators

### Reference:

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

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

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

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

1. The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developing jointly by the **CEO Superintendent/President** and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
2. The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.
3. The District has a vacancy for which the administrator meets minimum qualifications.

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

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



Note: To be use if the Board offers contracts for educational administrators. This note will be deleted before uploading onto the web.

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

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

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

See Administrative Procedures [ # ]

## BP 7310 Nepotism

### Reference:

*Government Code Sections 1090 et seq. and 12940 et seq.*

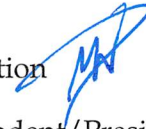
The District does not prohibit the employment of relatives [or domestic partners as defined by Family Code Section 297 et seq.] in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division or site that has an immediate family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, discipline, demotion, or salary of the relative [or domestic partners as defined by Family Code Section 297 et seq.].

Immediate family means spouse, parents, grandparents, siblings, children, **step-children**, grandchildren and in-laws or any other relative living in the employee's home.

The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place relatives or domestic partners in the same department, division or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

Date: November 8, 2017  
Submitted by: Mark Williams, VP of Instruction   
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Request for Approval

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Board Meeting Date: December 13, 2017

**Title of Board Item:**

Revised 2017-18 & 2018-19 Academic Calendars

**Background:**

Attached are the revised 2017-18 & 2018-19 academic calendars reflecting the winter holiday closure.

**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

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TEACHING DAYS      FALL (80 DAYS)

                              SPRING (80 DAYS)

FACULTY INSERVICE      (14 DAYS)

FAC INSERVICE (GRADUATION DAY)      (1 DAY)

LEGAL HOLIDAYS      (10 DAYS)

LOCAL HOLIDAYS      (6 DAYS)

SUMMER SESSION      (40 DAYS)





# ACADEMIC CALENDAR 2018-2019

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- TEACHING DAYS      FALL (80 DAYS)
- SPRING (80 DAYS)
- FACULTY INSERVICE      (14 DAYS)
- FAC INSERVICE (GRADUATION DAY)      (1 DAY)
- LEGAL HOLIDAYS      (10 DAYS)
- LOCAL HOLIDAYS      (6 DAYS)
- SUMMER SESSION      (40 DAYS)



**Date:** November 8, 2017  
**Submitted by:** Mark Williams, VP of Instruction   
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

2019-2020 Academic Calendar

**Background:**

The 2019-2020 academic calendar has been approved by the Taft College Faculty Collective Bargaining Committee and the Taft College Classified Collective Bargaining Committee and is ready for Board review and approval.

**Terms (if applicable):**

n/a

**Expense (if applicable):**

n/a

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

n/a

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

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**SEPTEMBER  
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**OCTOBER  
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**MAY  
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**NOVEMBER  
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**JUNE  
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**DECEMBER  
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TEACHING DAYS	FALL (80 DAYS)	
	SPRING (80 DAYS)	
FACULTY INSERVICE	(14 DAYS)	
FAC INSERVICE (GRADUATION DAY)	(1 DAY)	
LEGAL HOLIDAYS	(10 DAYS)	
LOCAL HOLIDAYS	(6 DAYS)	
SUMMER SESSION	(39 DAYS)	

**Date:** November 28, 2017  
**Submitted by:** Mark Williams, Vice President of Instruction  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Discontinuance of the following Courses:

COMM	1510	Mass Communication and the Individual
BIOL	1501	Fundamentals of Biology Lab
GEOG	1520	Cultural Geography
SOC	1558	The Role of the Tutor in Society and Education
SPAN	1502	Spanish for Healthcare Professionals
POSC	2005	Contemporary Political Topics
PSYC	2038	Gender Studies
REC	1516	Outdoor Recreation

**Background:**

**Liberal Arts Division**

The Liberal Arts Division as well as the Curriculum and General Education Committee recommend the following course inactivations. COMM 1510 is a duplicate of a Journalism course. SPAN 1502 has not been offered in the last six semesters.

COMM	1510	Mass Communication and the Individual
SPAN	1502	Spanish for Healthcare Professionals

**Science & Math Division**

The Science & Math Division as well as the Curriculum and General Education Committee recommend the following course inactivations. These courses have not been offered in the last six semesters.

BIOL	1501	Fundamentals of Biology Lab
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Social Science Division

The Social Science Division as well as the Curriculum and General Education Committee recommend the following course inactivations. These courses have not been offered in the last six semesters.

GEOG	1520	Cultural Geography
SOC	1558	The Role of the Tutor in Society and Education
POSC	2005	Contemporary Political Topics
PSYC	2038	Gender Studies
REC	1516	Outdoor Recreation

Fiscal Impact Including Source of Funds (if applicable):

None

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



Reviewed by: G. Graupman  
Reviewed by: S. Swenson  
Date reviewed: Sept. 30, 2014  
Text Update: January 2012  
C& GE approved: November 12, 2014  
Board approved: December 19, 2014

Communications (COMM) 1510 Mass Communication and the Individual (3 Units) CSU:UC  
[formerly Communication 1; Humanities 1]

Advisory: Eligibility for English 1500 strongly recommended

Total Hours: 48 hours lecture

Catalog Description: This course is a survey of mass communications and the interrelationships of media and society including, history, structure and trends in a digital age. This course includes discussion of theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues including gender and cultural survey of mass communications and the interrelationships of media with society including diversity. Students may opt to receive credit in either Communications 1510 or Journalism 1510, not both.

Type of Class/Course: Degree Credit

Text: Biagi, Shirley. *Media/Impact: An Introduction to Mass Media*. 11<sup>th</sup> ed. Stamford: Cengage, 2015. Print.

Additional Required Materials: None

Course Objectives:

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

1. explain, from a consumer standpoint, the importance of mass media in today's society,
2. evaluate the role of mass communication and its impact on the consumer,
3. identify the structure of each mass media,
4. distinguish between the chief similarities, differences, and qualities of the various major mass media,
5. explain the political and philosophical concepts behind the world's major systems of mass communication,
6. evaluate the degree of freedom inherent in each system
7. analyze the meaning of "freedom of the press",
8. compare the advantages and disadvantages, benefits and problems associated with press freedom,
9. identify and explain the rationale behind limitations sometimes placed on "freedom of the press,"
10. explain the concept of responsibility of the press, agencies formulating codes to further this concept, present codes, and changing responsibilities brought on by changing lifestyles,
11. identify the forces which shape the content of the mass media,
12. compare and contrast the ethics and rights of each media,
13. list problems in determining what to present or not to present,
14. explain the need for standards of truth and fairness in news reported by the media,
15. compare and contrast the responsibilities of the media, the public, and government, and
16. list the consequences of attempts aimed at restricting press freedoms.



Course Scope and Content:

Unit I: History, Technology, and Trends

- A. Mass Media and Everyday Life
- B. Books: History of Publishing
- C. Newspapers: Expanding Delivery
- D. Magazines: Targeting the Audience
- E. Recordings: Demanding Choices
- F. Radio: Riding the Wave
- G. Movies: Picturing the Future
- H. Television: Changing Channels
- I. Digital Media: Widening the Web

Unit II: Selling the Message

- A. Advertising: Motivating Customers
- B. Public Relations: Promoting Ideas

Unit III: Changing Messages

- A. News and Information: Getting Personal
- B. Society, Culture and Politics: Shaping the Issues
- C. Law and Regulation: Legal Issues Affecting the Freedom of the Press/Media
- D. Ethics: Social Responsibility and Diversity
- E. Global Media: Discovering New Markets

Learning Activities Required Outside of Class:

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

1. Studying
2. Answering questions
3. Completing required reading
4. Written work
5. Observing or participating in an activity related to course content

Methods of Instruction:

1. Lectures
2. Class discussions and projects
3. Outside reading assignments
4. Audiovisual presentations
5. Guest speakers

Methods of Evaluation:

1. Substantial writing assignments, including:
  - a. essay exam(s)

- b. reading report(s)
  - c. written homework
  - d. research paper
2. Other examinations, including:
- a. multiple choice items
  - b. matching items
  - c. true/false items

Supplemental Data:

T.O.P. Code:	060100 Media and Communications, General
Sam Priority Code:	E: Non-Occupational
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:	N: Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	N: Course is not a part of a cooperative education program
Eligible for Credit by Exam:	No
Eligible for Pass/No Pass:	Yes

Prepared by: J. Martinez  
Reviewed by: S. Swenson  
Text update: February 8, 2012  
Date prepared: March 20, 2006  
Date Reviewed: September 26, 2013  
C&GE approved: November 13, 2013  
Board approved: December 11, 2013

Spanish (SPAN) 1502 Spanish for Healthcare Professionals II (3 Units) CSU  
[formerly Spanish 22B]

Prerequisite: Successful completion in Spanish 1501 with a grade of “C” or better

Advisory: Eligibility for English 1500 strongly recommended

Prerequisite knowledge and skills:

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

1. communicate directly with their Spanish-speaking patients at a novice level,
2. question, at a novice level, the patient and family members or other Spanish-speaking persons who may accompany the patient about the symptoms they have,
3. speak and write Spanish at a novice level.

Total Hours: 48 hours lecture

Catalog Description: This course is a continuation of 1501 and is directed toward the needs of nursing and healthcare students, as well as other medical and hospital personnel who must communicate quickly and effectively with Spanish-speaking patients. Conducted in Spanish and English.

Type of Class/Course: Degree Credit

Text: Jarvis Ana C., R. Lebreo, and F. Mena-Ayllon. *The Basic Spanish Series: Basic Spanish*. 2<sup>nd</sup> ed. New York: Houghton Mifflin Company, 2011. Print.  
Robledo, Joyce O. *Basic Spanish For Healthcare Professionals*. 2<sup>nd</sup> ed. Eau Claire, Wisconsin: Professional Education Systems, 2011. Print.

Course Objectives:

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

1. communicate directly with their Spanish-speaking patients and develop a better patient-practitioner relationship,

2. evaluate symptoms and medical history as explained by Spanish-speaking patients in order to assess and choose the appropriate medical treatment to meet the patients' needs,
3. understand cultural values such as courtesy and the family in order to promote more comfortable conversations,
4. tell and explain to patients and to their Spanish-speaking family members what the prescribed diagnoses and treatments are for the patients,
5. recognize and become more familiar with the diet habits in many Hispanic homes in order to explain special diet needs for the patient,
6. translate basic events related to the patient for other healthcare workers, including physicians, who are non-Spanish speaking,
7. analyze terms and phrases in Spanish to evaluate their current condition particular event that has occurred to the patient,
8. question the patient and family members or other Spanish-speaking persons who may accompany the patient about the symptoms and events leading up to the current situation,
9. categorize the information from the patient, family members, or other sources into relevant and non-relevant data that are important to understanding the patient's situation,
10. formulate and communicate a plan of action for the patient to follow after leaving the medical facility, and
11. assess follow-up meetings and information for the patient in order to appraise his/her progress and communicate future healthcare instructions to the patient and family members.

Course Scope, Content and Student Learning Outcomes:

- Unit I            With the Dietician  
Study and practice language skills needed for communicating with patients, including:
- A. Learn and identify vocabulary related to the importance of diet
  - B. Formulate questions and learn to give appropriate answers
  - C. Translate simple sentences from English into Spanish
  - D. Stem-changing verbs (o:ue)
  - E. Affirmative and negative expressions
  - F. Pronouns as object of a preposition
  - G. Direct object pronouns
  - H. Student applies learned vocabulary and formulaic expressions to ask patients about their diet and give them advice of what to eat.
  - I. Student is able to compose a note (in Spanish) about what a patient should or should not eat according to the patient's circumstances.
  - J. Student applies learned vocabulary and formulaic expressions to tell patients about the dangers of obesity.

- Unit II            In the Family Planning Center

Study and practice language skills needed for communicating with patients, including:

- A. Learn and identify vocabulary related to family planning
- B. Formulate questions and learn to give appropriate answers
- C. Translate simple sentences from English into Spanish
- D. Stem-changing verbs (e:i)
- E. Irregular first-person forms
- F. *Saber* contrasted with *conocer*
- G. Indirect object pronouns
- H. Student applies learned vocabulary and formulaic expressions to tell patients about methods for family planning

### Unit III

#### A Physical Exam

Study and practice language skills needed for communicating with patients, including:

- A. Learn and identify vocabulary related to getting an annual physical exam
- B. Formulate questions and learn to give appropriate answers
- C. Translate simple sentences from English into Spanish
- D. *Pedir* contrasted with *preguntar*
- E. Special construction with *gustar*, *doler*, and *hacer falta*
- F. Demonstrative adjectives and pronouns
- G. Direct and indirect object pronouns used together
- H. Student applies learned vocabulary and formulaic expressions to tell patients that the doctor is going to run some tests.

### Unit IV

#### With the Dentist

Study and practice language skills needed for communicating with patients, including:

- A. Learn and identify vocabulary related to dental hygiene and general oral health
- B. Formulate questions and learn to give appropriate answers
- C. Translate simple sentences from English into Spanish
- D. Possessive pronouns
- E. Reflexive constructions
- F. Command forms: *Ud.* and *Uds.*
- G. Uses of object pronouns with command forms
- H. Student applies learned vocabulary and formulaic expressions to inform patients the results of their examination

### Unit V

#### At the Emergency Room

Study and practice language skills needed for communicating with patients, including:

- A. Learn and identify vocabulary related to health emergencies
- B. Formulate questions and learn to give appropriate answers

- C. Translate simple sentences from English into Spanish
- D. The preterit of regular verbs
- E. The preterit of *ser*, *ir* and *dar*
- F. *Por* and *para*
- G. Seasons of the year and weather
- H. Student applies learned vocabulary and formulaic expressions to tell a patient that you are going to take him/her to the X-ray room in a wheelchair.

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 9 hours per week outside of the regular class time doing the following:

- 1. Reading the assigned readings
- 2. Studying for the quizzes and exams

Methods of Instruction:

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

Methods of Evaluation:

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



Reviewed by: G. Golling  
Reviewed by: M. Mayfield  
Reviewed by: A. Jarrahan  
Review date: Fall 2016  
C & GE approved: October 10, 2016  
Board approved: November 9, 2016

Biology (BIOL)1501 Fundamentals of Biology Laboratory (1 Unit) CSU:UC  
[formerly BIOL 1L]

Prerequisite/Concurrent Enrollment: Successful completion of Biology 1500 with a grade of C or better.

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

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

1. understand fundamental principles of biology as illustrated by plants and animals,
2. understand the scientific method,
3. make critical observations,
4. recognize their interaction with their biological environment.

Total Hours: 48 hours lab

Catalog Description: Biology 1501 is an introductory laboratory course designed to survey the plant and animal kingdoms. The course includes microscopy of plants and lower animals, mitosis, life cycles, cell structure, and animal dissection.

Type of Class/Course: Degree Credit

Text: Enger, Eldon D., Frederick C. Ross. *Laboratory Manual: Concepts in Biology*. 14<sup>th</sup> edition.  
Boston, MA: McGraw-Hill, 2011.

Additional Required Materials: None

Course Objectives:

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

1. provide a general introduction to biology,
2. develop the fundamental principles of biology as illustrated by plants and animals,
3. develop in the student an understanding of the scientific method,
4. develop the students' ability to make critical observations,
5. develop in the students an understanding of their interaction with their biological environment,  
and
6. provide the students with a practical laboratory experience in the life sciences.

Course Scope and Content: (laboratory)

(Each unit involves approximately one week of lab work)

- Unit I            The Scientific Method and Metric Measurements
- A.     Metric measurements
  - B.     Metric conversions
- Unit II            Diffusion and Osmosis
- A.     Differentiate between diffusion and osmosis
  - B.     Kinetic energy and concentration effects
- Unit III           The Microscope
- A.     Using a compound microscope
  - B.     Preparing wet mount slides
- Unit IV           Cell Structure and Function
- A.     Viewing organisms from 5 Kingdoms
  - B.     Identifying cell structures and organelles
  - C.     Enzymes
- Unit V            Cell Metabolism
- A.     Fermentation
  - B.     Respiration
  - C.     Photosynthesis
- Unit VI           DNA and RNA
- A.     DNA replication, transcription, translation
  - B.     DNA purification
- Unit VII          Mitosis – Cell Division
- A.     Cell cycle phase
  - B.     Microscopic examination of cell division in plants and animals
- Unit VIII        Genetics & Human Variation
- A.     Single and double factor crosses
  - B.     Dominant and recessive human phenotypes
- Unit IX           Plant Tissues
- A.     Structure and function of plant organs
  - B.     Reproduction of plants
- Unit X            Frog Dissection
- A.     Identification of vertebrate organs and structures
  - B.     Animal Physiology

**Unit XI Visit to Los Angeles County Natural History Museum**

- A. Examine native and non-native species of plants and animals in a live context

**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. Studying
2. Answering questions
3. Completing required reading
4. Completing written work

**Methods of Instruction:**

1. Assigned readings from text and selected references
2. Lecture and demonstration by instructor
3. Films and filmstrips
4. Field trips
5. Assignments, tests

**Methods of Evaluation:**

1. Substantial writing assignments, including:
  - a. laboratory reports
2. Computational or non-computational problem-solving demonstrations, including:
  - a. quizzes
  - b. laboratory reports
3. Skill demonstrations, including:
  - a. class performance
  - b. ability to problem solve
4. Other examinations, including:
  - a. multiple choice
  - b. true / false
  - c. essay
  - d. demonstration of laboratory techniques
  - e. identification of laboratory specimens

**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:	040100- Biology
SAM Priority Code:	E: Non-Occupational
Funding Agency:	Y: Not Applicable
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	N: Course is not a part of a cooperative education program
Eligible for Credit by Exam:	No



**TAFTCOLLEGE**

Eligible for Pass/No Pass:

Yes

Reviewed by: S. Eveland  
Revised by: J. Altenhofel  
Date reviewed: March 2013  
C & GE approved: April 8, 2013  
Board approved: May 8, 2013  
State approved August 12, 2013

Geography (GEOG) 1520 Cultural Geography (3 Units) CSU:UC  
[formerly Geography 2]

Advisory: Eligibility for English 1500 strongly recommended

Total Hours: 48 hours lecture

Catalog Description: This is a study of the basic cultural elements of geography that places special emphasis on population, settlement pattern, land use, cultural worlds and their patterns of distribution. This course is a study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions. Topics include: demography, languages and religions, urbanization and landscape modification, political units and nationalism, and economic systems and development. C-ID: GEOG 125

Type of Class/Course: Degree Credit

Text: Domash, Mona, Roderick P. Neumann, and Patricia L. Price. *The Human Mosaic: A Cultural Approach to Human Geography*. 12th ed. New York: W. H. Freeman and Company, 2012. Print.

Knox, Paul L. and Sallie A. Marston. *Human Geography: Places and Regions in Global Context*. 4<sup>th</sup> ed. Upper Saddle River, NJ: Prentice Hall, 2011. Print.

Course Objectives:

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

1. Demonstrate an understanding of the distribution of the human population and the processes (both historical and contemporary) that shape this distribution;
2. Demonstrate an understanding of the origins, diversity, and distribution of basic cultural patterns, with particular attention given to: language, religion, urbanization, political and economic patterns, and human-environment interactions; and
3. Demonstrate an understanding of basic concepts used in the geographic study of human patterns including: diffusion, cultural landscapes, cultural ecology, and cultural regions.

Course Scope and Content:

- Unit I            World Regions in Global Context
- A.        Basic concepts used in the geographic study of human patterns, historical and contemporary.
  - B.        Distribution of the human population.
  - C.        Historical processes that shape human population distribution.
  - D.        Contemporary processes that shape human population distribution.
- Unit II            Europe and the Russian Federation, Central Asia, and the Transcaucasus



# TAFT COLLEGE

West Kern Community College District

- A. The origins, diversity, and distribution of basic cultural patterns.
- B. Language, religion, urbanization, political and economic patterns, and human-environment interactions.
- C. Diffusion, cultural landscapes, cultural ecology, and cultural regions.

## Unit III Middle East, North Africa, and Sub-Saharan Africa

- A. The origins, diversity, and distribution of basic cultural patterns.
- B. Language, religion, urbanization, political and economic patterns, and human-environment interactions.
- C. Diffusion, cultural landscapes, cultural ecology, and cultural regions.

## Unit IV The United States, Canada, and Latin America

- A. The origins, diversity, and distribution of basic cultural patterns.
- B. Language, religion, urbanization, political and economic patterns, and human-environment interactions.
- C. Diffusion, cultural landscapes, cultural ecology, and cultural regions.

## Unit V Asia, Australia, New Zealand, and the South Pacific

- A. The origins, diversity, and distribution of basic cultural patterns.
- B. Language, religion, urbanization, political and economic patterns, and human-environment interactions.
- C. Diffusion, cultural landscapes, cultural ecology, and cultural regions.

### Learning Activities Required Outside of Class:

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

1. Studying
2. Answering questions
3. Skill practice
4. Completing required reading
5. Written work
6. Preparation of oral reports to give in class

### Methods of Instruction:

1. Lecture-discussion periods.
2. Exercises in the construction and utilization of maps.
3. Frequent use of visual teaching materials, including video's, slides, films, charts, and graphs.
4. Oral reports on selected world countries.
5. Daily exercises in atlas use.

### Methods of Evaluation:

1. Substantial writing assignments such as:
  - a. research papers
  - b. essay questions

- c. other written reports
- 2. Unit tests, including:
  - a. multiple choice
  - b. matching
  - c. true or false
- 3. Outside reports
  - a. lab reports
  - b. research projects with substantive writing component
- 4. Supplemental Data:
- 5.

TOP Code:	220600 Geography
SAM Priority Code:	E: Non-Occupational
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:	N: Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	N: Course is not a part of a cooperative education program
Eligible for Credit by Exam:	Yes
Eligible for Pass/No Pass:	Yes



Prepared by: B. Baker  
Date prepared: Spring 1995  
Revised by: S. Eveland  
C & G Ed approval: November 8, 2010  
Board approval: December 9, 2010

Sociology (SOC) 1558 The Role of the Tutor in Society and Education (1Unit) CSU  
[formerly Sociology 48]

Advisory: Successful completion of English 1500 and/or transfer level mathematics course plus recommendation of an instructor

Total Hours: 16 hours lecture

Catalog Description: This course will focus on the practical skills necessary to function effectively as a tutor in the chosen area of study. Areas of study include the history of tutoring, duties and responsibilities of tutoring and effective tutoring and communication skills. Skills developed in this course will be practiced through supervised tutoring sessions. This course is offered on a pass/no pass basis only.

Text: None

Type of Class/Course: Degree Credit

Additional Instructional Materials: None

Course Objectives:

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

1. identify the goals of tutoring,
2. explain the importance of the first tutorial session,
3. define the tutorial plan,
4. explain the Socratic Method,
5. identify the process of diagnosis through observation,
6. identify important learning skills,
7. explain how to manage group tutorials,
8. explain the tutor as counselor role, and
9. identify ways to bridge cultural differences.

Course Scope and Content:

- Unit I Introduction to Tutoring
- A. Tutoring and tutor responsibilities
  - B. Basic tutoring guidelines
  - C. Some basic “do’s” and “do not’s”
  - D. Ethics and philosophy of tutoring
- Unit II The Tutoring Cycle
- A. Techniques for successfully beginning and ending tutoring sessions
  - B. Creating a tutoring contract/setting a goal
  - C. See one, Do one, Teach one model

- D. Evaluation of goal achievement
- E. Evaluation of session

- Unit III Tutoring Skill Set
- A. Active listening and paraphrasing
  - B. Referral skills
  - C. Study skills
  - D. Critical thinking skills
  - E. Modeling problem solving
  - F. Communication skills
  - G. Role modeling

**Learning Activities Required Outside of Class:**

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

- 1. Answering questions
- 2. Problem solving activity or exercise
- 3. Written work
- 4. Observation of tutoring sessions in lab setting
- 5. Skills practice in tutoring lab setting

**Methods of Instruction:**

- 1. Lecture
- 2. Handouts
- 3. Video presentations
- 4. Discussion
- 5. Evaluation of tutoring sessions
- 6. Role play
- 7. Guided observation of tutoring sessions

**Methods of Evaluation:**

- 1. Substantial writing assignments, including:
  - a. summary/personal response of video tape lessons
- 2. Demonstration of tutoring skills in observed sessions
- 3. Reflection paper(s) on personal learnings about tutoring
- 4. Tutee evaluation of tutoring skills
- 5. Instructor observation and evaluation



Reviewed by: H. Pease  
Reviewed by: S. Eveland  
Date reviewed: Spring 2016  
C&GE approved: March 14, 2016  
Board approved: April 13, 2016

Political Science (POSC) 2005 Contemporary Political Topics (3 Units) CSU:UC  
[formerly Political Science 5]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total Hours: 48 hours lecture

Catalog Description: An examination of selected contemporary political problems is presented in this course. Subjects vary each semester but might include such topics as the politics of energy, the politics of leadership, the politics of foreign affairs, etc.

Type of Class/Course: Degree Credit

Text: Close Up Foundation. *Current Issues*. (Most recent edition). Washington DC.

Additional Instructional Materials: None

Course Objectives:

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

1. Identify current political problems and events that affect individuals, the nation, and the world,
2. demonstrate awareness of issues affecting political policy making at all levels of governance,
3. demonstrate awareness of individual political responsibilities and duties, and
4. demonstrate understanding of processes for problem solving using political primary sources.

Course Scope and Content:

Unit I Domestic Policy Issues  
A. Crime and Security  
B. The Economy  
C. Education  
D. Health Care  
E. Immigration  
F. Jobs and Welfare

Unit II Foreign Policy Issues



- A. Defense
- B. Democracy and Foreign Aid
- C. Global Environment
- D. International Trade
- E. Weapons Proliferation

Unit III Geographical Issues

- A. Africa
- B. Asia
- C. Europe and Russia
- D. Latin America
- E. Middle East

Learning Activities Required Outside of Class:

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

1. Studying
2. Completing required reading
3. Written work
4. Performing independent research on selected topic(s)
5. Performing group research on selected topics(s)
6. Creating presentations for class discussion

Methods of Instruction:

1. Assigned current reading from current news magazines and newspapers
2. Class discussion on current problems
3. Lectures by the instructor
4. Audiovisual presentations
5. Research on instructor or student determined project/topic

Methods of Evaluation:

1. Substantial writing assignments, including:
  - a. writing summary of discussion perspective(s)
  - b. writing reviews of assigned readings
  - c. writing research paper
  - d. in-class writing assignment
2. Other examinations, including:
  - a. objective and/or subjective assessment of discussion contributions
  - b. presentation on student chosen topic(s) with supportive evidence

Supplemental Data:



TOP Code:	220700: Political Science
SAM Priority Code:	E: Non-Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	CSD8: CSU Area D8 IG4H: IGETC Area 4H LSBS: Local GE Social/Behavioral Sci

Prepared by: K. Kuckreja  
Date prepared: Spring 1995  
Reviewed by: Val Garcia  
Reviewed by: Jennifer Altenhofel  
Reviewed by: Michelle Oja  
Revised: August 2012  
Date revised: Fall 2012  
CG&E Approval: October 8, 2012  
Board Approval: November 8, 2012  
State Approved: November 28, 2012

Psychology (PSYC) 2038 Gender Studies (3 Units) CSU:UC  
[formerly Psychology 38]

Advisory: Eligibility for English 1500 strongly recommended

Total Hours: 48 hours lecture

Catalog Description: This course explores issues of sex and gender in sociological and psychological research, biological and socialization influences affecting females and males, and the effect of socially-constructed gender roles on human behavior. Specific topics that will be addressed include: gender bias in research, gender stereotypes, physiological/biological influences on gender, theories of gender development, gender identity, cognitive abilities, emotion, relationships, sexuality, and gender issues in treatment for mental disorders. Also covered are the debates on sex and gender and the impact of economic and political change on gender expectations and practices as well as a macro-analysis of how institutions shape gender. The student may opt to receive credit in either Psychology 2038 or Sociology 2038, not both.

Type of Class/Course: Degree Credit

Text: Brannon, Linda. *Gender: Psychological Perspectives*. 5<sup>th</sup> ed. Boston, MA: Allyn and Bacon, 2008. Print.  
Lindsey, Linda L. *Gender Roles: A Sociological Perspective*. 5<sup>th</sup> ed. Upper Saddle River, NJ: Pearson, 2011. Print.

Additional Required Materials: None

Course Objectives:

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

1. Identify the need to study gender,
2. Identify a variety of authorities and theories currently used to explain gender differences,
3. Compare and contrast male and female cultures,
4. Analyze two barriers to gender communication,

5. Identify the logical outcome of gender barriers at home, at the work place, and the community at large,
6. Explain and use conflict management techniques,
7. Compare and contrast sociological perspectives used to interpret gender relations,
8. Differentiate between the terms sex and gender and discuss their differences within the larger social context of gendered relations,
9. Identify the main agents of gender socialization and their impact on children's and adults' gender construction,
10. Describe gender ideology and practices in multiple social institutions and across cultures and societies,
11. Identify the interplay of race, ethnicity, class, and sexuality affecting gender relations,
12. Outline the process by which people negotiate power and gender boundaries through their relationships with others (including violent relationships), and
13. Identify social and political movements to change gender inequalities and gender practices.

Course Scope and Content:

- Unit I. The Study of Gender
- A. History of gender studies in psychology
  - B. History of gender studies in sociology
  - C. Issues in the study of gender
    - a. Psychological
    - b. Sociological
  - D. Considering diversity
- Unit II. Researching Sex and Gender
- A. Scientific method
  - B. Approaches to research
  - C. Gender bias in research
  - D. Considering diversity
- Unit III. Gender Stereotypes: Masculinity and Femininity
- A. Origins of gender stereotypes
  - B. Conceptualizing and measuring masculinity and femininity
  - C. Implications of stereotyping
  - D. Considering diversity
- Unit IV. Physical/Biological Components of Sex and Gender
- A. Endocrine system and steroid hormones
  - B. Stages of differences between the sexes
  - C. Sexual differentiation
  - D. Hormones and behavior instability
  - E. Considering diversity

- Unit V. Psychological Theories of Gender Development
- A. Psychodynamic approach to personality
  - B. Social learning theory
  - C. Cognitive theories of gender development
  - D. Which theory is best
- Unit VI. Major Theoretical Paradigms in Sociology
- A. Structural-functional
  - B. Social-conflict
  - C. Symbolic- interaction
  - D. Feminist Theory
  - E. Which theoretical paradigm is best
- Unit VII. Developing Gender Identity
- A. Gender identity development
  - B. Influences on gender identity development
  - C. Considering diversity
- Unit VIII. Intelligence and Cognitive Abilities
- A. Cognitive abilities
  - B. Source of the differences
  - C. Implications of gender-related differences
  - D. Considering diversity
- Unit VIII. Emotion
- A. Physiological, cognitive, and behavioral aspects of emotion
  - B. Gender and the experience of emotion
  - C. Expressivity and emotion
  - D. Considering diversity
- Unit IX. Relationships
- A. Friendships
  - B. Love relationships
  - C. Dissolving relationships
  - D. Considering diversity
- Unit XI. Sexuality
- A. Study of sexuality
  - B. Childhood sexuality: Exploration and abuse
  - C. Heterosexuality
  - D. Homosexuality
  - E. Bisexuality
  - F. Considering diversity



- Unit XII. School
- A. The school experience
  - B. Achievement
  - C. Considering diversity
- Unit XIII. Careers and Work
- A. Careers
  - B. Gender issues at work
  - C. Considering diversity
- Unit XIV. Health and Fitness
- A. Mortality
  - B. The health care system
  - C. Gender, lifestyle, and health
  - D. Considering diversity
- Unit XV. Stress, Coping, and Psychopathology
- A. Stress and coping
  - B. Diagnoses of mental disorders
  - C. Gender comparisons in psychopathology
  - D. Considering diversity
- Unit XVI. Treatment for Mental Disorders
- A. Approaches to therapy
  - B. Gender issues in therapy
  - C. Sexual exploitation in therapy
  - D. The self-help movement
  - E. Considering diversity
- Unit XVII. Contemporary Issues in Gender Research
- A. How different are the genders?
  - B. Where are the differences?
  - C. Can the genders get along?

**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. Assigned readings, lectures, and film
2. Working on assigned projects

**Methods of Instruction:**

1. Lectures
2. Group discussion
3. Guest lectures
4. Use of audio/visual/music
5. Group project(s)
6. In-class discussions

Methods of Evaluation:

1. Tests
2. Quizzes
3. Presentation(s)
4. Project(s)
5. Final examination
6. Student-generated written work

Supplemental Data:

T.O.P. Code:	200100 Psychology, general
Sam Priority Code:	E: non-occupational
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:	N: Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	N: Course is not a part of a cooperative education program
Eligible for Credit by Exam:	Yes

Eligible for Pass/No Pass:	Yes
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Revised by: V. Jacobi  
Reviewed by: S. Eveland  
Date Revised: December, 2013  
C&GE Approved: March 10, 2014  
Board Approval: April 9, 2014

Recreation (RECR) 1516 Outdoor Recreation (3 Units) CSU  
[Formerly Recreation 16]

Advisory: Eligibility for English 1500 strongly recommended

Total Hours: 48 hours lecture

Catalog Description: History, development, principles and trends of organized camping, nature and conservation, and outdoor recreation are presented in this course. Field trips, including camping and hiking activities, practical skills in firecraft, outdoor cooking, backpacking, and leadership training in camp counseling are included in this course. Fieldtrips are required.

Text: Harrison, G. *Outdoor Program Administration: Principles and Practices*. Champaign: Sheridan, 2012. Print

Additional Text (Optional): Olsen, Larry D. *Outdoor Survival Skills*. Provo: Brigham Young UP, 1976. Print.

Type of Class/Course: Degree Credit

Additional Instructional Materials: None

Course Objectives:

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

1. describe the three service sectors of outdoor recreation programs,
2. compare historic recreation with outdoor recreation today,
3. identify risks and create a risk management plan,
4. compare and contrast key design elements in outdoor recreation programs,
5. demonstrate practical skills in campcraft, and
6. analyze components in a well structured outdoor recreation program from a business perspective

Course Scope and Content:

- Unit I            Outdoor Recreation in American Life
- A.     Definition of outdoor recreation
  - B.     The need for outdoor recreation
  - C.     Scope of outdoor recreation
    1.     sightseeing and touring
    2.     picnicking, outings, cookouts
    3.     hiking, mountain climbing, hosteling, horseback riding

4. hunting and fishing
5. camping
  - a. organized
  - b. family
  - c. day
6. nature recreation
7. historical and archeological interests
8. winter sports
9. water related recreation
10. motorized vehicles
- D. Extent of outdoor recreation
  1. commercial outdoor recreation
  2. agencies concerned with outdoor recreation
    - a. municipal
    - b. state
    - c. federal
    - d. county
    - e. voluntary organizations
    - f. private organizations
- E. Values of outdoor recreation program

**Unit II Background of Outdoor Recreation in the United States**

- A. The American Indian
- B. Exploration and the Colonial Period
- C. The 10th century and westward expansion
  1. characteristics influencing recreation
  2. exploration of natural resources
  3. disappearance of land
  4. growth of the cities
  5. rise of social problems
- D. Rise of State Parks
- E. Development of National Parks
- F. Beginning of camping movement
- G. Growth of outdoor recreation programs

**Unit III Organized Camping**

- A. Growth and extent of organized camping in the United States
- B. Values and objectives of camping
- C. Types of camps
  1. in terms of sponsorship
    - a. private
    - b. organization
    - c. public
    - d. school
    - e. church
    - f. others
  2. in terms of groups served
    - a. youth

- b. family
      - c. adult
      - d. special groups
    - 3. in terms of duration
      - a. resident camp
      - b. day camp
      - c. short term and overnight camp
  - D. Camping as part of the community recreation program
    - 1. resident, family and day camps sponsored by public authorities
    - 2. camping programs of community agencies
  - E. State and federal assistance to the camping movement
  - F. The American Camping Association
    - 1. professional leadership
    - 2. emphasis on standards
    - 3. camping trends
      - a. decentralization
      - b. motivation
      - c. leadership
      - d. others
  - G. Day camping
  - H. The skills of counseling

**Unit IV Outdoor Recreation Skills**

- A. Toolcraft
  - 1. use of knife, axe, hatchet and saw
  - 2. maintenance of tools
- B. Firecraft
  - 1. use of knife, axe, hatchet and saw
  - 2. campfires
- C. Camp cookery
- D. Ropecraft
- E. Orienteering
- F. Wilderness survival
- G. Tents and shelters
- H. Camp sanitation
- I. Backpacking
  - 1. equipment available
  - 2. planning
  - 3. health and safety

**Unit V Nature Education**

- A. Orientation to nature education
- B. Weather
- C. Nature trails
- D. Astronomy
- E. Rocks and soil
- F. Plants

G. Animals

Unit VI Conservation and Outdoor Recreation

- A. Dependence of outdoor recreation upon natural resources
- B. The meaning of terms
  - 1. conservation
  - 2. preservation
- C. Problems of conservation for recreation
- D. Approaches to conservation
  - 1. land reserves
  - 2. legal restrictions
  - 3. improvement of resources management
  - 4. education

Unit VII School Camping and Outdoor Education

- A. Present status
- B. The increase in school camping and outdoor education
- C. Objectives in school outdoor education programs
- D. Problems in development of outdoor education programs
- E. Areas of experience in outdoor education

Unit VIII Design Outdoor Recreation Programs

- A. Administrative Risk Management
- B. Legal Considerations
- C. Budget and Financial Considerations
- D. Marketing
- E. Policy Making
- F. Staffing

Unit IX What the Future Holds

- A. Outdoor recreation trends
- B. Outdoor recreation problems
- C. Need for new facilities
- D. Need for education
- E. The federal and state role

Learning Activities Required Outside of Class:

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

- 1. Studying
- 2. Answering questions
- 3. Skill practice
- 4. Completing required reading
- 5. Problem solving activity or exercise



West Kern Community College District

6. Observation of or participation in an activity related to course content

Methods of Instruction:

1. Lecture
2. Directed Discussion
3. Multimedia Presentation
4. Field Trips

Methods of Evaluation:

1. Substantial writing assignments, including:
  - a. essay exams
  - b. reports
2. Computational or non-computational problem-solving demonstrations, including:
  - a. exams
  - b. homework problems
  - c. field work
3. Skill demonstrations, including:
  - a. class performances
  - b. performance exams
  - c. camping skills on field trip
4. Other examinations, including:
  - a. multiple choice
  - b. matching items
  - c. true/false items
  - d. completion



**Date:** November 20, 2017  
**Submitted by:** Brock McMurray, EVP of Administrative Services  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Request for Approval



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**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Resolution Authorizing the Kern County Auditor-Controller to Release Excess Impounded Local Tax Revenues

**Background:**

The Kern County Superintendent of Schools notified the West Kern Community College District (WKCCD) of excess impounded local tax revenues.

As of June 30, 2017, the District had \$5,643,480.94 local tax revenue impounded. The District's pending tax appeals were \$2,712,495.13, with \$214,711.08 in interest, for a combined total of \$2,927,206.21. Accordingly, now that the pending tax appeals have been adjusted, we are asking to release the excess impounded funds to WKCCD in the amount of \$2,716,274.73.

It is recommended that the Board of Trustees approve the attached resolution authorizing the release of impounded revenues in the amount of \$2,716,274.73 in property taxes.

**Terms (if applicable):**

Not applicable.

**Expense (if applicable):**

Not applicable.

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

Not applicable.

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

**BEFORE THE GOVERNING BOARD  
OF THE WEST KERN COMMUNITY COLLEGE DISTRICT  
OF KERN COUNTY, STATE OF CALIFORNIA**

**In the Matter of:**

**AUTHORIZATION TO SUPERINTENDENT  
TO DETERMINE AMOUNT AND REQUEST  
RELEASE OF IMPOUNDED MONIES IN  
SETTLEMENT OF PENDING LITIGATION**

**RESOLUTION NO. 2017/18 - 06**

**WHEREAS, by prior resolution of this Board, certain monies due to this District from the County as local tax revenues have been impounded against contingent tax liabilities in litigation or tax appeal cases; and**

**WHEREAS, by recent letters the County Counsel has notified the District of an excess of local tax revenues in the impound fund due to recent settlements.**

**NOW, THEREFORE, the Board resolves as follows:**

- A. All of the above recitals are found to be true and correct.**
- B. The Board hereby orders the Superintendent to:
  - 1. Determine the exact amount of impound monies which should be released to the District General Fund to meet and articulate with all pending fiscal needs of the District.**
  - 2. Notify, on behalf of this Board, the County Auditor's Office in writing of the amount to be so released and the effective date for such release.****
- C. A copy of this resolution shall be delivered to the County Auditor-Controller and Kern County Superintendent of Schools office forthwith.**

The foregoing resolution, on motion of \_\_\_\_\_, and  
 seconded by \_\_\_\_\_, was duly passed and adopted this  
 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the following vote:

AYES:                    NOES:                    ABSENT:                    ABSTENTIONS:

.....

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

By: \_\_\_\_\_  
   **Authorized Agent**

\_\_\_\_\_  
                         **Member**

\_\_\_\_\_  
                         **Member**

\_\_\_\_\_  
                         **Member**

\_\_\_\_\_  
                         **Member**

\_\_\_\_\_  
                         **Member**

**I HEREBY CERTIFY that the foregoing is a full, true, and correct excerpt from the  
 Journal of the Board of Trustees of the West Kern Community College District pertaining  
 to the adoption of the foregoing Resolution at a regular meeting held on  
 \_\_\_\_\_, 20\_\_\_\_.**

\_\_\_\_\_  
**Authorized Agent of the Board of Trustees of  
 the West Kern Community College District,  
 County of Kern, State of California**

**Date:** November 29, 2017  
**Submitted by:** Dr. Debra Daniels, Superintendent/President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Rental Fee Schedule for WKCCD

**Background:**

In accordance with Education Code and Public Resources Code, the District will have a rental fee schedule for organizations wishing to use District facilities. Such use of the facilities will be permitted on availability, with priority usage given to District needs. The details of the fee schedule, if approved, are as follows:

**Rental Fee Categories**

1. Rental fees include routine facilities staff services during normal working hours. Any facilities staff/security/technical services required in addition to the routine service normally provided shall be paid by the user at current rates which may include overtime. If the user requests a room set-up that is other than the standard arrangement for the room, the user shall reimburse the District for services rendered.
2. Interactive video facilities may be used only for approved teleconference activities. The fee for use of such facilities must include the cost for services of a District technician.
3. Use of the gymnasium may be classified into the following three categories.

These classifications will qualify users for a particular rate on the rental schedule. The District shall have the option to charge rates that, at their determination, are consistent with rental policies.

The Superintendent/President or designee may, at his or her discretion, waive any or all facilities usage fees if he or she feels the organizations proposed activity will provide beneficial community service to the citizens of the West Kern Community College District.

**Type I - District**

Shall apply to activities sponsored by the District or the Taft College Foundation. Fees will not be charged to the District or the Taft College Foundation. However, special functions and

staffing may be charged for use of the computer support and for any extra custodial services required.

### Type II - Public Service Use

Shall apply to local public agencies and local and federal government agencies. Shall also include organizations that charge fees or solicit contributions to be used for the welfare of the students in the District or for charitable purposes that are sponsored by established organizations in the community, i.e. churches, civic and service organizations. This classification shall also be applied to non-profit special interest groups and to faculty or staff who wish to use the facilities for private purposes.

#### **Rental Rates**

Facility	1-4 Hours	Full Day
Cafeteria	\$100	\$200
Cougar Room	\$75	\$150
Conference Room	\$25	\$50
Student Center	\$150	\$250
Gymnasium	\$150	\$250
Classrooms	\$25	\$50

### Type III - Commercial Use

Shall apply to organizations that charge admission fees or soliciting contributions where the net proceeds are destined for other than welfare or charitable purposes.

A deposit of 50% of the agreed rental fees may be requested to accompany a facilities rental form. This deposit will be refunded if a cancellation notice is received at least two working days prior to the scheduled event.

#### **Rental Rates**

Facility	1-4 Hours	Full Day
Cafeteria	\$200	\$350
Cougar Room	\$150	\$300
Conference Room	\$50	\$100
Student Center	\$250	\$400
Gymnasium	\$250	\$400
Classrooms	\$50	\$100
Library	\$250	\$400

1. Additional charges for facilities staff/technical/security/equipment, etc. used during rental of District facilities.

2. Charges for weekend and holiday use will include the services of at least one District employee to open the facility, stay on duty during the period of use, and close the facility.
3. If additional technical, security or custodial services are required in the opinion of the administration or at the request of the using organization, additional charges shall be made.

**Terms (if applicable):**

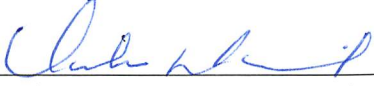
Effective Upon Approval

**Expense (if applicable):**

N/A

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

District will not increase expenses. Fee schedule will determine costs to organizations to offset possible costs to the District.

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

Dr. Debra Daniels, Superintendent/President

**Date:** November 22, 2017  
**Submitted by:** Amanda Bauer, Director of Fiscal Services  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Request for Approval



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**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Adjustments to 2017-18 Adopted Budget

**Background:**

Since adoption of the 2017-18 Adopted Budget, the following adjustments have been made to take into account new state-wide initiatives and district-wide year end close adjustments:

- Increase of \$3,478.42 for Mandate Programs Block Grant Allocation
- Net increase of \$29,562.26 for BSI
- Increase of \$8,857 for CalWORKs Allocation
- Increase of \$1,628 for TANF Allocation
- Increase of \$18,185 for DSPS Allocation
- Increase of \$3,056 for DSPS - DHH Distribution Allocation
- Increase of \$10,404 for DSPS - Print & Electronic Information Allocation

**Terms (if applicable):**

July 1, 2017 - June 30, 2018

**Expense (if applicable):**

N/A

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

N/A

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



Dr. Debra Daniels, Superintendent/President

# BOARD AGENDA ITEM

**Date:** November 20, 2017  
**Submitted by:** Primavera Arvizu, Dean of Student Success  
**Area Administrator:** Severo Balason, VP of Student Services  
**Subject:** Request for Approval



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**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

**Background:**

The integrated SSSP/Student Equity (SE)/BSI program model promotes integrated planning and program coordination at the college level. The three programs retain separate requirements as specified in the Education Code and title 5 regulations; these requirements are built into the Integrated Plan to ensure compliance with applicable law and regulations. The plans were developed in consultation with students, staff, Instruction and Student Services administrators, faculty and Academic Senate.

**Terms (if applicable):**

The 2017-2019 Integrated Plan will cover two years. The budget plan will reflect the 2017-2018 allocations.

**Expense (if applicable):**

Not applicable.

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

These funds are categorical funds. The programs (BSI, SE, SSSP) together bring in \$1,618,492 to the college.

**Approved:**  11/29/17  
Dr. Debra Daniels, Superintendent/President





## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

### Part I – Deadlines and Important Information

- Submission deadline: **January 31, 2018**
- The 2017-19 Integrated Plan will cover two years. The budget plan will reflect the 2017-18 allocations.
- Integrated fiscal reports will be required on an annual basis.
- All programmatic and student outcome data will be collected via existing MIS reporting. No additional data submissions are required.
- Colleges are encouraged to align integrated program plans with their college and district strategic plans/education master plans.
- Identify one individual and an alternate to serve as the point of contact for your college.

### PROGRAM INTEGRATION

The integrated SSSP/Student Equity/BSI program model promotes integrated planning and program coordination at the district and college levels. The three programs retain separate requirements as specified in Education Code and title 5 regulations; these requirements are built into the Integrated Plan to ensure compliance with applicable law and regulations. In coming years, the Chancellor's Office intends to pursue changes in Education Code and title 5 regulations to achieve even greater integration and alignment of the three programs in subsequent planning cycles.

Plans are to be developed in consultation with students, staff, administrators, faculty, Academic Senate, and members of the community as appropriate. Your plan must be adopted by the governing board of the community college district and submitted to the Chancellor's Office by December 15, 2017. A separate plan must be submitted for each college in the district.

### DATA-DRIVEN PLANNING

An effective plan is grounded in data. In developing your integrated plan, refer to existing data from your previous plans, additional statewide data, and/or data collected at your colleges. The Chancellor's Office will explore and develop mechanisms and tools over the coming months to assist and support colleges in their data analysis effort, although colleges should proceed with existing resources to complete the 2017-19 plan. Areas of focus for these new tools will include access and completion for basic skills, workforce and CTE, and transfer level courses.



## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

Although you are not required under this plan to submit your data, analysis, and each goal you set, Education Code requires that you analyze data and develop goals to address the following and to retain that information as part of your institutional records:

- Goals for the general population and for identified student groups, disaggregated by gender, as well as activities designed to address disproportionate impact using one of the Chancellor's Office-approved methodologies. Education Code requires that colleges analyze data for the following student groups and, if appropriate, develop subgroup-specific goals: current or former foster youth, students with disabilities, low-income students, veterans, American Indian or Alaskan Native, Asian students, black or African American, Hispanic or Latino, Native Hawaiian or other Pacific Islander, white, some other race, and more than one race.
- Success rates for students with basic skills needs using Basic Skills Cohort Tracker data that show (1) the number of students successfully transitioning to college-level mathematics and English courses, and (2) the time it takes students to successfully transition to college-level mathematics and English courses.

In addition, the following data should inform your planning:

- Trends for incoming students related to engagement in the following activities: (1) orientation, (2) assessment, and/or (3) education planning.
- The number of students on academic or progress probation, referred to follow-up interventions or services, and successfully moved from probation—disaggregated into the student groups that must be included in your disproportionate impact analysis.
- The number of noncredit CDCP certificates awarded, if applicable.
- Noncredit course success data, such as the percentage of students earning a grade of pass (P) or satisfactory progress (SP), if applicable.
- The number of students who transition from noncredit to credit.



## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

### Part II – Program Goals and Planning

#### PREVIOUS ACCOMPLISHMENTS

Questions 1 & 2 focus on what you **have accomplished during the 2015-16 planning cycle.**

1. Assess your college’s previous program efforts:
  - a. In the table below, list progress made toward achieving the goals outlined in your 2015-16 SSSP, Student Equity, and BSI plans. Expand the table as needed so that all of your goals are included.

Goal	Progress
<p><b>Orientation (SSSP Goal):</b> Services designed to provide students, on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other matters the college or district finds appropriate.</p>	<p>Section 55521 of title 5 specifies that colleges must provide students with a timely orientation that address the following topics:</p> <ul style="list-style-type: none"> <li>• Academic expectations and progress and probation standards</li> <li>• Maintaining registration priority</li> <li>• Prerequisite or co-requisite challenge process</li> <li>• Maintaining Board of Governor Fee Waiver eligibility</li> <li>• Description of available programs</li> <li>• Academic calendar and important timelines</li> <li>• Registration and college fees</li> <li>• Available planning services</li> <li>• College procedures and policies</li> </ul> <p><u>Progress Achieved:</u> In addressing all of the orientation requirements, the college changed the orientation format to an online orientation modality through Comevo English and Spanish. Comevo’s online orientation software operates through a cloud based software model. It provides a user friendly environment for the student population. Once the online orientation was implemented and launched in Spring 2016 orientations increased by 96%. The percentage of first-time non-exempt students receiving orientation services increased to 35% from Summer/Fall 2015 to Summer/Fall 2016. Information flags were also mapped to be auto populated from COMEVO, to SARS GRID to Banner for appropriate Banner MIS reporting.</p> <p>The percentage of usage has also increased for two of the disproportionately impacted groups; African American students by 75% from Fall 2014 to Fall 2016 and 51% for Hispanic males completing orientations.</p> <p><i>Source: Data Mart</i></p>
<p><b>Assessment and Placement</b></p>	<p>Section 55530 of title 5 requires non-exempt, first-time students to</p>



## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

<p><b>(SSSP Goal):</b> Provide assessment services to all first-time non-exempt matriculating students.</p>	<p>participate in assessment.</p> <p><u>Progress Achieved:</u> The number of assessments had increased from 2014-2015 to 2016-2017 by 47%. A collaboration between Testing and Outreach has provided assessment testing in the high schools.</p> <p>In 2016-2017, 7% of the incoming students placed in transfer level English (English 1500), while 60% placed in one level below transfer (English 1000). In Math, 2% placed into the transfer level math, while 49% placed in the college level below transfer (one to two levels below). In the category of reading, 40% placed in college level reading courses. Overall, 30% for English and 49% for Math placed in below college level course.</p> <p>The college formed a Common Assessment Initiative (CAI) workgroup Spring 2017 semester to address cut scores and multiple measures for the Common Assessment statewide initiative. Efforts on multiple measures have been made working with the Counselors and Outreach in removing barriers along the student matriculated pathway.</p> <p>The college implemented and is currently utilizing multiple measures. The types of multiple measures used are the following; Early Assessment Program (EAP), high school transcripts, self-reporting, SAT, ACT, other college transcripts capturing the highest class completed.</p> <p>The Early Assessment Program project was initiated Spring 2017 semester between counseling, outreach and the assessment departments. If a high school student scored high enough on their EAP test then the high school student (incoming Taft College student) would not have to take the assessment test after counselor and assessment department review, therefore removing a matriculation step. The loading of scores are in the process of being automated into banner.</p> <p><i>Source: Data Mart, Taft College MIS</i></p>
<p><b>Counseling/Advising (SSSP Goal):</b> Provide counseling, advising and other educational planning services to support credit students in successfully meeting their education and career goals.</p>	<p>Section 55523 of title 5, requires colleges to provide counseling, advising, and other education planning services to provide assistance to students in the exploration of education and career interests and aptitudes and identification of an education and career goal and course of study, including, but not limited to, preparation for transfer, associate degrees, and career technical education certificates and/or licenses.</p> <p><u>Progress Achieved:</u> There is an increase of 24% from Fall 2015 to Fall 2016 of counseling/advisement, educational planning services and other services being completed. There was a greater increase of over 100%</p>



## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

	<p>from Spring 2015 to Spring 2016 in assisting students with the completion of comprehensive student educational plans (CSEP) after their first term and completing the 15 units.</p> <p>The course success rate for Fall 2015 non-exempt first-time students who completed a comprehensive student educational plan was 83% with the withdrawal rate at 9% compared to students who did not complete a CSEP at 58% (course success rate) and 26% withdrawal rate. The percentage difference demonstrates higher success rate for students who meet with a counselor and complete a CSEP mapping their pathway. Students also persist at a higher rate at 89% compared to students without a CSEP at 40% and are retained at 96%</p> <p>The CSEP completion rate increased to 27% from Fall 2014 for Fall 2016 for two of the identified disproportionately impacted groups, African American students and increased to 6% from Fall 2014 to Fall 2016 for Hispanic male students.</p> <p><i>Source: Data Mart and Taft College Institutional Research Office (MIS)</i></p>
<p><b>Follow-up services for at-risk students (SSSP Goal):</b> Provide services and support to at-risk student populations as needed.</p>	<p>Section 55525 if title 5, requires colleges to evaluate the academic progress of, and provide support services to, at- risk students.</p> <p><u>Progress Achieved:</u> From 2014-2015 to 2016-2017 there was over a 100% increase in contacts with at-risk students, specifically students on academic probation. From 2015-2016 to 2016-2017 there was a 33% increase in the contacts.</p> <p>The Monitored Academic and Progress Probation (MAPP) was created addressing services for at-risk students. The program provided counseling and services using an intrusive model for at-risk follow-up. Monitored Academic and Progress Probation provided notification, in conjunction with the Office of Admissions and Records to students who have substandard academic performance. A one-hour MAPP orientation is held in-person and Online prior to the start of priority registration for those on probation. This is more intrusive in theory and focuses on changing behavior for those on continued probation and subject to dismissal. MAPP works with the Office of Admissions and Records to provide a semester exemption with a petition process for those on academic dismissal, if the student earns good standing in their most recent term. The MAPP counselor provides additional at-risk follow-up services based on the students specific needs as identified in a student self-assessment, which is completed during both the orientation and the workshop.</p> <p>Online probation orientations were provided to students on academic</p>



## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

	<p>probation through the online Comevo orientation shell. In 2014-2015, the orientation participating rate was 14.6% and increased to 55% in 2015-2016.</p> <p>During Spring 2016 semester, 76% of the probation student population had a personal issues that impacted their lives, 82% reported knowing their learning style, and 71% set goals for themselves the previous semester and less than half worked more than 20 hours per week.</p> <p><i>Source: Data Mart, Comevo and Taft College Institutional Research</i></p>
<p>Access: Improve access by 1% <b>(Equity Goal)</b></p>	<p><u>Progress Achieved:</u></p> <p>Key strategies to improve access include;</p> <ul style="list-style-type: none"> <li>• Implemented an “Equity First” SSSP integration</li> <li>• Implemented an “Equity First” AB86 integration</li> <li>• Implemented a communication strategy (committees: Access and Student Success)</li> <li>• Implement persistence support</li> </ul> <p>The first generation student population increased by 47% from Fall 2015 to Fall 2016 while EOP&amp;S, Incarcerated and Veteran student populations also increased;</p> <ul style="list-style-type: none"> <li>• 16% increase in EOP&amp;S students from Fall 2015 to Fall 2016</li> <li>• 23% increase in Incarcerated students from Fall 2015 to Fall 2016</li> <li>• 29% increase in Veteran students from Fall 2015 to Fall 2016</li> </ul> <p>The unduplicated headcount of American Indian students increased by 54.5%, from 33 in Fall 2014 to 51 in Fall 2016 while the unduplicated headcount of White Non-Hispanic students decreased by 6.2%, from 1,693 in Fall 2014 to 1,588 in Fall 2016. Enrollment for both Hispanic and African males increased from Fall 2015 to Fall 2016;</p> <ul style="list-style-type: none"> <li>• Hispanic Males: 17%</li> <li>• African American Males: 13%</li> </ul> <p><i>Source: Data Mart, Taft College Scorecard, MIS</i></p>
<p>Course Completion: Improve course completion success rate by 1%. <b>(Equity Goal)</b></p>	<p><u>Progress Achieved:</u></p> <p>Key strategies to improve course completion include;</p> <ul style="list-style-type: none"> <li>• Utilized a student-mentor case management approach to provide individuals with both general mentoring support as well as specialized support</li> <li>• Implemented success and completion coaches</li> </ul> <p>The transfer course completion success rate for African American students increased by 35.3%, from 47.6% in Fall 2014 to 64.4% in Fall 2016 and for Native Hawaiian/Pacific Islander students increased by 12.0%, from 62.5% in Fall 2014 to 70.0% in Fall 2016. The transfer</p>



## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

	<p>course success rates of American Indian/Alaskan Native students decreased by 8.1%, from 71.2% in Fall 2014 to 65.4% in Fall 2016.</p> <p>The credit course completion success rates of Native Hawaiian/Pacific Islander students increased by 3.3%, from 66.0% in Fall 2014 to 68.2% in Fall 2016. We met this outcome.</p> <p>The basic skills course completion success rates of DSPS students increased by 29.0%, from 36.2% in Fall 2014 to 46.7% in Fall 2016 and for EOPS students increased by 4.1%, from 58.8% in Fall 2014 to 61.2% in Fall 2016.</p> <p><i>Source: Data Mart, Taft College Scorecard, MIS</i></p>
<p>ESL and Basic Skills Sequence Completion: <b>(Equity Goal)</b></p>	<p><u>Progress Achieved:</u></p> <ul style="list-style-type: none"> <li>• Implement an “Equity First” AB86 integration</li> <li>• Implement student mentors</li> <li>• Implement success and completion coaches</li> </ul> <p>English basic skills sequence completion rates of African American students decreased by 21.2%, from 46.2% in 2015 (2008-2009 cohort) to 36.4% in 2017 (2010-2011 cohort) while the English basic skills sequence completion rates of Hispanic students increased by 3.2%, from 46.4% in 2015 (2008-2009 cohort) to 47.9% in 2017 (2010-2011 cohort).</p> <p>The math basic skills sequence completion rates of DSPS students increased by 54.3%, from 26.9% in 2015 (2008-2009 cohort) to 41.5% in 2017 (2010-2011 cohort).</p> <p><i>Source: Data Mart, Taft College Scorecard, MIS</i></p>
<p>Degree/certificate Completion: Improve program completion success rates by 5%.<b>(Equity Goal)</b></p>	<p><u>Progress Achieved:</u></p> <ul style="list-style-type: none"> <li>• Implement success and completion coaches</li> </ul> <p>The degree/certificate completion rate of Hispanic students increased by 31.3%, from 30.0% in 2015 (2008-2009 cohort) to 39.4% in 2017 (2010-2011 cohort) and increased for Male students by 24.0%, from 31.7% in 2015 (2008-2009 cohort) to 39.3% in 2017 (2010-2011 cohort). Completion rates of DSPS students increased by 77.3%, from 27.3% in 2015 (2008-2009 cohort) to 48.4% in 2017 (2010-2011 cohort).</p> <p><i>Source: Data Mart, Taft College Scorecard, MIS</i></p>
<p>Transfer: <b>(Equity Goal)</b></p>	<p><u>Progress Achieved:</u></p> <ul style="list-style-type: none"> <li>• Implement success coaches and completion coaches</li> </ul> <p>The transfer rates of low-income students increased by 20.7%, from</p>



## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

	<p>32.4% in 2015 (2008-2009 cohort) to 39.1% in 2017 (2010-2011 cohort).</p> <p><i>Source: Data Mart, Taft College Scorecard, MIS</i></p>
<p>Maintain the current success rate of students who begin at two levels below freshman composition and reduce the time for students to get to freshman composition course level. <b>(Basic Skills Goal)</b></p>	<p>The successful progression rate from the 900 level basic skills to the successful completion of transfer 1500 within three semesters has increased:</p> <ul style="list-style-type: none"> <li>• Fall 2014-Fall 2015 18%</li> <li>• Fall 2015-Fall 2016 26%</li> <li>• Spring 2015-Spring 2016 13%</li> <li>• Spring 2016-Spring 2017 21%</li> </ul> <p>The successful completion strategies of English 1500 for students who started at English 900 are Jumpstart, embedded Peer Mentors, Equity “class coaches”, and only utilization of student tutors in the writing lab who have been recommended by English faculty. In English/ Literacy Jumpstart, students had the opportunity to either review material before the start of the semester, or review the material and possibly start at the next level higher than the would have started at.</p> <p>Some English professors have used either an embedded Peer Mentor or “Class Coach” to guide students in class and help to increase success rates. These are students who are in a Disproportionally Impacted subgroup and have already completed the class successfully.</p> <p>Starting in Spring of 2017, only student tutors who have been highly recommended by English faculty, were hired to work in the Writing Lab. Finally, English faculty began to include information competency skills in pre-collegiate English courses. Additionally, English 1000 began the growth mindset approach in fall of 2016.</p> <p><i>Source: Data Mart, MIS, Institutional Research Office</i></p>
<p>The success percentage rate of students who begin reading and successfully complete freshman composition within four years will increase by 1% annually. <b>(Basic Skills Goal)</b></p>	<p>This goal was written in Fall 2015, therefore there has not yet been four years to measure the goal. The goal is in progress.</p>
<p>Reverse the downward trend in ESL by 1%. <b>(Basic Skills Goal)</b></p>	<p>As of Spring 2016, Taft College no longer has ESL classes on campus. At this time, all non-credit ESL courses shifted to West Kern Adult Education Network under Assembly Bill 86.</p>
<p>Within basic skills math course sequence, reverse the downward trend by 1%. <b>(Basic Skills Goal)</b></p>	<p>There has been no significant change within the successful sequence completion of basic skills math within four semesters (Spring 2014 to Fall 2015):</p>





## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

	<p>Spring 2014-Fall 2015 12%</p> <p>Fall 2014-Spring 2016 11%</p> <p>Spring 2015-Fall 2016 13%</p> <p>Fall 2015-Spring 2017 5%</p> <p>We will not know if the decline at the end is the start of a pattern or an anomaly until we have another semester to compare it to.</p> <p><i>Source: Data Mart, Institutional Research Office</i></p>
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b. To what do you attribute your overall success or lack thereof? (This answer can be in narrative or bullet; 100 words maximum)

Taft College attributes its success to the following:

- Integrated the role for Disproportionately Impacted students as mentors for peer support roles.
- Implementation of new technologies including Degree Works, Comevo orientation, SmartCatalog and SARS GRID data mapping.
- The development and implementation of a Student Resource Center providing food, toiletries and clothing to students in need and a Veteran’s Center addressing the Veteran student population.
- Professional Development for campus constituents addressing best practices in providing effective services to students who are marginalized.
- Engaging the college campus in courageous dialogue and continuous improvement with policies, practices and procedures.
- Developed supplemental instruction in selected courses.

c. In the table below, identify one goal from your 2015-16 plans that intersects SSSP, Student Equity, and BSI and describe the integration activities. (Note: For the 2017-19 plan, integrated goals are required.)

Goal	Activities in each program that serve the goal listed		
	SSSP	Student Equity	BSI
Increase course success rates through educational planning services for students to meet their	Targeted Comprehensive Student Educational plans (CSEP) were provided to students during certain times frames of the year.	Student Equity Workers/Mentors were utilized with intrusive follow-up services such as phone calls being made to students who have not completed a	Students who were enrolled in Basic Skills courses were tagged in the SARS GRID scheduling tool to assist counselors when



## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

<p>educational and career goals.</p>	<p>A March Madness campaign was implemented to complete CSEPs. Data was pulled on students who completed 15 units and who had not yet completed a CSEP.</p> <p>In Fall 2015, non-exempt first time students who completed a CSEP had a high course success rate of 83% compared to students who did not complete a CSEP with a course success rate of 58%.</p> <p>Provide new students with orientation and assessment.</p>	<p>CSEP informing them the importance of scheduling a counseling appointment.</p> <p>Student Equity Workers/Mentors assisted in the registration step during the summer Cougar Days. After students completed their ASEP then they received assistance with registration.</p> <p>Provide tutoring and Supplemental Instruction.</p>	<p>meeting with students in developing the appropriate sequence in the CSEP.</p> <p>Provide tutoring and Supplemental Instruction.</p>
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## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

2. Describe one strategy or activity that your college has implemented that is resulting in significant gains in student completion or closing of achievement gaps. The Chancellor's Office will use this information to assist in dissemination of effective practices to other colleges.

Through equity work, the college actively implemented student mentors, coaches, tutors and student workers who are identified as Disproportionately Impacted (DI) students as mentors, student coaches and tutors for peer support roles. The college implemented this innovative activity to address student completion and closing the achievement gaps through meaningful training, student work, feedback and support. Early experiences with this work have reinforced the need for training from partnering constituents: Mentoring (Garden Pathways), Mental Health and VAWA (Steinburg Institute), Bias (institutionalizing learning workshop from Kimberly Papillon, "Implicit Bias, Decision-Making and Equity in Education") and Communication (institutionalizing learning from workshop by Francis Flynn, Stanford "Communication Equity"). This opportunity for students also allowed for continuous interaction with faculty, staff and administration. These mentoring groups became leads and participated in enrichment activities throughout the year and collaborated with multiple entities on campus.

The average student equity worker/mentor course success completion rate for Fall 2016 was 87% with a persistence rate of 96% and 81% course success rate for Spring 2016.

### FUTURE PLANS

*Questions 3-8 address the 2017-19 planning cycle.*

3. Establish integrated student success goals to be completed/achieved by June 30, 2019, along with corresponding activities designed to achieve those goals. Goals must be outcomes-based, using system-wide outcomes metrics. For example:
  - Basic skills completion, including, but not limited to, (1) increasing the number of students successfully transitioning to college-level mathematics and English courses, and 2) reducing the time it takes students to successfully transition to college-level mathematics and English courses.
  - Closing achievement gaps for disproportionately impacted groups.
  - Improving success rates in degree attainment, certificate attainment, and transfer.
  - Improved identification of and support for students at-risk for academic or progress probation.
  - Deeper collaborations with high school districts, workforce agencies, or other community partners, particularly to increase students' college and job readiness
  - Improved noncredit student success for those with noncredit offerings (e.g., CDCP certificates awarded, course success, and noncredit-to-credit transition)

Select five integrated goals for the period covering this plan and complete the following table, showing how each goal connects across programs as well as the activities/steps you will implement to achieve each goal (Note: not all cells are required to be completed for



## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

each goal, but goals should cross at least two programs). Include at least one goal for each of three programs: Student Success and Support Program (core services), Student Equity, and Basic Skills.

Complete the table on the next page. Add rows as needed to list all five goals.



## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

Goal	Activities in each program that serve the goal listed			Goal Area
	SSSP	Student Equity	BSI	
<p><i>Increase successful course completion rate by 5%</i></p>	<p>Provide targeted Comprehensive Student Educational Plan building. Incorporate Degree Works in building CSEPs online and customized reports in Degree Works; utilizing the data to predict student demand and course offerings in support of student planning.</p> <p>Provide intentional high school outreach to feeder high schools and through summer bridge programs.</p> <p>Fully implement Degree Works; -build student educational plans online and customized reports; utilize data from Degree Works to predict student demand.</p> <p>Link incoming students to specific services and resources (EOP&amp;S, CalWORKs, CARE, DSPS, TRIO, etc.)</p> <p>Implement Common Assessment and utilize alternatives to testing. Create pre-assessment options.</p> <p>Implement Early Assessment Program (EAP) scores in lieu of the assessment test/placement).</p>	<p><i>Provide targeted follow-up services for at-risk groups.</i></p> <p><i>Provide extended orientations for the Veteran student cohort.</i></p> <p><i>Outreach to recruit new students that are underrepresented at the college.</i></p> <p><i>Provide other learning options for students to support student equity (distance education, dual enrollment, concurrent enrollment, evening courses).</i></p> <p><i>Implement peer mentoring services for DI groups and meaningful follow-up.</i></p> <p><i>Identify interventions to assist students through the probationary/disqualification process.</i></p> <p><i>Leverage and incorporate technology with data on demand systems.</i></p>	<p><i>Investigate a corequisite remediation model to support course completion. For example student success courses can be paired with an English course.</i></p> <p><i>Review the development ed sequence.</i></p> <p><i>Provide tutoring and supplemental instruction.</i></p> <p><i>Provide instructional materials for target populations for equitable access.</i></p>	<p>X Access</p> <p>X Retention</p> <p>X Transfer</p> <p>X ESL/Basic Skills Completion</p> <p>X Degree &amp; Certificate Completion</p> <p><input type="checkbox"/> Other: _____</p> <p style="text-align: center;">-</p> <p style="text-align: center;">_____</p>



## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

	Target student on academic probation to receive intrusive follow-up services.			
<i>Increase transfer course level completion by 5%</i>	<p>Implement assessment test preparation (pre-test). Design a sequence crosswalk.</p> <p>Continue to Implement and utilize multiple measures.</p> <ul style="list-style-type: none"> <li>-Adopt other placement tests and/or other student assessment indicators and related policies.</li> </ul> <p>Establish deeper high school collaborations:</p> <ul style="list-style-type: none"> <li>-Utilize Student Ambassadors in the High Schools</li> <li>-Train High School Counselors</li> <li>-Extend partnerships with the High School through the High School Counselor luncheon.</li> </ul> <p>Implement a student user friendly Transfer web-page</p> <p>Provide Financial Literacy prior to transfer</p> <ul style="list-style-type: none"> <li>-in and out of the classroom</li> </ul> <p>Implement the Degree Works Student Educational Planning tool</p> <p>Utilize degree works reports to identify student who are close</p>	<p><i>Provide targeted transfer messaging.</i></p> <p><i>Develop transfer themes within the semester:</i></p> <ul style="list-style-type: none"> <li>-workshops</li> <li>-transfer application campaigns</li> <li>-schedule transfer representatives on campus</li> <li>-transfer application workshops</li> </ul>	<p><i>Provide tutoring and supplemental instruction for Transfer level courses.</i></p> <p><i>Review the development ed sequence.</i></p>	<p><input type="checkbox"/> Access</p> <p>X Retention</p> <p>X Transfer</p> <p>X ESL/Basic Skills Completion</p> <p>X Degree &amp; Certificate Completion</p> <p>Other: _____</p> <p>_____</p>



## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

	to transfer for follow-up.			
<p><i>Increase by 3% the number of students who enroll in a below college level course and subsequently complete a college level course in the same subject within 1 or 2 years</i></p>	<p><i>Provide online counseling through Cranium Café.</i></p> <p><i>Provide a summer bridge for incoming students.</i></p> <p><i>Continue to Implement and utilize multiple measures.</i>  <i>-Adopt other placement tests and/or other student assessment indicators and related policies.</i></p>	<p><i>Utilize the assessment tools to incorporate follow-up with students who may be at-risk.</i></p> <p><i>Scale Supplemental Instruction with student workers and provide on-going training. Embed tutoring and tutor training.</i></p> <p><i>Provide peer mentoring with the basic skills cohort with intrusive follow-up.</i></p>	<p><i>Review the development ed sequence.</i></p> <p><i>Provide jump starts to allow students the ability to move up a level in the basic skills sequencing.</i></p>	<p><input type="checkbox"/> Access</p> <p><input checked="" type="checkbox"/> Retention</p> <p><input type="checkbox"/> Transfer</p> <p><input checked="" type="checkbox"/> ESL/Basic Skills Completion</p> <p><input checked="" type="checkbox"/> Degree &amp; Certificate Completion</p> <p>Other: _____</p>
<p><i>Increase degree/certificate, CTE and transfer completion by 5%</i></p>	<p><i>Provide at least an abbreviated Student Educational Plan to all entering students with a priority on students who enroll to earn degrees, certificates or transfer preparation.</i></p> <p><i>Provide students with any assistance needed to declare a specific course of study after completion of 15 semester units of degree applicable credit coursework.</i></p> <p><i>Develop a comprehensive student educational plan Fall and Spring semesters.</i></p> <p><i>Fully implement Degree Works for student pathway building and better alignment of course offerings and</i></p>	<p><i>Provide follow-up services especially to students identified as at-risk.</i></p> <p><i>Incorporate AVID strategies in and out of the classroom.</i></p> <p><i>Provide a Student Resource Center for students to minimize hunger.</i></p> <p><i>Provide Mental Health and Wellness Counseling services.</i></p> <p><i>Provide academic program specific workshops.</i></p>	<p><i>Improve alignment in programs and courses:</i></p> <p style="padding-left: 40px;"><i>- 2 year schedule</i></p> <p><i>Begin Meta Majors/Pathway groupings.</i></p> <p><i>Provide online tutoring. Utilize Socratic tutoring and training.</i></p>	<p><input type="checkbox"/> Access</p> <p><input checked="" type="checkbox"/> Retention</p> <p><input checked="" type="checkbox"/> Transfer</p> <p><input checked="" type="checkbox"/> ESL/Basic Skills Completion</p> <p><input checked="" type="checkbox"/> Degree &amp; Certificate Completion</p> <p>Other: _____</p>



## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

	<p><i>schedules based on student' needs. Provide Student Development courses and include them in the Student Educational Plans.</i></p> <p><i>Utilize Degree Works to pull reports of students who are on the path to graduation and have not yet completed the graduation application.</i></p> <p><i>Develop a First Year experience track through AVID.</i></p>			
<p><i>(Equity Goal)</i></p> <p><i>Close the achievement gap by 10%</i></p>	<p><i>Provide direct intrusive face to face targeted student orientations.</i></p> <p><i>Implement an Early Alert program for faculty and staff to identify students who need immediate assistance inside or outside the classroom.</i></p> <p><i>Provide face to face Comprehensive Student Educational Planning efforts in a workshop setting to targeted groups.</i></p> <p><i>Incorporate the HOPE scale score with counseling student appointments with follow-up.</i></p> <p><i>Follow-up with students who drop courses.</i></p>	<p><i>Provide the Student Resource Center for students in need by providing food resources in a form of a food pantry.</i></p> <p><i>Provide Mental Health and Wellness Counseling to identified students through a college referral process</i></p> <p><i>Incorporate the AVID for Higher Education strategies in targeted courses (first year experience course)</i></p> <p><i>Provide direct support to the Veteran Student Population by a Veterans Resource Center with student club participation, Veteran student</i></p>	<p><i>Implement the AVID for Higher Education Socratic Tutorial Process.</i></p>	<p>X Access X Retention X Transfer X ESL/Basic Skills Completion X Degree &amp; Certificate Completion Other: _____ _____</p>





## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

		<p><i>workers to assist and designated faculty/staff to assist students.</i></p> <p><i>Provide professional development focusing on minimizing the achievement gap for marginalized groups in and outside the classroom.</i></p>	
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4. How will your college accomplish integration of matriculation, instruction, and student support to accomplish your student success goals? Include in your answer how your college will ensure coordination across student equity-related categorical programs or campus-based programs. (500 words max)

The College began reassessing its integrated planning process through SSSP, Equity and BSI in 2016-2017 through instruction and student services in the form of several committees and continuous dialogue focusing on processes, systems, closing the loop, strategic planning and integrated goals with meaningful evaluation;

- Student Success Committee
- Access Committee
- Strategic Planning Committee
- Academic Development Committee
- Governance Council

One significant improvement made Spring 2017 was the integration of Equity folding into the Student Success Committee. The Student Success Committee is a sub-committee of Governance Council and is comprised of representation from SSSP, Equity and BSI. This strengthened the committee structure by focusing on integrated goals, guided pathways, addressing duplication of efforts and to continue cross departmental/program courageous dialogue. The new structure allows for dialogue, coordination, planning, reviewing data in addressing guided pathways for students in their student life cycle at the college. The campus will align the three programs through identifying common goals across campus while leveraging resources. The continuous integrated planning process will be evaluated by the Student Success committee and reported back to the Governance structure. The structure creates the capacity to use data, establishing baselines for key performance indicators, measurable outcomes, engagement and reporting out to track milestones.



## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

An emphasis of the committee work and integrated planning process is to strengthen all student equity related categorical programs. The integrated planning process and goals are shared in the counseling division meetings (all categorical program leads are included). The integrated planning process within the categorical programs began with addressing Student Learning Outcomes for the program review process and outcomes assessment. The division focused and adopted the Research and Planning Group for California Community Colleges Student Support (Re) defined Research's Six Success Factors with guided pathways principles. These factors are woven into the planning process:

- Directed = Clarifying the Path
- Focused = Get students on a Path
- Nurtured = Keep Students on the Path
- Engaged = Support
- Connected = Learning
- Values = Learning

Data will be routinely be shared working closely with the College's Institutional Research Office in addressing implemented strategies, retention, persistence, milestones and completion. Benchmarks, tracking and assessment outcomes will be built in the integrated goals. The coordination and initiatives have led to an increased awareness and need to direct student support.

The integrated planning development included all constituent groups (Student Services, Instruction and Administrative Services) including faculty, staff, and administration and student representatives. A workgroup was formed to spearhead the development of the plan. Updates to the plan were shared with Academic Senate, Governance Council, Associated Students and committees. One focus of the integrated planning workgroup was to develop integrated goals aligned with the College Strategic Action plan and the IEPI framework of indicators. Faculty and staff groups encouraged dialogue of best practices, current strategies, activities while addressing duplication of effort maximizing resources to sustain large-scale transformational change.

5. If your college has noncredit offerings, describe how you are including these offerings in moving students through to their goals, including post-secondary transitions and employment (250 words max)

Currently, the college does not provide noncredit pathways. The college is looking into the feasibility in developing/providing noncredit pathways and researching options. The college is collaborating with Adult Education in bridging the continuation of education from adult education to community college. The college did receive funding through Adult Education Block Grant to provide necessary resources for implementing regional plans, support, expand and improve adult education. Another possibility includes the Transition to Independent Living



## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

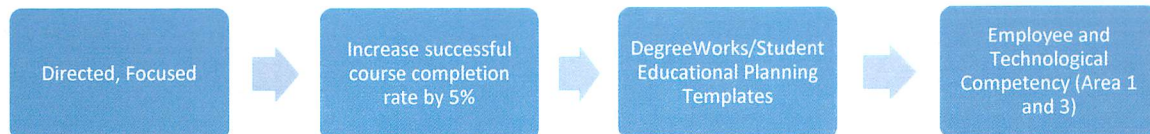
Program (TIL) which is a post-secondary educational experience for adults having developmental/intellectual disabilities. The program is comprehensive with curriculum and training that promotes acquisition of the functional, social and career skills necessary for students to live a productive and normalized lifestyle. The possibilities with Adult Education and TIL will be researched in depth for the possibility of developing noncredit pathways.

6. Describe your professional development plans to achieve your student success goals. (100 words max)

The plan is a response to the Taft College Integrated Plan and Strategic Planning goals to address/expand professional development opportunities through the development of skills and knowledge of students and staff. The approach is to address professional development in four areas identified by the Professional Development Plan;

- Area 1: Employee Competency
- Area 2: Community and Cultural Proficiency
- Area 3: Technological Competency
- Area 4: Campus Awareness and Safety

Alignment with resources and outcomes data will be shared with the Professional Development Committee. One focus will be engaging in an equity-minded culture in building a framework for student success and creating equity.



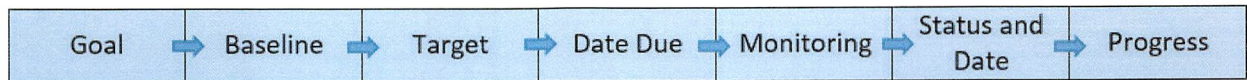
7. How and how often will you evaluate progress toward meeting your student success goals for both credit and noncredit students? You could analyze milestones, momentum points, leading indicators, or any other metric you find appropriate for your college. (100 words max)

Through the work of the Student Success committee the integrated goals will be evaluated on an annual basis with data provided and aligned with program review in October working collaboratively with the assistance of Institutional Research. The established integrated goal targets are aligned with the score card, state indicators, college strategic action plan and the State Chancellor's overall goals. A completion index will be used when measuring



## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

key indicators and data metrics. A goals progress tracker will be implemented to help monitor the progress on a regular and systematic basis.



- For multi-college districts, how will you coordinate your efforts for SSSP, Student Equity, and BSI, with other colleges in your district to achieve your student success goals? (100 words max)

Taft College is a single college district and will continue to coordinate integrate planning efforts addressing integrated goals. The college recently merged committee membership from the Access Committee to the Student Success Committee for representation from the three plans and membership from all constituent groups. The Access and Student Success Committees are Governance Council Committees which include committee updates and efforts reporting out on committee progress. The merge of the Student Success Committee now addresses all three plans, integrated goals and traction on measurable outcomes. Processes are based on the principle of mutual responsibility and a commitment to good communication.

- Using the document “BSI SE SSSP Integrated Budget Plan 2017-2018” and your 2017-2018 annual allocation amounts, provide a budget plan specifying how you will utilize your BSI, SE, and SSSP funds to help achieve your student success goals.

See attached BSI, SE and SSSP Integrated Plan 2017-2018 budget.

- Each college must create an executive summary that includes, at a minimum, the Student Equity goals for each required student group, the activities the college will undertake to achieve these goals, and the resources budgeted for these activities. The executive summary for this plan must also include an accounting of how Student Equity funding for 2014-15, 2015-16, and 2016-17 was expended and an assessment of the progress made in achieving the identified goals from prior year plans. The summary must also include the name of the college or district official to contact for further information. The executive summary must be posted to the college website. Provide a link to your college’s executive summary below:

Executive Summary Link will be placed here (for right now that is a separate attachment)

- What support from the Chancellor’s Office (e.g., webinars, workshops, site visits, etc.) and on what topics (e.g., budget, goal setting, expenditures, data visualization, etc.) would help



## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

you to accomplish your goals for student success and the closing of achievement gaps?

Professional Development is key for transformational change and innovation. Continuous professional development on data visualization on DI groups with integrated planning as well as key experts on equity addressing cultural competency to better serve impacted student groups to assist mitigating equity gaps. Workshops, webinars or open forums during a conference on best practices can enhance collaboration among the colleges and programs.

12. Identify one individual to serve as the point of contact for your college (with an alternate) for the Integrated Plan and provide the following information for that person:

**Point of Contact:**

Name Primavera Arvizu  
Title Dean, Student Success  
Email Address parvizu@taftcollege.edu  
Phone 661-763-7815

**Alternate Point of Contact:**

Name Severo Balason  
Title Vice President of Student Services  
Email Address sbalason@taftcollege.edu  
Phone 661-763-7810

### Part III – Approval and Signature Page

College: Taft College District: West Kern Community College District

Board of Trustees Approval Date: \_\_\_\_\_

We certify the review and approval of the 2017-19 Integrated Plan by the district board of trustees on the date shown above. We also certify that the goals, strategies and activities represented in this plan meet the legislative and regulatory intent of the Student Success and Support (credit and noncredit), Student Equity, and Basic Skills programs and that funds allocated will be spent according to law, regulation and expenditure guidelines published by the California Community College Chancellor’s Office.

Dr. Debra Daniels ddaniels@taftcollege.edu



## 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

Chancellor/President	Date	Email Address
<u>Brock McMurray</u>		<u>bmcmmurray@taftcollege.edu</u>
Chief Business Officer	Date	Email Address
<u>Mark Williams</u>		<u>mwilliams@taftcollege.edu</u>
Chief Instructional Officer	Date	Email Address
<u>Severo Balason</u>		<u>sbalason@taftcollege.edu</u>
Chief Student Services Officer	Date	Email Address
<u>Geoffrey Dyer</u>		<u>gdyer@taftcollege.edu</u>
President, Academic Senate	Date	Email Address

## Equity Executive Summary

Student equity and success are central to Taft College's mission:

- Vision
  - Taft College instills a passion for learning, leading to success for all.
- Mission
  - Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable learning environment, defined by applied knowledge leading to students' achievement of their educational goals.
- Values Include
  - Innovation, diversity, creativity, and critical thinking
  - An environment conducive to learning, fairness, dialogue, and continuous improvement.

Ongoing dialogue and integrated planning reduce the achievement gap. Personnel, collaborating with students, explore effective and promising practices and provide support services to marginalized students. Widespread dialogue and scalable activities focus on removing barriers for students. These conversations and interventions are student-centered, contributing to the developing culture of Taft College as a student-centered, student-ready institution.

In developing the Integrated Plan for Student Success and Support Program (SSSP), Student Equity (SE), and Basic Skills (BSI), the college chose to prioritize Equity using an "Equity First" approach with a Student-Ready Mindset. College student-ready is a mindset that treats all individual student failure as an indicator of college responsibility to change, and for the college to better create the conditions for success, whether in anticipation, preparation or execution. The mantra is that "every student can succeed." The college takes on the responsibility to act with urgency to address current issues, to learn from student failure, and to systematically create the conditions for each student to succeed.

Therefore, all goals are integrated, driving equity-mindedness as the college engages in data mining and data inquiry addressing achievement gaps. The Integrated Plan framework is driven by the college's mission and vision and is aligned with the college Strategic Action Plan. Taft College intends to use SSSP, SE and BSI to expand existing programs, reduce duplication, expand resources, and support new opportunities for students while strengthening integration efforts across programs.

One of the goals of the Integrated Plan is to close the achievement gap for disproportionately impacted groups by 10% (5% each year of the plan). An evaluation process will be implemented, applying defined metrics to the achievement of the goals. The data, assessment, metrics, and overall evaluation will be discussed and reviewed in the Student Success Committee on an annual basis. Specific equity activities are listed under each goal aligned with the budgeted funds for those activities. The identified targeted groups will remain aligned with the State Chancellor's identified groups for each goal:

- Current or former foster youth
- Students with disabilities
- Low-income students

- Veterans
- Students in the following racial categories:
  - American Indian or Alaska Native
  - Black or African American
  - Hispanic or Latino
  - Native Hawaiian or other Pacific Islander
  - White
  - Some other race
  - More than one race

**2017-2019 Student Equity Goals**

Goals and Activities	Guided Pathway	Budgeted Funds
<b>Goal 1: Increase successful course completion rate by 5%</b>		
1.1 Provide targeted follow-up services for at-risk groups.	Stay on the Path	\$134,822
1.2 Provide extended orientations for the Veteran student cohort.	Clarify	\$500
1.3 Outreach to recruit new students that are underrepresented at the college.	Clarify	\$5,500
1.4 Provide other learning options for students to support student equity (distance education, dual enrollment, concurrent enrollment, evening courses).	Ensure Learning	\$11,048
1.5 Implement peer mentoring services for DI groups and meaningful follow-up.	Enter and Stay on the Path	\$80,000
1.6 Identify interventions to assist students through the probationary disqualification process.	Stay on the Path	SSSP and Equity Budget
1.7 Leverage and incorporate technology with data on demand systems.	Enter and Stay on the Path	\$20,000
<b>Goal 2: Increase transfer course level completion by 5%</b>		
2.1 Provide targeted transfer messaging.	Stay on the Path	SSSP
2.2 Develop transfer themes within the semester: -workshops -transfer application campaigns -schedule transfer representatives on campus -transfer application workshops	Stay on the Path and Ensure Learning	\$1,500
<b>Goal 3: Increase by 3% the number of students who enroll in a below college level course and subsequently complete a college level course in the same subject within 1 or 2 years</b>		
3.1 Utilize the HOPE scale to incorporate follow-up with students who may be at-risk.	Enter and Stay on the Path	Assessment and SSSP Budget
3.2 Scale Supplemental Instruction with student workers and provide on-going training. Embed tutoring and tutor training.	Ensure Learning	\$10,828



3.3 Provide peer mentoring with the basic skills cohort with intrusive follow-up.	Enter and Stay on the Path	\$75,417
<b>Goal 4: Increase degree/certificate, CTE and transfer completion by 5%</b>		
4.1 Provide follow-up services especially to students identified as at-risk.	Stay on the Path	\$24,000
4.2 Incorporate AVID strategies in and out of the classroom.	Ensure Learning	\$38,000
4.3 Provide a Student Resource Center for students to minimize hunger.	Stay on the Path	(part of the Peer Mentor Budget)
4.4 Provide Mental Health and Wellness Counseling services.	Stay on the Path and Ensure Learning	\$20,000
4.5 Provide academic program specific workshops.	Clarity, enter and stay on the Path	SSSP, BSI and Equity
<b>Goal 5: Close the achievement gap by 10%</b>		
5.1 Provide the Student Resource Center for students in need by providing food resources in a form of a food pantry.	Stay on the Path	(Budgeted with Student Equity Workers and Foundation Funds)
5.2 Provide Mental Health and Wellness Counseling to identified students through a college referral process.	Stay on the Path and Ensure Learning	\$2,000
5.3 Incorporate the AVID for Higher Education strategies in targeted courses (first year experience course).	Ensure Learning	Budgeted in previous activity
5.4 Provide direct support to the Veteran Student Population by a Veterans Resource Center with student club participation, Veteran student workers to assist and designated faculty/staff to assist students.	Enter and Stay on the Path	\$13,320
5.5 Provide professional development focusing on minimizing the achievement gap for marginalized groups in and outside the classroom.	Clarify, Enter, Stay and Ensure Learning	\$10,000

Review of past Equity 2014/2015, 2015/2016 and 2016/2017 expenditures within the different categories are below:

Fiscal Year	Outreach	Student Services & Categoricals	Research and Evaluation	SE Coordination & Planning	Curriculum/Course Development & Adaptation	Professional Development	Instructional Support	Direct Student Support
2014/2015	\$15,000		\$55,509	\$34,562		\$50,957		\$44,754
2015/2016	\$142,833		\$120,565	\$89,653		\$34,276		\$195,979
2016/2017	\$20,000	\$39,146	\$17,000	\$120,994		\$21,510	\$86,723	\$248,862

Since 2014, Taft College has provided increased professional development on equity, gathered and applied meaningful data on DI populations, and provided DI students with tangible resources and targeted services. Major achievements from 2014 to 2017 include:

- Professional Development/Training:
  - Kimberly Papillion workshop, “Implicit Bias, Decision-Making and Equity in Education”
  - Cultural Assessment of faculty engagement of equity issues
  - Francis Flynn, Stanford “Communication Equity”
  - Garden Pathways: Mentoring Workshop incorporating trauma informed approach
- Data
  - Development of DI data table
  - Established data coaches (Cognos Club)
- Student Resources
  - Student Resource Center (Food Pantry with Clothing needs)
  - Lactation Room
  - Veterans Resource Center
  - Library resources for incarcerated students
  - Expanded library collection for basic skill courses
  - Student social media app (TC Connect)
- Student Support
  - Wellness Counseling
  - Student Equity workers, mentors, and success coaches

Analysis of prior year goals:

Goals	Activities	Status
Access: Improve access by 1%	“Equity First” integration “Equity First AB86” integration Communication strategy Persistence Support	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Not Completed

Course Completion: Improve course completion success rate by 1%	Peer mentors Success Coaches, Completion Coaches Success Plus	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Not Completed
ESL and Basic Skills Sequence Completion	“Equity First” AB86 integration Student mentors Success Coaches, Completion Coaches	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Not Completed
Degree/Certificate Completion: Improve program completion success rates by 5%.	Success Coaches, Completion Coaches Enrollment management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Not Completed
Transfer	Success Coaches, Completion Coaches Enrollment management	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Not Completed

Activities used to achieve previous goals:

1. “Equity First” SSSP integration – prioritize SSSP services for Equity students
2. “Equity First” AB86 plan integration – customize Ab86 services to meet Equity student needs
3. Communication Strategy – targeted online communication and community organizing
4. Persistence Support – assigned student peers with special training in persistence support
5. Peer Mentors – student peers with special training in creating a general support relationship
6. Success Coaches – student peer with support training in writing, library use, etc.
7. Completion Coaches – student peers with specialized training in degree completion
8. Success Plus – a system for referral of services and support
9. Enrollment Management – optimizing program design and delivery

Student Equity Trend Data:

#### Access

- The first generation student population increased by 45% from Fall 2015 to Fall 2016.
- Access increased for incarcerated students from Fall 2015 to Fall 2016.
- American Indian student populations increased by 54.5%, from 33 in Fall 2014 to 51 in Fall 2016.
- Enrollment for both Hispanic and African males increased from Fall 2015 to Fall 2016;
  - Hispanic Males: 17%
  - African American Males: 13%

#### Successful Course Completion

- Transfer course completion success rate for African American students increased by 35.5% from 47.6% in Fall 2014 to 64.4% in Fall 2016.
- Native Islander/Pacific Islander students increase by 12% from 62.5% in Fall 2014 to 70% in Fall 2016.

- The transfer course success rates of American Indian/Alaskan Native students decreased by 8.1% from 71.2% in Fall 2014 to 65.4% in Fall 2016.
- The credit course completion success rates of Native Hawaiian/Pacific Islander students increased by 3.3%, from 66% in Fall 2014 to 68.2% in Fall 2016.
- Basic skills course success rates of DSP&S students increased by 29%, from 36.2% in Fall 2014 to 46.7% in Fall 2016.
- Basic skills course success rates of EOP&S students increased by 4.1%, from 58.8% in Fall 2014 to 61.2% in Fall 2016.
- Basic skills course success rate of First Generation students decreased by 25.7%, from 75.5% in Fall 2014 to 56.1% in Fall 2016.

#### **ESL and Basic Skills Sequence Completion**

- English basic skills sequence completion rate of Hispanic students increased by 3.2%, from 46.4% in 2015 (2008-2009 cohort) to 47.9% in 2017 (2010-2011 cohort).

#### **Degree and Certificate Completion**

- Completion rates of Hispanic students increased by 31.3%, from 30% in 2015 (2008-2009 cohort) to 39.4% in 2017 (2010-2011 cohort).
- Completion rates of male students increased by 24%, from 31.7% in 2015 (2008-2009 cohort) to 39.3% in 2017 (2010-2011 cohort).
- Completion rates of DSP&S students increased by 77.3%, from 27.3% in 2015 (2008-2009 cohort) to 48.4% in 2017 (2010-2011 cohort).

#### **Transfer**

- Transfer rates of low-income students increased by 20.7% from 32.4% in 2015 (2008-2009 cohort) to 39.1% in 2017 (2010-2011 cohort).

**Integrated Budget Template: BSI, Student Equity, and SSSP  
for fiscal reporting period July 1, 2017 - June 30, 2018**

West Kern CCD
Taft College

**Planned Expenditures**

Report planned expenditures by program allocation and object code as defined by the California Community Colleges (CCC) Budget and Accounting Manual. Although they appear in the CCC Budget and Accounting Manual, not all expenditures listed are appropriate. Refer to program funding guidelines for more information.

Object Code	Category	Basic Skills Initiative	Student Equity	Credit SSSP	Credit SSSP - Match	Noncredit SSSP	Noncredit SSSP - Match	
1000	Academic Salaries	\$ 13,319	\$ 100,276	\$ 598,252	\$ 599,000			
2000	Classified and Other Nonacademic Salaries	\$ 102,871	\$ 140,916	\$ 127,497	\$ 130,000			
3000	Employee Benefits	\$ 8,086	\$ 77,706	\$ 275,000	\$ 275,000			
4000	Supplies & Materials	\$ 15,515	\$ 30,037	\$ 3,000	\$ 14,000			
5000	Other Operating Expenses and Services	\$ 13,956	\$ 86,061	\$ 21,000	\$ 10,576			
6000	Capital Outlay		\$ 3,000	\$ 2,000	\$ 5,000			
7000	Other Outgo							
	<b>Program Totals</b>	\$ 153,747	\$ 437,996	\$ 1,026,749	\$ 1,033,576	\$ -	\$ -	
					<b>Match</b>		<b>Match</b>	
		<b>BSI, SE, &amp; SSSP Budget Total</b>						\$ 1,618,492

**Date:** November 30, 2017  
**Submitted by:** Primavera Arvizu, Dean of Student Success  
**Area Administrator:** Severo Balason, VP of Student Services  
**Subject:** Request for Approval



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**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Guided Pathways Self-Assessment Tool

**Background:**

The 2017-2018 California State Budget has provided \$150 million in one-time grants to seed the expansion of the Guided Pathways framework across the California Community Colleges over the next five years. These funds will complement and augment existing financial support provided by various statewide initiatives such as the Student Success and Support Programs (SSSP), Student Equity Planning (SE), the Basic Skills Initiative (BSI), and the Strong Workforce Program.

In order to participate in the Guided Pathways Program, colleges are required to submit a self-assessment.

**Terms (if applicable):**

The Guided Pathways grant is for five years from 2017-2018 to 2021-2022.

**Expense (if applicable):**

Not applicable.

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

The potential one-time five year allocation for Taft College is \$500,908.

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

# GUIDED PATHWAYS SELF-ASSESSMENT TOOL

## Self-Assessment Outline

Key Element		Scale of Adoption			
		Pre-Adoption	Early Adoption	In Progress	Full Scale
Inquiry	1. Cross-Functional Inquiry		X		
	2. Shared Metrics			X	
	3. Integrated Planning			X	
Design	4. Inclusive Decision-Making Structures		X		
	5. Intersegmental Alignment			X	
	6. Guided Major and Career Exploration Opportunities		X		
	7. Improved Basic Skills			X	
	8. Clear Program Requirements			X	
Implementation	9. Proactive and Integrated Academic and Student Supports			X	
	10. Integrated Technology Infrastructure		X		
	11. Strategic Professional Development			X	
	12. Aligned Learning Outcomes				X
	13. Assessing and Documenting Learning		X		
	14. Applied Learning Opportunities			X	
<b>Overall Self-Assessment</b>					

## Self-Assessment Items

<b>INQUIRY (1-3)</b>				
Engage campus stakeholders in actionable research and with local data; create consensus about core issues and broad solutions.				
<b>KEY ELEMENT</b>	<b>SCALE OF ADOPTION</b>			
	<b>Pre-Adoption</b>	<b>Early Adoption</b>	<b>Scaling in Progress</b>	<b>Full Scale</b>
<p><b>1. CROSS-FUNCTIONAL INQUIRY</b></p> <p>College constituents (including staff, faculty across disciplines and counselors, administrators, and students) examine research and local data on student success and discuss overarching strategies to improve student success.</p> <p>College engages in broad, deep and inclusive discussion and inquiry about the Guided Pathways approach, framework and evidence.</p>	<p>○ College currently does not have or is not planning to form cross-functional teams to regularly examine research and data on student success.</p>	<p>● Inquiry around guided pathways and/or student outcomes is happening in areas of the college (e.g., by department, division, learning community, special project, initiative), but it is in siloes.</p> <p>Some programs have examined local data, agreed that improvement is necessary, and are engaged in actionable research but action is limited to solutions within programs.</p>	<p>○ Inquiry is happening in cross- functional teams that include faculty, staff and administrators.</p> <p>Student voice and/or research on student success and equity are not systematically included and/or focused on closing the equity gap(s).</p> <p>Guided pathways are consistently a topic of discussion.</p>	<p>○ Inquiry is happening in cross-functional teams that include faculty, staff and administrators.</p> <p>Student voice is brought in systematically through focus groups, interviews and representation of students in key meetings.</p> <p>Research on student success and equity are systematically included and focused on closing the equity gap(s).</p> <p>Guided Pathways are consistently a topic of discussion.</p>



Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.

Taft College constituents have been engaging in dialogue examining research and local data on student success with strategies to improve the success of students overall. The discussions around data and assessment take place through such mechanisms on the Strategic Planning Committee (SPC), Program Reviews, In-Service/Professional Development Days, SLO Days, Planning Days, Student Success Committee, Access Committee, Governance Council, Academic Senate and through the development and implementation of the college's Integrated Plan. The SPC works to maintain the integrity, transparency, and implementation of institutional planning processes to ensure all college community members have the opportunity to participate in strategic planning, scheduling, tracking of long-term goals, and public reports on progress toward planning and goals, plus integrate alignment with institutional planning processes.

SPC reviews data related to the college's institutional set standards. These standards are incorporated into the Strategic Action Plan. The Strategic Action Plan identifies five broad areas of focus for the college:

- Student Learning and Success
- Student Access
- Business, Industry, and Community
- Facilities and Infrastructure
- Institutional Planning and Effectiveness

Taft College has only recently convened a cross-functional team. The Guided Pathways topic is being discussed with conversations and inquiry still being somewhat siloed in some areas across the campus.

2. Describe one or two accomplishments the college has achieved to date on this key element.

The College first introduced the Guided Pathways framework during the Governance Council Retreat in spring 2017. This was the first time the entire college was invited to attend a Governance Council Retreat. The annual retreat was facilitated by John Hetts, a member of the California Guided Pathways Advisory Committee and Senior Director of Data Science at the Educational Results Partnership. The retreat was co-facilitated by Jennifer Johnson, Bakersfield College Nursing Faculty and Curriculum Co-chair. Participants were presented with an overview of the Guided Pathways model and learned how different colleges have applied the model in unique ways. Collectively, Taft College examined data and brainstormed how to integrate existing efforts and possibly apply aspects of the Guided Pathways framework to assist students in meeting their educational goals.

A second accomplishment was in fall 2016, the faculty examined findings from a variety of data sources including SLO data captured in

eLumen for fall 2015 and spring 2016 disaggregated by gender, age, and ethnicity; student services survey results from May 2016, and student club participation. The process was part of the fall 2016 in-service SLO Day, involving most of the faculty. Each discovery was vetted by the faculty and rated. The findings were shared with the Academic Senate for feedback and input. The college has participated in discussions with Kimberly Papillion, expert in exploring implicit bias, to work with staff and faculty in ways to mitigate unconscious bias. The college continues to assess Community/Global Consciousness and Responsibility to determine if the training improved students' demonstration of this ISLO. The discussion regarding the ISLO described above was presented to model to the faculty how data can be disaggregated and discussed at the program level during the planning days through in-service activities.

A third accomplishment was the College began reassessing its program review process with regard to SLOs in 2015-2016 through the Strategic Planning Committee reviewing processes, forms, rubrics, feedback, and closing the loop. In the process of closing the loop in program review, an updated approach incorporates probing results, data, assessment and/or activities which may reflect certain outcomes enriching meaningful dialogue across campus. To further integrate learning outcome data into the program review process, SLO data were placed directly into the program review website. Departments and programs were encouraged to discuss implications of their data findings into the Annual Program Review report and annual goals form. The conversations occurred in Governance Council as well as in the in-service "Program Review Overview" and SLO day sessions. To expand data and SLO discussions, "Faculty Friday" forums were introduced and held each week for faculty and other interested campus constituents. Some of the topics covered were the following:

- Reduce your SLO work
- Writing or Revising SLOs
- Assessments Made Easy- Writing an Assessment Plan
- General Education SLO and How to Assess Them
- "I Wonder" and "What If" with Your Program's Data
- Co-curricular Activities and Enhanced Learning
- Review of Institutional Learning Outcomes
- Got Funded? Assessing the Impact of Funding on Student Success

3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.

One challenge is the existence of silos across the campus with a lack of communication among constituents especially students. Dialogue may occur among departments, divisions and groups, but not across departments, divisions and/or programs. Developing a campus-wide culture of inclusive discussions and decisions based on institutional data is a work in progress. More stakeholders beyond Instruction and Student Services need to be included in the Guided Pathways dialogue, and at every level the student voice needs to be included.

4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

By the College examining our ISLOs we are starting to examine student success and overarching strategies in other areas. We have had the robust discussions (in-service) by dedicating two days annually directly on the ISLOs. For example, some of the strategies discussed for a shared definition of global consciousness

1. Discuss common definition of the ISLO Community/Global Consciousness and Responsibility during spring 2017 in-service.
2. Adapt the definition as found in the Association of American Colleges and Universities VALUE Rubric for Lifelong Learning, Intercultural Knowledge and Competence, Ethical Reasoning, Civic Engagement, and Global Learning.
3. Review Taft College's description of what is all included in the ISLO Community/Global Consciousness and Responsibility and divide it into different components for definitions.

**INQUIRY (1-3)**

Engage campus stakeholders in actionable research and with local data; create consensus about core issues and broad solutions.

<b>KEY ELEMENT</b>	<b>SCALE OF ADOPTION</b>			
	<b>Pre-Adoption</b>	<b>Early Adoption</b>	<b>Scaling in Progress</b>	<b>Full Scale</b>
<p><b>2. SHARED METRICS</b></p> <p>College is using clearly identified benchmarks and student data to track progress on key activities and student academic and employment outcomes.</p> <p>Those benchmarks are shared across key initiatives.</p>	<p>○ College is currently not conducting or planning to conduct research on shared metrics that could be used by cross-functional teams to come to consensus on key issues.</p>	<p>○ Key benchmarks and progress on student data are used.</p> <p>They are beginning to be aligned across initiatives.</p>	<p>● College has defined metrics that are shared across its different initiatives.</p> <p>But, student data are not systematically or regularly tracked to inform progress across initiatives.</p> <p>Data for all metrics are not disaggregated and are not systematically and consistently examined with a focus on promoting equitable outcomes for students.</p>	<p>○ College uses shared metrics across the different initiatives to understand how student success has improved.</p> <p>College regularly revises and revisits college plans in response to those findings.</p> <p>Data for all metrics are disaggregated.</p> <p>Data for all metrics are disaggregated and systematically and consistently examined with a focus on promoting equitable outcomes for students.</p> <p>Campus stakeholders meet regularly to examine progress on benchmarks, discuss strategies for improvement, and revise plans as needed.</p>

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.

The College uses overarching benchmarks, goals, and objectives in the Strategic Action Plan. There is data for some metrics which are disaggregated by gender, ethnicity, age, etc. Recently, the College has integrated plans from different funding streams according to the new statewide integrated planning mandates (Student Success and Support Program (SSSP), Student Equity (SE), and Basic Skills Initiative (BSI).

A significant improvement made in spring 2017 was the integration of Equity issues folding into the Student Success Committee. The Student Success Committee is a sub-committee of Governance Council and is comprised of representation from SSSP, Equity and BSI. This strengthened the committee structure by focusing on integrated goals, Guided Pathways, addressing duplication of efforts, and to continue cross departmental/program courageous dialogue. The new structure allows for dialogue, coordination, planning, reviewing data in addressing Guided Pathways for students in their student life cycle at the college. The campus will align the three programs through identifying common goals across campus while leveraging resources. The continuous integrated planning process will be evaluated by the Student Success committee and reported back to the Governance Council structure. The structure creates the capacity to use data, establishing baselines for key performance indicators, measurable outcomes, engagement, and reporting to track milestones.

2. Describe one or two accomplishments the college has achieved to date on this key element.

The College has bolstered existing assessment data collection and analysis systems to facilitate the collection findings, analysis, and evaluation of student learning. The College has augmented existing systems and processes to track course level assessment data and the corresponding faculty dialogue.

The College is currently working on creating its next Strategic Action Plan (SAP: 2018-2021). On 9/22/2017, the Strategic Planning Committee (SPC), which oversees the creation of the new SAP, conducted a brainstorming exercise to identify the metrics of the plan. Guided Pathways came up frequently in the discussion. As a result, one of the goals of the draft SAP is to ensure completion of 100% of the goals in the Guided Pathways Plan. Furthermore, individual components of Guided Pathways are also aligned with key metrics of the SAP:

- Increase percentage of new students completing all requirements of matriculation
- Increase percentage of new students successfully completing transfer level math and English in first year
- Increase percentage of new students enrolling in 15+ credits per semester

- Increase course success rate
- Increase fall to spring persistence rate for new students

The SPC also established metrics in the SAP which are aligned with the CCCCCO Vision for Success metrics:

- Increase degrees and certificates awarded
- Increase UC and CSU transfers
- Decrease the average number of units accumulated for associate's degree completers
- Increase Job placement rates (exiting CTE students who report being employed in their field of study)
- Decrease equity gaps for underrepresented groups for the above measures

The SPC is currently reviewing data for SAP metrics that will be used in setting quantitative goals in December 2017. These goals will be set based on an analysis of trend data, our peer colleges, as well as the goals of the CCCCCO Vision for Success.

Taft College has developed a plan of action to use the data from the metrics. The plan is once the SAP is approved, the SPC will evaluate the current program review process. As part of this evaluation, SPC will reflect on how to better align the metrics of the SAP with the data that is being provided for program review. For example, programs could be provided with data on the number of units accumulated by associate's degree completers in their respective areas.

Another accomplishment has been that Student Services is on a clear path to utilizing SLO data. Student Services division has strengthened its training and support for outcomes assessment related to the many services offered. The leadership team transitioned from Program Effectiveness Measures to building meaningful Student Learning Outcomes or Administrative Learning Outcomes. Program Review and the development of student services SLOs was weaved into the Counselor/Advisor department discussions and Student Success committee discussions as well. Student Services collaborated with Institutional Research in outlining data needs to view trends and course success rates fostering courageous conversations to improve, identify gaps, strengthen outcomes, continue with strategies, etc.

3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.

Currently, the College does not have a dashboard for data. There are multiple sources of data retrieved from various reports, assessment, and data mining. Data report requests are duplicated across campus and may not include all of the necessary data elements. Various initiatives on campus have their own focus, requirements, reporting systems, timelines, and restrictions, and thus pose difficulty in finding common measures and/or benchmarks. The College does share a data matrix, and we are now closer to closing the loop with objectives and initiatives with data. The College still has to link data to track our progress systematically with leading indicators. At this time, we are now disaggregating our data by program level SLOs by age, ethnicity and gender.

4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the

questions above?

<b>INQUIRY (1-3)</b>				
Engage campus stakeholders in actionable research and with local data; create consensus about core issues and broad solutions.				
<b>KEY ELEMENT</b>	<b>SCALE OF ADOPTION</b>			
	<b>Pre-Adoption</b>	<b>Early Adoption</b>	<b>Scaling in Progress</b>	<b>Full Scale</b>
<p><b>3. INTEGRATED PLANNING</b></p> <p>College-wide discussions are happening with all stakeholders and support/commitment has been expressed by key stakeholders to utilize the Guided Pathways framework as an overarching structure for the college's main planning and resource allocation processes, leveraging existing initiatives and programs such as (but not limited to):</p> <ul style="list-style-type: none"> <li>● Student Success and Support Program (SSSP)</li> <li>● Basic Skills Initiative/Basic Skills Student Outcomes and Transformation</li> </ul>	<p>○ College is currently not integrating or planning to integrate planning in the next few months.</p>	<p>○ Initial conversations have taken place, mostly among stakeholder leadership including administrators, faculty, and staff.</p> <p>There is a commitment by constituency leaders to engage in institution-wide dialogue to improve student success and align different planning processes.</p> <p>College governance bodies are routinely and formally apprised of opportunities to engage in integrated planning.</p>	<p>● Some conversations have taken place, with all of the key constituency groups at the table.</p> <p>Consensus is building on main issues. Exploration of broad solutions to align different planning processes is still in progress.</p> <p>College governance bodies are routinely and formally apprised of opportunities to engage in integrated planning, and with the help of internal partners (i.e. Classified Senate and Academic Senate) are</p>	<p>○ College-wide conversations have taken place with all key constituency groups including: Instructional, counseling, and student support faculty and staff, administrators, and students.</p> <p>All stakeholders reach consensus or agree to move forward on main issues and have identified possible broad solutions.</p> <p>Research, evidence, student data and a Guided Pathways framework inform ongoing planning. Regular joint planning meetings revisit and revise existing plans and strategize about key</p>

<p>Program (BSI/BSSOT)</p> <ul style="list-style-type: none"> <li>• Equity Planning (Student Equity/SE)</li> <li>• Strong Workforce Program (SWF)</li> </ul>			<p>beginning to routinely inform and engage their constituents around integrated planning.</p>	<p>overarching strategies across the main college initiatives.</p> <p>Integrated plans and overarching strategic goals drive program improvement, resource allocation, as well as professional development using a Guided Pathways framework.</p> <p>College governance structures are regularly used to discuss issues, vet solutions, and communicate efforts.</p>
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Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.

Many discussions have taken place in Governance Council, Academic Senate, In-Service, Student Success Committee, Counseling division, Board of Trustees Retreat, and with the Associated Student Body demonstrating a commitment to utilizing the Guided Pathway framework in our integrated planning. The integrated planning development included all constituent groups including faculty, staff, administration, and student representatives. A workgroup was formed to spearhead the development of the plan. Updates to the plan were shared with the Academic Senate, Governance Council, Associated Students and other campus committees. One focus of the integrated planning workgroup was to develop integrated goals aligned with the College Strategic Action plan and the IEPI framework of indicators. Faculty and staff groups encouraged dialogue of best practices, current strategies, activities while addressing duplication of efforts maximizing resources to sustain a large-scale transformational change.



2. Describe one or two accomplishments the college has achieved to date on this key element.

The College began reassessing its integrated planning process through SSSP, Equity and BSI in 2016-2017 with instruction and student services committees with continuous dialogue focusing on processes, systems, closing the loop, strategic planning, and integrated goals with meaningful evaluation;

- Student Success Committee
- Access Committee
- Strategic Planning Committee
- Academic Development Committee
- Governance Council

The Student Success Committee has taken the lead on integrated planning. An emphasis of the committee work and integrated planning process is to strengthen all student equity related categorical programs. The integrated planning process and goals are shared in the counseling division meetings (all categorical program leads are included). The integrated planning process within the categorical programs began with addressing Student Learning Outcomes for the program review process and outcomes assessment. The division focused and adopted the Research and Planning Group for California Community Colleges Student Support (Re) defined Research's Six Success Factors with guided pathways principles. These factors are woven into the planning process:

- Directed = Clarifying the Path
- Focused = Get students on a Path
- Nurtured = Keep Students on the Path
- Engaged = Support
- Connected = Learning
- Values = Learning

Being a small campus, cross committee dialogue has taken plan on main issues such as retention, persistence, and completion. Data is routinely shared working closely with the College's Institutional Research Office in addressing implemented strategies to improve retention, persistence, milestones, and completion. Benchmarks, tracking, and assessment outcomes are built in the integrated goals. The coordination and initiatives have led to an increased awareness and need for direct student support.

3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.

There was a Guided Pathways Retreat spring 2017 which included an invitation for the entire campus to attend. A challenge is seeking

additional feedback from classified, staff, and students while continuing the Guided Pathways discussions on strategies. We need to develop a communication plan so everyone on campus can be made aware of the direction, dialogue, and conversations taking place. Campus-wide support is important for a seamless Guided Pathways framework to be successfully integrated. Conversations are still occurring in silos and voices need to be heard at same table at the same time.

4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

The College is currently working on creating its new Strategic Action Plan (SAP). The Strategic Planning Committee (SPC), which is overseeing the creation of the new SAP, conducted a brainstorming exercise to identify the metrics of the plan. Guided Pathways and Integrated Planning came up frequently in the discussion. As a result, several of the goals of the draft SAP is to ensure completion of 100% of the goals in the Integrated and Guided Pathways Plans.

<b>DESIGN (4-8)</b>				
Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways.				
<b>KEY ELEMENT</b>	<b>SCALE OF ADOPTION</b>			
	<b>Pre-Adoption</b>	<b>Early Adoption</b>	<b>Scaling in Progress</b>	<b>Full Scale</b>
<p><b>4. INCLUSIVE DECISION-MAKING STRUCTURES</b></p> <p>College has identified key leaders that represent diverse campus constituents to steer college-wide communication, input and decisions regarding the Guided Pathways framework.</p> <p>Constituents have developed transparent cross-functional work-teams to provide the Guided Pathways effort with momentum and regularly provide opportunities for broad college-wide input.</p> <p>In addition, this plan strategically engages college governance bodies college-wide.</p>	<p>○ College currently has not organized or is planning to organize cross-functional teams or share governance committees that will inform and guide the Guided Pathways effort.</p>	<p>● Workgroups or teams have been created, but they are <i>not</i> yet inclusive of some key campus constituents: instructional, counseling, and student support faculty and staff, and administrators. The college plans to expand the teams through engaging governance structures and hosting broad, inclusive discussions and forums.</p>	<p>○ Cross-functional workgroups or teams (representing campus constituents) exist but there are no mechanisms yet identified for gathering and infusing college-wide input (including student voice) into the workgroup decision making policies and processes.</p>	<p>○ Cross-functional workgroups or teams who steer the Guided Pathways design process utilize explicit and agreed upon processes for gathering college-wide input (including student voice).</p> <p>Cross-functional teams are in communication and collaboration with college governance bodies.</p>

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.

The College is in the early stages of building cross-functional teams. An Integrated Planning workgroup was formed over the summer 2017 to assist in the development of the Integrated Plan. Another cross-functional workgroup was formed this fall 2017 semester to address and explore Guided Pathways. Our cross-functional team is lacking both the student voice and additional disciplined faculty. Further input is needed from various disciplines, programs, and departments on campus.

2. Describe one or two accomplishments the college has achieved to date on this key element.

A cross-functional Guided Pathways team was created participating in reviewing the self-assessment process. The cross-functional team approach was used for the development of the Integrated Plan. Administration, faculty, staff, and student representatives, were selected to participate on the team. The integrated planning development included all constituent groups including faculty, staff, and administration and student representatives. A workgroup was formed to spearhead the development of the plan. Updates to the plan were shared with Academic Senate, Governance Council, Associated Students and committees. One focus of the integrated planning workgroup was to develop integrated goals aligned with the College Strategic Action Plan and the IEPI framework of indicators. Faculty and staff groups encouraged dialogue of best practices, current strategies, and activities while addressing duplication of effort maximizing resources to sustain large-scale transformational change.

A second accomplishment is the College budgeting process has been integrated with program review. Beginning in the 2014-2015 academic year, the cycle of program review was changed from overlapping 18 month cycles to consecutive 12 month cycles aligned with the annual budget cycle. An effective strategy to enhance the program review timeline was the integrated approach with the budget cycle. Both timelines were compared to ensure one process did not delay, overlap or hinder another process in both cycles. The budgetary cycle of prioritization requests is now embedded into the program review timeline. Another fundamental aspect in the process included the Administrative Review. Once program areas submit their Annual Program Reviews to the Institutional Research office then there are two reviews; SPC review and the Vice Presidents. These reviews summarize their areas and provide an overall evaluation of the process with a synthesis and analysis to complete the Administrative Review process.

3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.

One challenge will be how to address expanding the engagement of all of the College's governing structures to use Guided Pathways in decision making while closing the loop as framing language. The goal in the 5-year plan is to address and embed the Guided Pathways

framework. Creating other smaller cross-functional teams throughout the campus will be key. Furthermore, it is important that all voices are heard. The college faces ongoing discussions about the clarity of roles for participating stakeholders across campus. Developing a streamlined process for functions of each Guided Pathways stakeholder should be clarified.

4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

<b>DESIGN (4-8)</b>				
Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways.				
<b>KEY ELEMENT</b>	<b>SCALE OF ADOPTION</b>			
	<b>Pre-Adoption</b>	<b>Early Adoption</b>	<b>Scaling in Progress</b>	<b>Full Scale</b>
<p><b>5. INTERSEGMENTAL ALIGNMENT</b> <i>(Clarify the Path)</i></p> <p>College engages in systematic coordination with K-12, four-year institutions and industry partners to inform program requirements.</p>	<p><input type="radio"/> College is currently not partnering or planning to partner with their feeder and destination institutions and/or local industry to align program requirements.</p>	<p><input type="radio"/> Coordination between high school feeder district(s), four-year institutions, and industry partners have been established, but the partnerships are not strong and/or inconsistent across the college.</p>	<p><input checked="" type="radio"/> Coordination between high school feeder district(s), four-year institutions, and industry partners is occurring across the college, and some partnerships are stronger than others, with some pipeline alignment from each partner established.</p>	<p><input type="radio"/> Coordination between high school feeder district(s), four-year institutions, and industry partners is occurring across the college, with strong partnerships and pipeline alignments across the various partners.</p>

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.

Taft College has strong coordination with feeder high schools, work with four-year institutions, and have industry involvement in our advisory committees. Our partnerships that have been established focus on an ongoing commitment to articulation agreements, seamless onboarding, outreach, dual enrollment, concurrent enrollment, and feedback on programmatic needs in the community.

2. Describe one or two accomplishments the college has achieved to date on this key element.

One accomplishment is Taft College on multiple fronts is working diligently with our feeder high schools. Coordination with the feeder high schools continues to strengthen building stronger relationships. Last spring 2017 semester, counseling and outreach piloted Taft College counselors going out to the high schools to complete abbreviated student educational plans for high school students who were interested in attending Taft College. Follow-up was then completed with our Outreach Coordinator to complete the registration process with the students. Four high schools were piloted with this model. The plan is to expand this model to other interested high schools.

Another partnership highlighted in the district's high schools is the Taft College Promise. The TC Promise is a college student success program designed to remove economic roadblocks and strengthen the academic achievement of the student who has chosen to seize the opportunity. The TC Promise provides any local student who completes their secondary education from an in-district high school, the opportunity to attend the first year at Taft College free of charge. By removing financial barriers to college for all local students, the TC Promise is an investment in our local students, families, community, and economy. There are approximately 30 students in the program.

On another front beginning in fall 2017, Taft College implemented its first CTE Dual Enrollment Course, Welding Processes. Six Taft Union High School juniors and seniors are currently participating in the course. In the spring 2018 semester, these six students will enroll in our Dual Enrollment Career Readiness class. Successful completion of both of these courses will allow students to earn TC's Welder's Helper certificate while they are still in high school. These classes fall under the one-year CCAP agreement between the West Kern Community College District and Taft Union High School District. Conversations about how to expand the Dual Enrollment Program have continued among Taft College and Taft Union High School faculty, staff, and administrators.

Each fall, the Career Transitions Facilitator-Counselor visits the TUHS junior and senior classrooms to promote concurrent enrollment. She then assists eligible students in completing the application and orientation, as well as provides pre-counseling services. These group pre-counseling appointments include reviewing the Special Admit process, discussing the amount of time that needs to be dedicated towards college classes, reviewing add/drop deadlines, introducing general education and major requirements, etc. TC currently have about 35 TUHS juniors and seniors who intend to take concurrent enrollment classes in spring 2018. In addition, Maricopa High School juniors and seniors also received a presentation promoting concurrent enrollment, while freshmen and sophomores participated in career exploration activities to assist in identifying potential career pathways.

Besides ongoing articulation of majors with four-year institutions, Taft College has aligned four courses from its Energy Technology program with Bakersfield College's Bachelor of Science in Industrial Automation program.

3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.

There is a need to develop effective communication so everyone on campus can be made aware of the outreach efforts that are implemented as well as the articulation to transfer institutions, internships, and work with our industry partners.

4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?



<b>DESIGN (4-8)</b>				
Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways.				
<b>KEY ELEMENT</b>	<b>SCALE OF ADOPTION</b>			
	<b>Pre-Adoption</b>	<b>Early Adoption</b>	<b>Scaling in Progress</b>	<b>Full Scale</b>
<p><b>6. GUIDED MAJOR AND CAREER EXPLORATION OPPORTUNITIES</b></p> <p><i>(Help Students Choose and Enter a Pathway)</i></p> <p>College has structures in place to scale major and career exploration early on in a student’s college experience.</p>	<p>○ College is currently not implementing or planning to implement structures to scale students’ early major and career exploration.</p>	<p>● Discussions are happening about ways to cluster programs of study into broad interest areas.</p>	<p>○ Programs of study have been clustered into broad interest areas (such as meta-majors or interest areas) that share competencies.</p> <p>College has not yet implemented meta-majors/interest areas.</p> <p>College has not yet created foundation courses, gateway courses or other scalable mechanisms for major and career exploration.</p>	<p>○ Programs of study have been clustered into broad interest areas (meta-majors) that share competencies.</p> <p>Foundation and/or gateway courses, career exploration courses, workshops and other scalable structures are designed to help students choose a major early on.</p> <p>Cross-functional teams including instructional, counseling, and student support faculty and staff from different departments and divisions collaborate on clustering programs.</p>

				Student input is systematically included into the process.

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.

There is discussion taking place regarding areas of study and sequencing of courses through several committees and initiatives. The College has structures in place through two student success courses and Counseling and Career/Workforce departments to assist students with major and career exploration. Taft College has been cleaning up majors and certificates providing students with the clearest direct path to their intended goal.

2. Describe one or two accomplishments the college has achieved to date on this key element.

Students who are undecided about a major or course of study are encouraged to take one of two student success courses focused on deciding on a major based on the student's career decision and career exploration on possible career alternatives for students. Two counselors are also available for students who are still undecided on a major and/or who are seeking a CTE option, to focus on a major. By the time students reach the 30 unit momentum point, they need to decide on a major.

The Workforce Center coordinates a guest speaker series each semester (roughly 12 speakers per semester/24 per year) inviting professionals across numerous industries representing various careers that align with Taft College programs. Guest speakers share their educational and career experiences to demonstrate that there are many roads leading to where you want to go. They also share details about what a "day in the life" of their position looks like, as well as tips and tricks of the industry. Students have reported having a better understanding of their future career after attending these events.

Counselors meet with students based on their academic division by major. This creates an environment of consistency and develops a point of contact for specific majors. Division counselors and faculty have started to meet discussing pathways addressing student success. These discussions have included scheduling, courses in a major, eliminating in-active courses, and simply looking into the degrees offered. These discussions have also taken place in curriculum and during in-service. One particular in-service session fall 2017 incorporated an exercise for faculty to walk through the process of mapping a student's educational road map with the counseling team from start to finish within their division. This exercise began discussions on how long it takes for a student to complete with a certain major, does the

pathway make sense, do some majors need to be inactivated, and the sequencing of courses. Roadmaps are also being linked to the college catalog.

3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.

Through the Curriculum Committee, the College is in the process the cleaning up our existing academic programs. The task is large and challenging with the high number of degrees offered. This process has to take place first before grouping and/or clustering majors is addressed. Course offerings and scheduling also hinder progress. Courses are not always offered on a consistent bases, therefore creating barriers for students. This subject area is being resolved in scheduling meetings, division meetings, and the curriculum committee as well as in-service workdays.

4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

<b>DESIGN (4-8)</b>				
Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways.				
<b>KEY ELEMENT</b>	<b>SCALE OF ADOPTION</b>			
	<b>Pre-Adoption</b>	<b>Early Adoption</b>	<b>Scaling in Progress</b>	<b>Full Scale</b>
<p><b>7. IMPROVED BASIC SKILLS</b></p> <p><i>(Help Students Choose and Enter a Pathway; Ensure Students are Learning)</i></p> <p>College is implementing evidence-based practices to increase access and success in college and/or transfer-level math and English, including, but not limited to:</p> <ul style="list-style-type: none"> <li>● The use of high school performance for placement (i.e. cumulative GPA, course grades, non-cognitive measures) for placement</li> <li>● Co-requisite remediation or shortening of developmental</li> </ul>	<p>○ College is currently not engaging in or planning to develop strategies to improve student access and success in transfer-level math and English coursework.</p>	<p>○ College is currently piloting one or more of the evidence-based strategies listed in the “key element” description to increase access to and success in college and/or transfer-level English and math courses.</p>	<p>● College has scaled one or more instance of the evidence-based strategies listed under “key element,” but others are still in the pilot stage.</p>	<p>○ College has scaled relevant evidence-based strategies and has attained large improvements in the number of students that pass college and/or transfer-level English and math courses within a year of enrollment regardless of initial placement level.</p>

sequence • Curricular innovations including creation of math pathways to align with students' field of study.				
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Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.

Taft College has integrated high school performance indicators into placement assessment as part of multiple measures. We have commenced discussions about making changes to basic skills sequencing. We also included Supplemental Instructional Assistance and Tutoring as student support services for remediation.

2. Describe one or two accomplishments the college has achieved to date on this key element.

Counseling and outreach efforts are incorporating multiple measures to remove barriers along the student matriculated pathway. The College currently utilizes newly implemented multiple measures. The types of multiple measures used are; Early Assessment Program (EAP), high school transcripts (grade point average and coursework), SAT/ACT scores, and other college transcripts capturing the highest achievement completed. The Early Assessment Program project was initiated spring 2017 semester between counseling, outreach, and the assessment department. If a high school student scored high enough on their EAP test then the high school student (incoming Taft College student) would not have to take the TC assessment test after counselor and assessment department review, therefore removing an additional assessment step of placement testing. The EAP scores have been automated into Banner for counselor review. Taft College began using the HOPE Scale for affective domain evaluation.

Another strategy for co-requisite remediation is the college has implemented AVID for Higher Education (AHE) which supports institutions of higher education that are committed to student success. The mission is to increase student persistence and completion through a series of intentional, strategic interventions that strengthen and enhance new and existing curricula and co-curricular activities on campus. The purpose is not to add another "initiative" to a campus. AHE offers campuses a rich array of services that include student advising, faculty development, peer tutoring, and student services. It underpins the work done throughout the institution, focusing on transform students into graduates and in the process often transforming institutions into student-centered campuses. There is a three-part process: analyze, implement, and monitor. AVID strategies have been implemented in the tutoring program and are in the process of being embedded in several courses. One goal is to incorporate AVID strategies into counseling as well.

3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.

The Taft College culture has been that students need to be college ready. Our challenge with the implementation of AB705 is the cultural shift towards being a student ready college starting with addressing basic skills remediation.

4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

<b>DESIGN (4-8)</b>				
Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways.				
<b>KEY ELEMENT</b>	<b>SCALE OF ADOPTION</b>			
	<b>Pre-Adoption</b>	<b>Early Adoption</b>	<b>Scaling in Progress</b>	<b>Full Scale</b>
<p><b>8. CLEAR PROGRAM REQUIREMENTS</b></p> <p><i>(Clarify the Path)</i></p> <p>College is clarifying course sequences for programs of study (including key milestones) and creating predictable schedules so that students can know what they need to take, plan course schedules over an extended period of time, and easily see how close they are to completion. College offers courses to meet student demand.</p> <p>In order to meet these objectives, college is engaging in backwards design with desired core competencies and/or student outcomes in mind (including time-to-goal</p>	<p>○ College is currently not providing or planning to provide clear program requirements for students.</p>	<p>○ Some programs have worked to clarify course sequences, but teams do not represent cross-disciplinary teams of faculty.</p> <p>A few course offerings and schedules are designed to meet student demand.</p> <p>Some courses are offered at times, and in a manner, that enable students to complete their programs of study in a timely fashion.</p>	<p>● Cross-disciplinary teams of instructional (including math/English, GE, CTE) and counseling faculty have been convened and are mapping out course sequences.</p> <p>Some course offerings and schedules are designed to meet student demand and offered at times and in a manner that enable students to complete their programs of study in a timely fashion.</p>	<p>○ Cross-disciplinary teams of instructional (including math/English, GE, CTE) and counseling faculty have mapped course sequences.</p> <p>Key educational and career competencies (including transfer and major requirements and labor market information) are used to develop course sequences.</p> <p>Teams create default program maps and milestones for program completion/transfer, so that students can easily see how close they are to completion.</p> <p>Course offerings and schedules are designed to meet student demand and are offered at times, and in a manner, that enable students to complete their programs of study in a timely fashion.</p>

completion and enhanced access to relevant transfer and career outcomes).				

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.

Cross-functional teams have been convened during our SLOs days that have mapped out major course sequences. We have also looked at not just rolling the schedule from semester to semester, but redesigning the schedule based on student demand. This is the direction that would benefit students the most.

2. Describe one or two accomplishments the college has achieved to date on this key element.

The College incorporates DegreeWorks for degree audits to enable students to see their progress towards completion. The web-based, degree-auditing, and tracking tool enables students and counselors to evaluate progress towards graduation in accordance to major and general education requirements. The tool allows students to quickly and easily identify which requirements have been satisfied, and which are outstanding. In addition, DegreeWorks can be used to perform “What If” analysis to determine how current coursework on a student transcript would be used if a difference major is selected. DegreeWorks benefits students by:

- Supporting real-time delivery of progress towards degree completion
- Easily determine which course have been taken or transferred, which count as electives and requirements, and what’s outstanding to complete a degree
- Online environment reduces paperwork and will reduce manual degree checklists

The tool benefits counselors by:

- Supporting real-time delivery of academic advice through web interfaces
- Minimizes errors through consistent degree plans
- Allows counselors to search by degree and/or major to view degree progress



The counseling team and faculty have started to meet to discuss mapping of courses addressing student success. The cultural shift is making decisions based on being a “student ready” college focused in a “student ready” mindset. Discussions have been taking place during in-service SLO Days, planning days, division meetings, scheduling meetings, etc. The dialogue and process keeps improving and evolving.

3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.

Taft College currently do not have an enrollment management plan even though enrollment is included in the Educational Master Plan, Strategic Action Plan, and Integrated Plan. Faculty lack understanding of how to scaffold courses that lead to better student success. They see each course as a singular element and not integrated into a coherent major.

4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

<b>IMPLEMENTATION (9-14)</b>				
Adapting and implementing the key components of Guided Pathways to meet student needs at scale.				
<b>KEY ELEMENT</b>	<b>SCALE OF ADOPTION</b>			
	<b>Pre-Adoption</b>	<b>Early Adoption</b>	<b>Scaling in Progress</b>	<b>Full Scale</b>
<p><b>9. PROACTIVE AND INTEGRATED STUDENT SUPPORTS</b></p> <p><i>(Help Students Stay on the Path)</i></p> <p>College provides academic and non-academic support services in a way that is proactive and aligned with instruction, so that all students are explicitly engaged in these services.</p>	<p>○ College is currently not implementing or planning to implement proactive and integrated student supports.</p>	<p>○ The college has begun conversations about increased coordination and collaboration between student supports, instruction, and counseling.</p> <p>Processes and tools are in place to monitor student progress and provide timely support; but are only used by a few staff and/or departments and are not used consistently.</p> <p>There are few and/or irregular structures that allow for support services staff, counseling faculty, and instructional faculty to meet, collaborate, and</p>	<p>● Collaboration between the instructional and support services occurs in specific programs.</p> <p>Processes and tools are in place to monitor student progress and provide timely support; and are used by most staff and/or departments, but may not be used consistently.</p> <p>There are some structures that allow for support services staff, counseling faculty, and instructional faculty to meet, collaborate, and discuss ideas, the challenges students face, and ways to improve coordination and supports.</p>	<p>○ The college has been able to scale ways in which proactive supports are provided to most students. The college is able to track in which program each student is, and how far away students are to completion.</p> <p>Student progress is monitored; mechanisms are in place to intervene when needed to ensure students stay on track and complete their programs of study.</p> <p>There are several regular structures that allow for support services staff, counseling faculty, and instructional faculty to meet, collaborate, and discuss ideas, the challenges students face, and ways to improve coordination and supports.</p>

		discuss ideas, the challenges students face, and ways to improve coordination and support services.		
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Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.

The Student Success Committee is a collaboration between instruction and student services working together addressing integrated planning and student success. Collaboration has improved between student services and instruction as counselors are assigned to work within divisions. More needs to be done to improve communication throughout the campus. Some processes and tools are in place to monitor student progress, yet more can be done to enable faculty and staff to utilize these tools.

2. Describe one or two accomplishments the college has achieved to date on this key element.

At this time, Taft College has the ability to track students' assessment results for student learning outcomes within the software program, eLumen. eLumen is a repository for all SLO assessment results. Although we have not yet used this feature in eLumen, we would be able to track each student's progress and provide assistance for each SLO that the student did not obtain a "met expectation" rating. The process is in the early adoption stage as much work needs to go into sequencing the outcomes for each degree and program and aligning the Institutional Outcomes within course outcomes. Faculty are able to monitor the progress of the students in courses to see what percentage are not meeting expectations and data can be disaggregated by age, gender, and ethnicity.

The use of DegreeWorks tracks students' progress towards completion through the electronic degree audit option. DegreeWorks also is utilized to build student educational plans (SEP), abbreviated and comprehensive, with the goal of eventually being able to utilize data from DegreeWorks to predict student demands and adjust course offerings in support of student planning. Counselor have participated in training, and are in the process of piloting SEPs with the tool fall 2017 semester in order to more effectively provide educational planning services to students. The degree audits and tracking help students and counselors monitor progress toward degree completion. There are clear visual indicators that show whether a course requirement has been met or is in progress. Outstanding requirements are automatically displayed for courses not yet completed. There is a degree progress bar that shows where a student is on his or her academic journey. The degree audit worksheets are created on demand.

Through the use of the Canvas LMS, students have the ability to monitor their course progression by keeping track of what assignments they have submitted and what tasks and assignments are up coming. Students are able to view their scores and instructor feedback on assignments they have turned in while also using the “What if” feature in Canvas to see what future scores they would need to achieve in order to earn a certain grade level in the class. Instructors are able to use Canvas to monitor the level of participation for each student. For students who have shown little to no participation in the class, the instructors can initiate contact with those students in order to encourage the successful completion of the class.

3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.

The College could use a case management approach or an integrated tool to track case management. There are small pockets of case management with cohorts of students which have demonstrated success and higher percentages of student completion.

There needs to be more effective and transparent communication with the implementation of any student success initiatives with a high degree of participation collaboration and collegiality.

4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

<b>IMPLEMENTATION (9-14)</b>				
Adapting and implementing the key components of Guided Pathways to meet student needs at scale.				
<b>KEY ELEMENT</b>	<b>SCALE OF ADOPTION</b>			
	<b>Pre-Adoption</b>	<b>Early Adoption</b>	<b>Scaling in Progress</b>	<b>Full Scale</b>
<p><b>10. INTEGRATED TECHNOLOGY INFRASTRUCTURE</b></p> <p><i>(Help Students Choose and Enter a Pathway; Help Students Stay on the Path)</i></p> <p>College has the technology infrastructure to provide tools for students as well as instructional, counseling, and student support faculty and staff to support planning, tracking, and outcomes for Guided Pathways including:</p> <ul style="list-style-type: none"> <li>• Link student demand to scheduling</li> <li>• Ability for students to monitor schedule and progress (e.g., Degree Audit)</li> <li>• System for counselors and faculty to monitor students' progress (e.g., Starfish, early</li> </ul>	<p>○ College currently does not have or plan to build an integrated technology infrastructure.</p>	<p>● The college has in place technology tools to support academic planning and counseling, but these tools are not used consistently and/or do not provide timely planning, support, and tracking capabilities.</p>	<p>○ The college has in place technology tools that enable students, counselors, and faculty to track student progress through a defined pathway and provide some timely planning, support, and tracking capabilities.</p>	<p>○ The college has in place technology tools to support planning, implementation and ongoing assessment of guided pathways, including: academic planning; placement; advising; tracking; completion outcomes: career counseling, including employment and salary information; and transfer and bachelor's degree attainment data.</p> <p>College has the capacity to manage and connect course scheduling with student needs and default schedules. The technology infrastructure supports integrated reporting, auditing, and planning processes.</p>

alert system, etc.) <ul style="list-style-type: none"> <li>• Data on career and employment opportunities including salary and requirements (e.g., SalarySurfer, other)</li> <li>• Others</li> </ul>				
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Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.

The College has tools in place to support academic planning and counseling including DegreeWorks. An important aspect is to include scheduling by demand.

2. Describe one or two accomplishments the college has achieved to date on this key element.

Through the use of the Canvas LMS, students have the ability to monitor their course progression by keeping track of what assignments they have submitted and what tasks and assignments are up coming. Students are able to view their scores and instructor feedback on assignments they have turned in while also using the “What if” feature in Canvas to see what future scores they would need to achieve in order to earn a certain grade level in the class. Instructors are able to use Canvas to monitor the level of participation for each student. For students who have shown little to no participation in the class, the instructors can initiate contact with those students in order to encourage the successful completion of the class.

Taft College recently purchased Cranium Café as a technology tool to specifically target the academic and counseling needs of our distance education students. Cranium Café is a video conferencing and screen sharing program that facilitates online meetings between students, faculty, counselors, tutors, and potentially, any other student service offered on campus. Cranium Café is being used with online tutoring services and will be piloted for online counseling.

There are two applications that have gone live to link students to current up to date information on the college. The Taft College Connect (TC Connect) app is designed to keep students, staff, and faculty updated and engaged in events on campus. All of college’s clubs are listed for quick communication among members promoting events and awareness. The app also has a map of the campus, with hours of operation for various departments. Faculty may update their classes regarding cancellations or reminders. Students are able to have a detailed itinerary of their scheduled classes and events they are interested in. Taft College Multiply is the social network for Taft College.

It consists of TC students, alumni, parents of TC students/alumni, community members of TC, and industry. Bringing the force of these individual back to Taft College allows the TC family to be connected with the college. TC Multiply lets platform users stay in touch by posting messages or photos, job/internship opportunities throughout the world (which anyone on the platform can post a job), be connected through other outlets of social media hosted in one place (Facebook, Twitter, YouTube, and Instagram), be alerted and attend events on or off campus, and upload view photos. The app is free to download in the Apple App store and Google Play. TC Multiply is designed to connect with our TC Faculty and provide the opportunity to help one another by becoming a mentor to the current student body or to those who feel lost.

Another technology the College has invested in is DegreeWorks. Students are encouraged to use DegreeWorks to help monitor their process at Taft College. DegreeWorks is a cloud-based tool that allows students the ability to track what classes they have completed, what they still need in future semesters, and projects when they can expect to graduate with a Taft College associate degree and/or certificate. DegreeWorks uses the student's declared major to map out the requirements needed to complete their associate degree, certificate and general education requirements. The program tracks the student's complete classes, as well as classes they are currently taking, and applies them to each section of their educational goal using a "best-fit" scenario. This provides the student a list of classes and requirements that they need in order to graduate or transfer. DegreeWorks also have a "What If" function where students can look at other majors or general education possibilities. The "What If" function allows students to apply their completed course work, as well as in-progress courses, to a different major or general education patter if they want to consider switching majors. Integrated with DegreeWorks through Banner is our SmartCatalog.

3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.

We do not have a collective online student folder tool (integration of systems) to address case management possibilities. We are still investigating how to link elements of Pathways and the need to be strategic to ensure a positive and seamless experience for students.

4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

<b>IMPLEMENTATION (9-14)</b>				
Adapting and implementing the key components of Guided Pathways to meet student needs at scale.				
<b>KEY ELEMENT</b>	<b>SCALE OF ADOPTION</b>			
	<b>Pre-Adoption</b>	<b>Early Adoption</b>	<b>Scaling in Progress</b>	<b>Full Scale</b>
<p><b>11. STRATEGIC PROFESSIONAL DEVELOPMENT</b></p> <p><i>(Help Students Stay on the Path; Ensure Students are Learning)</i></p> <p>Professional Development (PD) is strategically, frequently, and consistently offered for staff, faculty and administrators and aligned with the college's strategic goals, needs and priorities identified in integrated plans, program review, and other intentional processes.</p>	<p>○ College is currently not offering or planning to offer professional development (PD) opportunities aligned with needs and priorities identified in integrated plans, program review, and other intentional processes.</p>	<p>○ Professional development is provided to faculty, staff and administrators but the development and offerings of PD is not aligned with the college's strategic goals identified in an integrated planning process, or there are gaps in systematically identifying and meeting those goals.</p>	<p>● Some but not all PD opportunities are developed to intentionally support the college's strategic goals identified as part of an integrated planning process.</p> <p>Strategic professional development includes systematic, frequent and strategic attention to:</p> <ul style="list-style-type: none"> <li>● Using learning outcomes assessment results to support/improve teaching and learning.</li> <li>● Providing updated information across the college to enable faculty and</li> </ul>	<p>○ PD opportunities are available for staff, faculty and administrators and are strategically developed to meet the college's overarching goals, shared across initiatives. Assessment of learning outcomes and other data driven processes are continuously used to identify the areas of greatest need for PD to help the college meet its overarching strategic goals.</p> <p>Strategic professional development includes systematic, frequent and strategic attention to:</p> <ul style="list-style-type: none"> <li>● Using learning outcomes assessment results to support/improve</li> </ul>



			<p>staff to refer students to academic and non-academic supports and services as necessary.</p> <ul style="list-style-type: none"> <li>• Improvements in those college processes directly serving students.</li> <li>• Leadership capacity and stability for all areas on campus and the college as a whole.</li> <li>• Practice analyzing student data (qualitative and quantitative) and identifying structural decisions that can be based directly around student need.</li> </ul>	<p>teaching and learning</p> <ul style="list-style-type: none"> <li>• Providing updated information across the college to enable faculty and staff to refer students to academic and non-academic supports and services as necessary.</li> <li>• Improvements in those college processes directly serving students.</li> <li>• Leadership capacity and stability for all areas on campus and the college as a whole.</li> <li>• Practice analyzing student data (qualitative and quantitative) and identifying structural decisions that can be based directly around student need.</li> <li>• Continued broad engagement in cross-functional decision-making.</li> <li>• Regular and consistent training on the use of technology to support academic programs and student services.</li> </ul>
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Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.

Taft College has a Professional Development plan that guides the format for professional development activities on campus. The activities planned through the Professional Development Committee (PDC) are aligned with the Strategic Action Plan and goals of the college. There are additional professional activities that are planned by programs, therefore may not be captured in the professional development data.

2. Describe one or two accomplishments the college has achieved to date on this key element.

In the summer of 2016 a sub-committee of the Staff Development Committee, now the PDC was formed to begin the process of designing a professional development plan. The plan provides a framework for professional development and serve as criteria for making decisions on professional development activities. The PDC coordinates financial support for a variety of activities that engage faculty, staff, and administrators in an active and creative intellectual life. The PDC issues a Professional Development Needs Analysis Survey on an annual basis to classified employees, management employees, and to all faculty. The PDC aligns the professional development needs of the campus based on the survey and program review.

The plan is a response to the Taft College Integrated Plan and Strategic Planning goals to address/expand professional development opportunities through the development of skills and knowledge of students and staff. The approach is to address professional development in four areas identified by the Professional Development Plan;

- Area 1: Employee Competency
- Area 2: Community and Cultural Proficiency
- Area 3: Technological Competency
- Area 4: Campus Awareness and Safety

Alignment with resources and outcomes data will be shared with the PDC. One focus will be engaging in an equity-minded culture in building a framework for student success and creating equity.

Taft College has expanded training on the annual program review process, assessment with data, and SLOs to faculty and staff. There are two planning days and one SLO day each semester with in-service. An example of breakout sessions during an SLO day have been the following;

- Entering data into eLumen
- Setting up assessments in eLumen

- Defining and assessing critical thinking
- Analyzing data
- Understanding eLumen reports for Student Services
- Analyzing data for Student Services.

3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.

Professional Development activities outside of the committee need to be captured for data, evaluation, and assessment. Therefore, there is a need for better coordination among campus constituents who are interested in providing professional development. Professional Development needs to be included in the Program Review process.

4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

<b>IMPLEMENTATION (9-14)</b>				
Adapting and implementing the key components of Guided Pathways to meet student needs at scale.				
<b>KEY ELEMENT</b>	<b>SCALE OF ADOPTION</b>			
	<b>Pre-Adoption</b>	<b>Early Adoption</b>	<b>Scaling in Progress</b>	<b>Full Scale</b>
<p><b>12. ALIGNED LEARNING OUTCOMES</b></p> <p><i>(Ensure Students are Learning)</i></p> <p>Learning outcomes are aligned with the requirements targeted by each program and across all levels (i.e., course, program, institutional) to ensure students' success in subsequent educational, employment, and career goals.</p>	<p>○ College is currently not aligning or planning to align learning outcomes.</p>	<p>○ Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and General Education Learning Outcomes (GELOs)/Institutional Learning Outcomes (ILOs) have been developed, but they are not systematically reviewed to ensure alignment, academic rigor, integrity, relevance, and currency.</p> <p>Results of learning outcomes assessments are not linked with professional development or changes to the course or program content.</p>	<p>○ Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and General Education Learning Outcomes (GELOs)/Institutional Learning Outcomes (ILOs) are reviewed and revised for some outcomes to ensure alignment, academic rigor, integrity, relevance, and currency.</p> <p>Results of learning outcomes assessment are not consistently linked with professional development or changes to the course or program content.</p>	<p>● Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and General Education Learning Outcomes (GELOs)/Institutional Learning Outcomes (ILOs) are regularly reviewed and revised to ensure alignment, academic rigor, integrity, relevance, and currency.</p> <p>Results of learning outcomes assessments are used to inform professional development, and are linked to changes to course and program content.</p>

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.

We have a systematic approach to assessment and review of all of our student learning outcomes. Taft College SLOs, PLOs and ISLOs are reviewed on a regular basis to ensure updates, alignment, and relevance. Assessment cycles through the program review process lead to continuous improvement in student learning at the course, program, and institutional level.

2. Describe one or two accomplishments the college has achieved to date on this key element.

Taft College has adopted documentation processes of student learning outcomes institutionalized across the campus. The College has taken critical steps to better foster the consistent assessment, analysis, and evaluation of student learning findings; creation of Board Policy and Procedure on Student Learning Outcomes, bolstering of existing assessment data collection and systems, creation of a standardized program review, SLO forms, and training of faculty and student services professionals on the use of student learning and achievement data. The focus has been to provide the information, infrastructure, and space to examine evidence and discuss finding to improve student learning. An Assessment Guidebook was created and is intended as a “living document” that is revised on an annually bases.

In addition to firmly establishing the intuitional commitment to student learning outcomes, the College launched, through outside facilitators and internal trainings, a dedicated Professional Development Plan for faculty and student services professionals. The College has been providing trainings for consistent analysis of data by using the Stanford Design Model, a two-step process to examining evidence in dynamic settings. By using a similar model of analysis, the College faculty, administration, and staff are able to examine data and findings in meaningful ways to move from examining evidence to taking action. The Stanford Design Model (“I wonder” and “What if”) was provided to faculty allowing for consistent, hands-on, easy to use process to look at data without being overwhelmed. The College out the efforts into action applying the Stanford Design Model to the College’s Institutional Learning Outcomes as a method of training the faculty how to review data.

Additionally, the Student Services team has strengthened its training and support for the program review process, SLOs, and outcomes assessment related to the many services offered. Student Services transitioned from Program Effectiveness Measures to building meaningful Student Learning Outcomes or Administrative Learning Outcomes. The division understood the importance of SLOs, data, and self-assessment through a dedicated in-service session facilitated by Bob Pacheco, consultant and the Vice President of Student Services for student services and administrative services staff focusing on the development of SLOs. One of the exercises conducted in the session was entitled, “Curious Questions.” The workshop participants outlined curious questions they had in student services or “I Wonder Questions.” The discussions focused on working together through a culture of inquiry, the planning cycle, SLOs, the RP Group Six Success Factors, and

**assessment**

3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.

The College needs to strengthen the link to assessment results to professional development activities. We need to use the results to make changes to program or course content, specifically addressing the equity gap with follow up to recommendations per our analysis.

4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

<b>IMPLEMENTATION (9-14)</b>				
Adapting and implementing the key components of Guided Pathways to meet student needs at scale.				
<b>KEY ELEMENT</b>	<b>SCALE OF ADOPTION</b>			
	<b>Pre-Adoption</b>	<b>Early Adoption</b>	<b>Scaling in Progress</b>	<b>Full Scale</b>
<p><b>13. ASSESSING AND DOCUMENTING LEARNING</b></p> <p><i>(Ensure Students are Learning)</i></p> <p>The college tracks attainment of learning outcomes and that information is easily accessible to students and faculty.</p> <p>Consistent and ongoing assessment of learning is taking place to assess whether students are mastering learning outcomes and building skills across each program and using results of learning outcomes assessment to improve the effectiveness of instruction</p>	<p><input type="radio"/> College is currently not assessing and documenting or planning to assess and document individual student's learning.</p>	<p><input checked="" type="radio"/> Attainment of learning outcomes are not consistently tracked or made available to students and faculty.</p> <p>Only a few programs examine and use learning outcomes results to improve the effectiveness of instruction.</p>	<p><input type="radio"/> Attainment of learning outcomes tracked or made available to students and faculty for most programs.</p> <p>Most programs examine and use learning outcomes results to improve the effectiveness of instruction.</p>	<p><input type="radio"/> Attainment of learning outcomes tracked or made available to students and faculty for most programs.</p> <p>All programs examine and use learning outcomes results to improve the effectiveness of instruction.</p>

in their programs.				
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Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.

We are documenting the attainment of student learning outcomes and it is not consistent as of yet. There are only a few programs using the results to improve the effectiveness of instruction.

2. Describe one or two accomplishments the college has achieved to date on this key element.

With an institutional commitment to student learning outcomes, the College launched, through outside facilitators and internal trainings, a dedicated Professional Development Plan for faculty and student services professionals. The College provided and provides trainings for consistent analysis of data by using the Stanford Design Model, a two-step process to examining evidence in dynamic settings.

The faculty have examined findings from a variety of data sources including SLO data captures in eLumen for fall 2015 and spring 2016 disaggregated by gender, age, and ethnicity; student services survey results, and student club participation. The process was part of a fall in-service, SLO Day, involving most faculty. Each discovery was vetted by the faculty and rated. The summary of the data and actions were included on the ISLO Report on Community/Global Consciousness and Responsibility Assessment Report. The discussion regarding ISLO was presented to model to the faculty how data can be disaggregated and discussed at the program level during the planning days through in-service activities. Faculty have indicated a lack of understanding on how to assess and evaluate SLO data for improvement. Additional training has been provided to faculty during in-service SLO days. Topic have included: How to Set-up Assessments, Understanding the Data, Critical Thinking Defined, Closing the Loop with Resource Allocation, and How to Generate Reports with SLO Data.



The College has bolstered existing assessment data collection and analysis systems to facilitate the collection of findings, analysis, and evaluation of student learning. The College has completed an upgrade to annual program review templates and has augmented existing systems and processes to track course level assessment and capture faculty dialogue.

Faculty and staff have been empowered to examine data in facilitated venues and spaces for discussions about student learning to occur during SLO in-service days. At the course level, data extraction queries are revealing robust critiques of existing methods of instruction along with proactive perspective in designing future learning experiences for students. At the program level, the College now has systematized the reflection process in the program review templates so that the examination of learning at the program level is more transparent. At the institutional level, TC now conducts institution-wide discussions on the larger learning that transcends courses and degrees and has plans how to improve the Institutional Learning Outcomes.

3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.

The College needs to ensure all students are assessed on all SLOs in their program areas based on the fact that we are assessing each SLO every two years. The results of the SLO findings need to be more visible. Students could be made more aware of the learning outcomes results.

4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

<b>IMPLEMENTATION (9-14)</b>				
Adapting and implementing the key components of Guided Pathways to meet student needs at scale.				
<b>KEY ELEMENT</b>	<b>SCALE OF ADOPTION</b>			
	<b>Pre-Adoption</b>	<b>Early Adoption</b>	<b>Scaling in Progress</b>	<b>Full Scale</b>
<p><b>14. APPLIED LEARNING OPPORTUNITIES</b></p> <p><i>(Ensure Students are Learning)</i></p> <p>Students have ample opportunity for applied/contextualized learning and practice. Opportunities have been coordinated strategically within and/or amongst programs.</p>	<p>○ College is currently not offering or planning to offer applied learning opportunities.</p>	<p>○ Few courses and programs systematically include applied/contextualized learning opportunities such as projects, internships, cooperative education (co-op), clinical placements, service learning, study abroad, etc.</p>	<p>● Some courses and programs systematically include applied/contextualized learning opportunities such as projects, internships, co-ops, clinical placements, service learning, study abroad, etc. Opportunities have been coordinated strategically within and/or amongst programs.</p>	<p>○ Students across most or all disciplines and degree areas have ample opportunity to apply and deepen knowledge and skills through projects, internships, co-ops, clinical placements, service learning, study abroad, and other active learning activities that program faculty intentionally embed into courses and programs.</p>

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.

Taft College has applied contextualize learning opportunities, internships, work experience, clinical labs working with patients, and capstone class courses in the CTE programs.

2. Describe one or two accomplishments the college has achieved to date on this key element.

Taft College has greatly expanded our internship program specifically in the STEM field and now expanding out to other related industries. The creation of a paid Internship Program in summer 2013 specific to Energy Technology now serves roughly a dozen TC CTE/STEM majors and has provided nearly 100 students real-world, hands-on experience in the industry. Recently, TC expanded the Internship Program to include unpaid internships. TC Cooperative Work Experience Program allows students to earn course credit for the hours they spend as an intern. The TC Foundation Sponsored Internships compensates students for the time they spend working with industry partners.

By reinstating the Cooperative Work Experience Education Program fall 2016 allows students who are employed, volunteering, or interning the opportunity to earn college elective units for achieving on-the-job learning objectives they set with their instructor and supervisor. The program is growing and showed triple the enrollment from fall 2016 compared to fall 2017. Currently, we are only offering General Work Experience. Chancellor Office approval Work Experience curriculum for every CTE program and a few STEM programs is waiting.

3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.

There is a decline in paid opportunities because of current economic conditions. Unpaid opportunities pose financial barriers (transportation, loss of hours to work paying job, etc.) to students and are harder to fill. Temporary status of internships conflicts with students having permanent work in unrelated area.

Expansion of Cooperative Work Experience Program is dependent on availability of qualified instructors as program specific courses require discipline minimum qualifications be met. Required onsite consultation with every student, the commitment to program requirements, and their supervisor is time consuming.

4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above.

ADDITIONAL QUESTIONS (500 word maximum per item)

1. Based on the Self-Assessment above, what do you think best describes your college's guided pathways work overall?

- Pre-Adoption
- Early Adoption
- **Scaling in Progress**
- Full Scale

Please briefly explain why you selected this rating:

We are 8 out of the 14 at the scaling in progress level. We only had none at pre-adoption and some in early adoption with pieces in scaling in progress. Likewise, we marked them scaling in progress with pieces in full scale. Currently, some areas of Taft College have begun inquiry and discussions around Guided Pathways. Specifically, inquiry and dialogue within divisions such as Student Services and Instruction have taken place. The inquiry on Guided Pathways is not yet integrated into one cohesive college-wide task. There are small movements toward that path. Action based discussions about Guided Pathways is also specific to services provided within particular divisions of the College. However, recently the administration has supported cross-functional teams and information sharing in order to have transparent and inclusive college-wide discussions.

2. What kinds of support would be most helpful to you as your campus begins or continues its work on guided pathways? Are there resources or supports that would most help your college progress on any particular element? Please describe:

Support with technology is appreciated as the College is trying to integrate technologies in addressing student success. Communication and breaking down the siloed approach is important in moving the dial with seamless approaches and strategies. We need a data warehouse with reliable information to report out to constituents clearly across the campus so they know when and how students are reaching their educational goals. Current planning and conversations are taking place regarding data, data storage, data mining, and a data warehouse.

Chancellor's office to provide administration with training on cultural shifts

3. Comment (optional): Please share any guided pathways practices or processes that were particularly successful for your college.

4. Comment (optional): Are there any questions, comments and/or concerns or additional information that you want to provide that has not been addressed sufficiently in this tool?

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET, SUITE 4400  
SACRAMENTO, CA 95811-6549  
(916) 322-4005



**Guided Pathways Award Program Self-Assessment Signature Page**

In submitting this document to the Chancellor's Office, and by our signatures, we the undersigned certify the information outlined in our Guided Pathways Award Program Self-Assessment was informed by input and agreement among a cross-functional team that spans the constituencies of the college. With submission of this document, we indicate our commitment to adopt a guided pathways framework.

Taft College

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**Name of college**

**Self-Assessment Signatories**

Signature, President of the Governing Board	Printed Name	Date signed
Signature, Chief Executive Officer/President	Printed Name	Date signed
Signature, Academic Senate President	Printed Name	Date signed
Signature, Chief Instructional Officer	Printed Name	Date signed
Signature, Chief Student Services Officer	Printed Name	Date signed

**Please print, complete and mail this page to:**  
California Community Colleges Chancellor's Office  
Attention: Mia Keeley  
1102 Q Street  
Sacramento, CA 95811

**In lieu of mailing, a scanned copy may be emailed to: [COGuidedPathways@cccco.edu](mailto:COGuidedPathways@cccco.edu)**

**Date:** November 30, 2017  
**Submitted by:** Mark Williams, Vice President of Instruction  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Agreement with GL Consulting Services, LLC for IBM Cognos Training and Support

**Background:**

This is ongoing work to provide training for staff members and faculty who use Cognos report writing, and in supporting the IR department in report verification. Individualized support for advanced users is planned during a five-day on-site training and working session the week of January 8-12, 2018.

**Terms (if applicable):**

The training will be held January 8-12, 2018.

**Expense (if applicable):**

\$175 per hour for a max of 100 hours (not to exceed \$18,000)

On-site training: \$9,800

Travel expenses: \$2,600

Total: \$30,400

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

No district funding; uses IEPI one-time funding as per the IEPI plan.

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





## IBM Cognos TM1 and Data Analytics Application – 2018 Consulting Agreement #1

This Statement of Work ("SOW"), effective as of December 14, 2017 ("Effective Date"), is by and between GLCS, LLC located at 2245 Texas Drive, Suite #300, Sugar Land, TX 77479 ("GLCS") and Taft College ("Client" or "Taft").

Note: This agreement is not intended to replace a vendor's support and maintenance.

Performance of Services	<ul style="list-style-type: none"><li>• Five (5) day on-site Consulting days on IBM Cognos and report writing techniques and other Cognos subjects. Anticipating onsite week of January 8-12, 2018.</li><li>• Agenda and subject matter scoping for on-site days</li><li>• Reports will be created and/or updated to client specifications using the industry best practices.</li><li>• Continued work with the Institutional Research team including the Guided Pathways program and other subject areas as needed.</li><li>• Continue to support the Cognos environment team and their needs; not limited to but including, environment, Framework Manager packages, Report creation and Data Analysis.</li></ul>
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Assumptions	<ul style="list-style-type: none"><li>• Work schedules will be coordinated between Client and GLCS</li><li>• Necessary remote access and security authorization will be provided by the client</li><li>• Client grant GLCS appropriate access to the environment in which work will be completed.</li><li>• This Agreement is not intended to be a real-time production support agreement</li><li>• Client will be able to support the system after the required changes are made.</li></ul>
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## Project Rate

The following section provides the rate schedule for the work to be performed the week of September 19<sup>th</sup>, 2016. All work will be billed at the following rates:

- Onsite Training
  - Not to exceed 56 hours (40 onsite + 8 content prep)
  - TM1/BI Consulting Services \$175/hour
  - Total \$9,800
- Report creation and support of Cognos users
  - Not to exceed 100 hours
  - TM1/BI Consulting Services \$175/hour
  - Total \$17,500
- TOTAL
  - Total Hours 256
  - TM1/BI Consulting Services \$175/hour
  - Total \$27,300

Rates do not include consultant travel expenses, which are billed at incurred cost in addition to consulting fees. The daily Per Diem will be consistent with the US General Services Administration (GSA)<sup>1</sup> standard for meal expenses. If a resource will need to travel, client will be notified prior to and will approve the travel.

## Travel Estimate

- *Consultant Travel Estimation* \$2,600

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<sup>1</sup> GSA Per Diem Rates:

[http://www.gsa.gov/portal/content/104877?utm\\_source=OCM&utm\\_medium=print-radio&utm\\_term=HP\\_01\\_Requested\\_perdiem&utm\\_campaign=shortcuts](http://www.gsa.gov/portal/content/104877?utm_source=OCM&utm_medium=print-radio&utm_term=HP_01_Requested_perdiem&utm_campaign=shortcuts)



**Payment Terms:**

GL Consulting Services will invoice the Client semi-monthly. Each invoice will include a detailed itemization of services rendered. All invoices will show hours worked and be submitted to Client. Payment is due within thirty (30) days of the Client's invoice date from GL Consulting Services. GL Consulting Services shall also bill Client for pre-approved project expenses and other out-of-pocket costs.

**Additional Terms:**

The terms set forth herein are only valid if GL Consulting Services receives a signed copy of this Agreement. Client understands that the terms set forth in this Agreement, including but not limited to, the licensing and pricing terms, are GL Consulting Services Confidential Information, and Client may not disclose such terms to any third party, including a third party acquiring or acquired by Client by merger, consolidation or otherwise without GL Consulting Services prior written consent.

The Authorized Representatives of GL Consulting Services and Taft College have executed this Agreement signifying their agreement to its contents.

**For GL Consulting Services, LLC:      For Taft College:**

Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____

GLCS, LLC can be contacted at [kboswell@glconsultingservices.com](mailto:kboswell@glconsultingservices.com) or 219-299-6828.



**Date:** December 1, 2017  
**Submitted by:** Severo M. Balason, Jr., Vice President of Student Services  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Ratification

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**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Statement of Work (320 Reporting Consulting) with Strata Information Group

**Background:**

Strata Information Group will provide 320 reporting consulting services to Taft College on-site for 2-3 days. Strata Information Group will invoice only for the consulting hours and travel expenses actually used.

**Terms (if applicable):**

The term of the agreement is for 2-3 days of on-site consulting. The rate is \$170/per hour for on-site and remote services. Travel expenses are estimated at \$1,200 per consultant, per trip.

**Expense (if applicable):**

The cost for services is not to exceed \$14,300 which includes labor and travel expenses.

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

District funds (Admissions & Records) will be utilized and have been included in the 2017-2018 budget projections for this service.

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



## General Outline of Services

These services are subject to change depending on Taft's priorities, needs, and availability of staff and systems.

SIG assumptions and access requirements to be provided by Taft, as applicable:

- Provide a designated, single point of contact for SIG staff to coordinate planning and logistical needs
- Provide secure local and remote access to all required systems, software tools, or applications as required with the most current data available for SIG staff access
- Assist with installation and configuration of necessary hardware and software agreed upon prior to SIG beginning its work
- Provide existing documentation as determined in initial conference calls and during on-site visit
- Provide access to IT staff, key functional users, or other staff as needed in a timely manner throughout the engagement
- Provide timely technical support to the SIG consultant(s) when needed; SIG's ability to perform requires timely support from the Taft staff
- Provide a dedicated meeting room(s) and/or work space with audio-visual equipment as necessary during on-site visits for consulting, one laptop computer as necessary with Microsoft Word®, Excel®, PowerPoint®, and other software necessary to access systems required to perform the work
- Advise SIG of vacations, holidays, hardware maintenance, planned power outages, or other scheduled activities that would impact delivery of service

**Date:** November 13, 2017  
**Submitted by:** Dr. Debra Daniels, Superintendent/President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Ratification

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**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Amendment to Kern County Children's Dental Health Network Program Agreement 2017/18

**Background:**

The attached amendment to the 2017/18 Kern County Children's Dental Health Network Program agreement identifies an increase in costs of \$12,868.00. All other terms and conditions of the original agreement remain in the same. The change in costs is due to salary and employee fringe benefits as well as indirect costs/operational expenses.

**Terms (if applicable):**

July 1, 2017 - June 30, 2018

**Expense (if applicable):**

Not to Exceed \$428,940.00 (\$12,868.00 Increase from Original Agreement)

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

Expense will come from District funds

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

November 3, 2017

**Superintendent**  
**West Kern Community College District**  
29 Emmons Park Drive  
Taft, CA 93268



**RE: AMENDMENT 1 CHILDREN'S DENTAL HEALTH NETWORK PROGRAM AGREEMENT – KCSOS AGT #18-0302**

Dear Superintendent:

Submitted for your signature are two (2) original copies of the above referenced contract/agreement.

- \* Please sign or have the appropriate authorized person sign the enclosed agreement in **blue ink**.
- \* Please complete all of the information on the signature page.
- \* Keep one original contract for your records.
- \* Return **one (1) signed original** to the address below no later than **December 4, 2017**.

For questions or concern regarding this agreement, contact Linda Pickett at (661) 636-4653.

**PLEASE RETURN SIGNED ORIGINAL TO:**  
Kern County Superintendent of Schools  
Attn: Linda Pickett - Contracts  
1300 17th Street - 6<sup>th</sup> Floor  
Bakersfield, CA 93301-4524

Sincerely,

Mary C. Barlow  
Kern County Superintendent of Schools

A handwritten signature in blue ink that appears to read "John F. Von Flue".

John F. Von Flue  
Assistant Superintendent  
Administration, Finance & Accountability

MCB:JFVF:lp  
Enc.



CUSTOMER # 1906

KCSOS Agt # 18 - 0302

OFFICE OF MARY C. BARLOW  
KERN COUNTY SUPERINTENDENT OF SCHOOLS  
*Advocates for Children*

AMENDMENT TO CONTRACT  
KERN COUNTY CHILDREN'S DENTAL HEALTH NETWORK PROGRAM AGREEMENT  
2017-2018


Pursuant to SECTION Duties of the District, page 2 this agreement is modified as to Section Duties of the District B.2., only. Section Duties of the District B.2. shall be changed to read:


District agrees to reimburse Agency for the actual costs of salary and employee fringe benefits, plus indirect costs and operational expenses according to the attached budget herein incorporated into this agreement in an amount not to exceed \$428,940.00.

All other terms and conditions of the original contract shall remain the same.

WEST KERN COMMUNITY  
COLLEGE DISTRICT

MARY C. BARLOW  
KERN COUNTY SUPERINTENDENT OF SCHOOLS

By   
Print Name: Debra Daniels  
Title: Superintendent/President  
Address: 29 Emmons Park Dr  
Taft, CA 93268

By   
Signatory Name: John F. Von Flue  
Title: Assistant Superintendent  
Address: 1300 17<sup>th</sup> Street, Bakersfield, CA 93301  
Account Code: 12-998-7810-0-8689.00-0000-0000-00-0000-000  
Account Code:

Date: 11/9/17

Date: 11-3-17

# BUDGET PROPOSAL PROJECTION

## DENTAL PROP 10

07/01/17 - 06/30/18

REVISED (10-24-17)

### Personnel

Child & Family Services Facilitator	1.0 FTE	60,181
Program Facilitator I	1.0 FTE	39,432
Family Advocate II	1.0 FTE	41,225
Clerk Typist III	1.0 FTE	34,164
Clerk Typist II	2.0 FTE	73,386

Total Salary \$ 248,388

Total Benefits \$ 148,957

**Total Wages** \$ 397,345

### Operational Expenses

Technology/Web Services	600
Technology/E-mail (6 staff x \$1100)	6,600

**Total Operational Expenses** \$ 7,200

Indirect Costs (6.03%) 24,395

**TOTAL PROJECT COSTS** \$ 428,940

CUSTOMER # 1906

KCSOS Agt # 18 - 0302

OFFICE OF MARY C. BARLOW  
KERN COUNTY SUPERINTENDENT OF SCHOOLS  
*Advocates for Children*

AMENDMENT TO CONTRACT  
KERN COUNTY CHILDREN'S DENTAL HEALTH NETWORK PROGRAM AGREEMENT  
2017-2018


Pursuant to SECTION Duties of the District, page 2 this agreement is modified as to Section Duties of the District B.2., only. Section Duties of the District B.2. shall be changed to read:

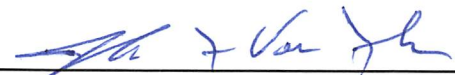
District agrees to reimburse Agency for the actual costs of salary and employee fringe benefits, plus indirect costs and operational expenses according to the attached budget herein incorporated into this agreement in an amount not to exceed \$428,940.00.

All other terms and conditions of the original contract shall remain the same.

WEST KERN COMMUNITY  
COLLEGE DISTRICT

MARY C. BARLOW  
KERN COUNTY SUPERINTENDENT OF SCHOOLS

By   
Print Name: Debra Daniels  
Title: Superintendent/President  
Address: 29 Emmons Park Dr  
Taft, CA 93268

By   
Signatory Name: John F. Von Flue  
Title: Assistant Superintendent  
Address: 1300 17<sup>th</sup> Street, Bakersfield, CA 93301  
Account Code: 12-998-7810-0-8689.00-0000-0000-00-0000-000  
Account Code:

Date: 11/9/17

Date: 11-3-17

**BUDGET PROPOSAL PROJECTION**  
**DENTAL PROP 10**  
**07/01/17 - 06/30/18**  
 REVISED (10-24-17)

**Personnel**

Child & Family Services Facilitator	1.0 FTE	60,181
Program Facilitator I	1.0 FTE	39,432
Family Advocate II	1.0 FTE	41,225
Clerk Typist III	1.0 FTE	34,164
Clerk Typist II	2.0 FTE	73,386

Total Salary		\$ 248,388
--------------	--	------------

Total Benefits		\$ 148,957
----------------	--	------------

<b>Total Wages</b>		<b>\$ 397,345</b>
--------------------	--	-------------------

**Operational Expenses**

Technology/Web Services		600
Technology/E-mail (6 staff x \$1100)		6,600

<b>Total Operational Expenses</b>		<b>\$ 7,200</b>
-----------------------------------	--	-----------------

Indirect Costs (6.03%)		24,395
------------------------	--	--------

<b>TOTAL PROJECT COSTS</b>		<b>\$ 428,940</b>
----------------------------	--	-------------------

**Date:** December 1, 2017  
**Submitted by:** Dr. Debra Daniels, Superintendent/President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

---

**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Consultant Contract with Julie McNeil to serve as the Interim Associate Vice President of Human Resources

**Background:**

Julie McNeil has been serving as the Interim Associate Vice President of Human Resources while the recruiting process for a permanent replacement is ongoing. We are asking for an extension of her contract to assist the Human Resources department in day-to-day tasks as needed until the selected candidate takes office. She has served administrative human resource roles at a community college and brings a wealth of experience and knowledge with her.

**Terms (if applicable):**

January 1, 2018 through March 31, 2018

**Expense (if applicable):**

\$9,500.00 per month plus housing expense during her tenure

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

Expense will come from District funds.

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

**TAFT COLLEGE  
CONTRACT FOR PROFESSIONAL SERVICES**

This agreement is entered into by and between TAFT COLLEGE and Julie McNeil ("Independent Contractor"). The agreement is effective January 1, 2018.

**Recitals**

1. The college desires to obtain the services of a consultant especially trained and experienced in rendering the following services:

**Manage the human resources services and needs of the institution.**

---

(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 Interim Assoc. Vice President of Human Resources as specified in this Agreement as an Independent Contractor, as available, and not as an employee of the college.

**Terms**

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Recitals Approved.** The above recitals are true and correct.

2. **Length of Agreement.** Independent Contractor shall provide the services

January 1, 2018 through March 31, 2018 All work shall be performed at the discretion of the contractor unless otherwise agreed. May be extended monthly upon mutual agreement at the same terms.

3. **Services to be Provided.** The services to be provided to the college by the Independent Contractor include but are not necessarily limited to the following:

**Human Resource Management**

---

4. **Service Days.** Independent Contractor may determine which days services shall be rendered unless specifically requested by college.

5. **Compensation.** Independent Contractor shall be paid a daily rate of \$436.00 for services rendered on regular work days, with the sum not to exceed: \$9,500 per month. Hotel will be chosen and paid for by the District. A school car will be provided for local transportation.

---

**Independent Contractor Agreement Page 2**

6. **Hold Harmless Agreement.** Any amounts paid under this Agreement constitute the total compensation for all services rendered by Independent Contractor. The Independent Contractor agrees to pay all Social Security and other income taxes which may accrue by reason of this Agreement, and to indemnify, defend, and hold the college, 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 college.

7. **Monthly Service Report.** Upon request, Independent Contractor shall submit a monthly service report in writing to the college which shall include a journal indicating days and service rendered.

8. **Travel Expenses/Mileage Reimbursement.** The college shall reimburse Independent Contractor for travel expenses/mileage for meetings outside the district that are approved in advance by the President at the going mileage rate.

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.** College may terminate this Agreement upon providing Independent Contractor with 15 days prior written notice of such termination.

Executed at \_\_\_\_\_ Taft, \_\_\_\_\_ California, on the dates shown below.

Date of Taft College Board Approval:

Taft College :

By:



(Signature)

*Dr. Debra S. Daniels*

(Printed Name)

*Superintendent/President*

(Title)

Independent Contractor:

(Signature)

(Address)

(Social Security # or TIN #)

**Date:** May 30, 2017  
**Submitted by:** Julie McNeil, Interim AVP of Human Resources  
**Area Administrator:** Julie McNeil, Interim AVP of Human Resources  
**Subject:** Request for Approval

---

**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Consultant Agreement with Jana Peters

**Background:**

The retirement of Human Resource Specialist Judy Wade will leave the Human Resources department short staffed. To assist in the areas of recruiting and benefits management, Jana Peters has agreed to work with the District while we fill the vacancy.

**Terms (if applicable):**

December 20, 2017 through February 28, 2018

**Expense (if applicable):**

\$31.41 per hour

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

District will use previously budgeted salary to cover the cost.

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 Jana Peters (“Independent Contractor”). The agreement is effective upon execution.

**Recitals**

1. District desires to obtain the services of an education consultant especially trained and experienced in rendering the following services: Duties of the Human Resources Specialist (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 Human Resources Specialist in the Human Resources Department 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 December 20, 2017 through February 28, 2017.
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: Human Resources Recruiting and Benefits Management
4. **Compensation.** Independent Contractor shall be paid the sum of \$31.41/hr.
5. **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.

6. **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.

7. **Travel Expenses/Mileage Reimbursement.** The District shall reimburse Independent Contractor for travel expenses/mileage for the entire term at the established rate paid to District employees for travel approved by the District.

8. **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.

9. **Earlier Termination.** District may terminate this Agreement upon providing Independent Contractor with 15 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: Dr. Debra S. Daniels

By: Jana Peters



\_\_\_\_\_

Signature

Signature



Address:

Title

\_\_\_\_\_  
\_\_\_\_\_

**Date:** December 6, 2017  
**Submitted by:** Oleg Bespalov, Executive Director of Institutional Research & Planning  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

---

**Board Meeting Date:** December 13, 2017

**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, 2018 - December 31, 2018

**Expense (if applicable):**

Assessment and Program Review Module for 6,025 Students @ \$2/student = \$12,050

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

Budgeted in the 2017/18 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**

Debra S. Daniels, PhD  
Taft College  
29 Emmons Park Drive  
Taft, California 93268

**INVOICE #** 529

**DATE** 01/01/2018

**DUE DATE** 01/31/2018

**TERMS** Due at Renewal

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ACTIVITY	QTY	RATE	AMOUNT
<b>SAAS Products:Core - Annual Renewal</b> Annual License Renewal of eLumen's Core Module From 01/01/18 to 12/31/18	1	12,050.00	12,050.00
Assessment and Program Review Module for 6,025 students @ \$2/student = \$12,050			
BALANCE DUE			<b>\$12,050.00</b>

# COLLEGE Navigator

## Taft College

29 Cougar Court, Taft, California 93268

General information: (661) 763-7700  
 Website: [www.taftcollege.edu](http://www.taftcollege.edu)  
 Type: 2-year, Public  
 Awards offered: Less than one year certificate  
 One but less than two years certificate  
 Associate's degree  
 Campus setting: Town: Distant  
 Campus housing: Yes  
 Student population: 6,025 (all undergraduate)  
 Student-to-faculty ratio: 35 to 1



IPEDS ID: 124113  
OPE ID: 00130900

<a href="#">+ GENERAL INFORMATION</a>
<a href="#">+ TUITION, FEES, AND ESTIMATED STUDENT EXPENSES</a>
<a href="#">+ FINANCIAL AID</a>
<a href="#">+ NET PRICE</a>
<a href="#">+ ENROLLMENT</a>
<a href="#">+ ADMISSIONS</a>
<a href="#">+ RETENTION AND GRADUATION RATES</a>
<a href="#">+ OUTCOME MEASURES</a>
<a href="#">+ PROGRAMS/MAJORS</a>
<a href="#">+ SERVICEMEMBERS AND VETERANS</a>
<a href="#">+ VARSITY ATHLETIC TEAMS</a>
<a href="#">+ ACCREDITATION</a>
<a href="#">+ CAMPUS SECURITY</a>
<a href="#">+ COHORT DEFAULT RATES</a>

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  - About
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## BOARD AGENDA ITEM

**Date:** November 13, 2017  
**Submitted by:** Andrew Prestage, Executive Director of Information Services  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Ratification

---

**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Synapse Laserfiche Software Support Renewal LSAP 2017-2018

**Background:**

Laserfiche support renewal is for the college's document management system. The document system retains information of student transcripts, district financial records, and board of trustee minutes and agendas. This system is accessible via web browser and stores the data for several departments who are using it for their document archiving.

**Terms (if applicable):**


Renewal terms from 11/29/2017 - 11/28/2018

**Expense (if applicable):**

Total cost of the renewal is \$3,183.70.

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

Funding is included in the 2017-2018 ITS budget.

**Approved:**  11/28/17  
Dr. Debra Daniels, Superintendent/President



Synapse Technologies Inc

11000 Brimhall Rd. Suite E-50  
Bakersfield, California  
93312  
United States

Billed To  
Adrian Agundez  
Taft College  
29 Cougar Court  
Taft, California  
93268  
United States

Date of Issue  
11/03/2017

Invoice Number  
1099

Due Date  
12/03/2017

Amount Due (USD)

**\$3,183.70**


Description	Rate	Qty	Line Total
LSAP MS SQL Server	\$775.00	1	\$775.00
LSAP Named Full User	\$93.00	12	\$1,116.00
LSAP Web Distribution Portal	\$1,240.00	1	\$1,240.00
LSAP Scan Connect	\$26.35	2	\$52.70
	Subtotal		3,183.70
	Tax		0.00
	Total		3,183.70
	Amount Paid		0.00
	Amount Due (USD)		\$3,183.70

Terms

Thank you for your business. Please send payment within 30 days of receiving this invoice.

# BOARD AGENDA ITEM

**Date:** November 14, 2017  
**Submitted by:** Severo M. Balason, Jr., Vice President of Student Services  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval



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**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Pacific West Sound Inc. to provide the sound system and music for the 2017-2018 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 18, 2018.

**Expense (if applicable):**

The cost for services is \$3,100 which has been budgeted in the 2017-2018 budget.

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

District funds (VPSS) will be utilized and have been included in the 2017-2018 budget projections for this service.

**Approved:**  11/16/17  
Dr. Debra Daniels, Superintendent/President



Items Ordered by Booking Order

<b>Delivery To</b> Taft High School 701 7th Street  Taft CA 93268 Phone 661 763-2300      Fax	<b>Invoice To</b> Taft College /West Kern Community College District 29 Emmons Park Drive  Taft CA USA 93268 Phone 661 763-7700      Fax 661 763-7705
--	--

Venue Contact :

Order No.	Ware/h Out Date/day/time via	Days Using Project Code
	<b>05/18/18</b> Friday 1100 We delive	1 days

Order Date	Ware/h in Date/day/time via	Fayment	Booking Taken & Updated By
10/26/17	<b>05/18/18</b> Friday 2330 We pickup	**Cash on de	BIRCH CAFFEE-BIRCH CAFFEE

Booking Contact	Customer Contact	Delivery	Setup	Rehearsal
Melissa Blanco 661 763-7854:		05/18/18 1200	05/18/18 1200	05/18/18 1630

Project	Show Starts	Show Finishes	Strike/wrap	Pickup	Show Name
	05/18/18 1745	05/18/18 2000	05/18/18 2000	2230	<b>Taft College Grad 2017</b>

Code	Description of Goods Ordered	Qty	Price	Ready	Loaded	Return	Short
<b>PWS Audio Inventory</b>							
BETA87	Shure Beta87 Vocal Condenser Mic	4	60.00	s	:	:	:
TALLBOOM	Tall Boom Stand	2	16.00	s	:	:	:
MX418	SHURE MX 418	2	60.00	s	:	:	:
TABLETOP	Table Top Microphone Stand	2	10.00	s	:	:	:
<b>PWS Cabling Inventory</b>							
50A/50	50 foot TWIST LOCK 50A - 50A AC Cable	1	0.00	s	:	:	:
<b>PWS Audio Inventory</b>							
CLICKER	50A - Power Distro Panel	1	50.00	s	:	:	:
LS9-16	Yamaha LS9 - 16 channel digital mixing console	1	125.00	s	:	:	:
QSK10	QSC K-10 self-powered speaker W/COVER/IEC	10	550.00	s	:	:	:
CD01U	Tascam CD-01U CD player	1	20.00	s	:	:	:
SPKSTNDT	Tall Ultimate Support Stand for Speakers	8	80.00	s	:	:	:
<b>PWS Cabling Inventory</b>							
ED/100	100 foot 15A Edison - 15A Edison AC Cable	4	30.00	s	:	:	:
ED/50	50 foot 15A Edison - 15A Edison AC Cable	4	20.00	s	:	:	:
S.ED25.B	25 Foot B System Stage Stringer	1	10.00	s	:	:	:
CUBETAP	AC Cube Tap	4	12.00	s	:	:	:
TWIST-ED	30A Twist to Edison Adaptor	1	0.00	s	:	:	:
CPC50	50 foot CPC(M) - CPC(F)	1	0.00	s	:	:	:
CPC75	75 foot CPC(M) - CPC(F)	2	0.00	s	:	:	:
CPC100	100 foot CPC(M) - CPC(F)	1	0.00	s	:	:	:
CPCFANM	CPC - XLR(M) Fanout	1	0.00	s	:	:	:
STAGEBOX	12ch CPC Stage Input Box	1	0.00	s	:	:	:
ELOOM/25	25 foot EON Loom	4	20.00	s	:	:	:
XLR/10	10 foot XLR Patch Cable	10	10.00	s	:	:	:
XLR/25	25 foot XLR Patch Cable	10	10.00	s	:	:	:
XLR/50	50 foot XLR Patch Cable	6	6.00	s	:	:	:
XLR/100	100 foot XLR Patch Cable	3	6.00	s	:	:	:
K-LOOM-8	8' K-Loom w/ 2 XLR and IEC	6	30.00	s	:	:	:
K-LOOM50	50' K-Loom w/ 2 XLR and Edison	6	30.00	s	:	:	:
<b>Miscellaneous</b>							
EZUP01	Easy Up - generic Tent	1	25.00	s	:	:	:
TRUCKING	B-CLASS TRUCKING	112	168.00	s	:	:	:
WB/MB	WorkBox / MicBox SET	1	0.00	s	:	:	:
Sundry	: rubber mats to cover cable runs (NOT CABLE		30.00				

Stage Hand

Items Ordered by Booking Order

<b>Delivery To</b>	<b>Invoice To</b>
Taft High School	Taft College /West Kern Community College District
701 7th Street	29 Emmons Park Drive

Taft CA 93268	Taft CA USA 93268
Phone 661 763-2300 Fax	Phone 661 763-7700 Fax 661 763-7705

Venue Contact :

<b>Order No.</b>	<b>Ware/h Out Date/day/time via</b>	<b>Days Using Project Code</b>
	<b>05/18/18</b> Friday 1100 We delive	1 days

<b>Order Date</b>	<b>Ware/h in Date/day/time via</b>	<b>Fayment</b>	<b>Booking Taken &amp; Updated By</b>
10/26/17	<b>05/18/18</b> Friday 2330 We pickup	**Cash on de	BIRCH CAFFEE-BIRCH CAFFEE

<b>Booking Contact</b>	<b>Customer Contact</b>	<b>Delivery</b>	<b>Setup</b>	<b>Rehearsal</b>
Melissa Blanco		05/18/18 1200	05/18/18 1200	05/18/18 1630
661 763-7854:	:			

<b>Project</b>	<b>Show Starts</b>	<b>Show Finishes</b>	<b>Strike/wrap</b>	<b>Pickup</b>	<b>Show Name</b>
	05/18/18 1745	05/18/18 2000	05/18/18 2000	2230	<b>Taft College Grad 2017</b>

Code	Description of Goods Ordered	Qty	Price	Ready	Loaded	Return	Short	
Designation	Task	Technician	Start Dt&Time	End Date&Time	Days	Hours	Quantity	Price
Basic All Purpose La	Operate Show	Labor Crew	05/24/13 1100	05/24/13 2300	1	12	1	406.00
Basic All Purpose La	Operate Show	Labor Crew	05/24/13 1100	05/24/13 2300	1	12	1	406.00
<b>A/V Technician</b>								
Expert Technician	Operate Show	Bruce Milburn	05/24/13 1100	05/24/13 2300	1	12	1	504.00
<b>Stage Hand</b>								
Basic All Purpose La	Operate Show	Labor Crew	05/24/13 1100	05/24/13 2300	1	12	1	406.00

\*\*\* SHORTAGES \*\*\*

TRUCKING B-CLASS TRUCKING 112

Rental Price Quoted	1348.00
Sundries	30.00
Total Weight	40.00 lbs
Inst/Operator	1722.00
	-----
	3100.00
	=====
Total Price	3100.00

Made Up By \_\_\_\_\_

Notes

\*PLEASE SUPPLY POMP AND CIRCUMSTANCE & WALK-IN MUSIC

## BOARD AGENDA ITEM

**Date:** November 14, 2017

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

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

**Subject:** Request for Approval

---

**Board Meeting Date:** December 13, 2017

**Title of Board Item:**

Facilities Use Agreement with Taft Union High School for the 2017-2018 Graduation Practice and Ceremony

**Background:**

Traditionally, Taft College utilizes the TUHS football field for Taft College graduation practice and ceremony. This agreement is for May 18, 2018. TUHS waives the fees (\$3,500) associated with the use of the football field. However, last year 2016-2017 the TUHS Board of Trustees decided to begin charging direct costs associated with the use of the football stadium. The direct costs will be the hours of maintenance labor utilized for set-up and clean-up which is \$50 per hour. The arrangement also includes a Hold Harmless Agreement and Covenant Not to Sue.

**Terms (if applicable):**

The term of the agreement is for a one day use of the TUHS football field for May 18, 2018.

**Expense (if applicable):**

The cost of maintenance labor utilized for set-up and clean-up which is \$50 per hour. Last year the District was billed for 7.5 hours.

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

District funds (VPSS) will be utilized and have been included in the 2017-2018 budget projections for this service.

**Approved:**  11/14/17  
Dr. Debra Daniels, Superintendent/President

October 30, 2017

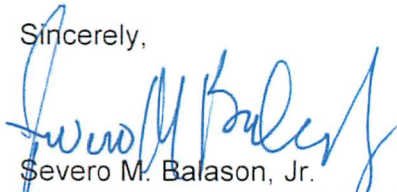
Chuck Hagstrom  
Taft Union High School  
701 Seventh Street  
Taft, CA 93268

Dear Mr. Hagstrom,

On behalf of Taft College, I would like to request the use of the football stadium for the Taft College graduation practice and graduation scheduled for the afternoon and evening of May 18, 2018. As in the past, I would also like to request for Taft Union High School to waive the facility rental fee. We understand there will be direct costs associated with the use of the football stadium such as maintenance labor at the rate of \$50 per hour. We recognize and are very appreciative of the long standing partnership with Taft Union High School.

If I can be of assistance in the future, please do not hesitate to give me a call at 661-763-7810.

Sincerely,



Severo M. Balason, Jr.  
Vice President, Student Services

# ACTIVITY REQUEST - TAFT HIGH

## PLEASE PRINT

*After this activity request form has been approved and placed on the calendar, the activity is scheduled. To change a scheduled date, time, facility, or to cancel, please submit another request form.*

10-30-17 Today's Date    TAFT College Organization    Severo Balason Advisor's/Requestor's Name  
Graduation/Practice Type of Activity    May 18, 2018 Date(s) Desired  
SUN-MON-TUES-WED-THURS-FRI-SAT Circle Day(s) of Week Desired    5:15pm Time Event Begins    7am Set Up Time    9pm Ending Time  
 FACILITY/DESTINATION: Football Field  
 FACILITY NEEDED OR DESTINATION/LOCATION Room (#/Name) \_\_\_\_\_

This form is an original/first request for an activity.     This form is a second request to change a date, time, facility, or to cancel the original/first request.

ORIGINAL DATE OF ACTIVITY: \_\_\_\_\_

Change of:  Date  Time  Facility  CANCEL ACTIVITY

SPECIAL NEEDS: Do you wish the building opened for you?  Yes  No

P.A. System     Chairs # \_\_\_\_\_     Tables # \_\_\_\_\_

*\*email instructions to maintenance*

Other Needs (Be Specific) Chair stage setup, use of flags & plants

District transportation is required and has been requested.

If you need students to be released from class(es), please submit the list four (4) days in advance for proper notification of all concerned.

Approved by:	Advisor/Requestor _____	Date _____
	ASB Council _____	Date _____
	Tentatively Posted In Activity Book _____	Date _____
	Principal/Designee _____	Date _____
	Business Manager _____	Date _____

*Please be aware of the presence of asbestos containing materials located within certain buildings utilized by this school district. The District's Asbestos Management Plan is available for review at the Administration Office.*

=====

(Outside Organizations or Individuals ONLY)

I UNDERSTAND THAT: The use of Taft Union High School facilities by outside organizations or individuals is on space-available basis only. High school activities take priority and in some unusual instances may preempt outside activities even if the outside activity was previously scheduled.

Severo Balason Signature of Outside Organization/Individual(s)    661-763-7810 Phone Number  
Severo Balason, 22 Cougar Ct., Taft CA 93268 Mailing Address of Outside Organization/Individual(s)  
 (Please print)

WHITS-Operator

YELLOW-Principal

PINK-Advisor

WW:laf

HEP1211A/CTE 12 2014

2014

# Taft Union High School District

701 Wildcat Way  
Taft, California 93268

Business Office

Tel (661) 763-2300  
Fax (661) 763-1445

## SCHEDULE OF FACILITY RENTAL FEES

Since the passage of Proposition 13 in 1978, all school income is derived from units of ADA generated. Permissive overrides are no longer allowed. The only income received will be from educational programs conducted by the TUHS District.

All expenditures must be accounted for (justified) as a direct cost, direct support cost, or indirect support cost against an instructional program. Thus, every program must pay its share of the cost of operating the school district.

Whereas several years ago we were able to permit non-TUHS use of our facilities without charge, we can no longer do this as it would be at the expense of income derived for educational programs at Taft High. Thus, all charged fees sufficient to defray attendant overhead costs. Examples of such costs include custodial and maintenance labor and supplies, water, electricity, gas water, telephone, clerical labor, insurance, capital improvement, administrative overhead, and space usage.

The costs listed below are in addition to the cost of providing non-routine services such as personnel services required to prepare a facility for use, to be on duty during use, or to return the facility to its previous condition after use.

Schedule of rental fees for use of TUHS District facilities after an approved "Activity Request", completion of a "Hold Harmless Agreement", and "Certificate of Insurance", shall be as follows:

Auditorium.....	\$750 /event
Baseball Field, With lights.....	\$500 /event
Without lights .....	\$200 /event
Cafeteria, With kitchen.....	\$500 /event
Without kitchen.....	\$300 /event
Farlow Gym –Girls’.....	\$75 /hour (3 hr Minimum)
<i>(Minimum Charge \$225)</i>	
IRC Lecture Hall.....	\$40 /hour
<i>(Minimum Charge \$120 per day)</i>	
Martin Memorial Stadium/Football field	
With lights .....	\$3,500 /event
Without lights .....	\$2,500 /event
Mullen Gym (Boys’) .....	\$100 /hour (3 hr Minimum)
<i>(Minimum Charge \$300 per day)</i>	
Swimming Pool..... <i>(Minimum Charge \$500 per day)</i> .....	\$100 /hour
Tennis Courts, With Lights.....	\$300 /event
Without lights .....	\$150 /event
Track & Soccer Fields, With Light.....	\$500 /event
Without Lights.....	\$300 /event
Bus Rental Rate is \$4.00 per mile, plus driver fee of \$30.00 per hour.	

# Taft Union High School District

701 Wildcat Way  
Taft, California 93268

## Business Office

Tel (661) 763-2300  
Fax (661) 763-1445

### HOLD HARMLESS AGREEMENT AND COVENANT NOT TO SUE

I, Serero Balason, TAST College, in consideration for  
(Person Requesting Use) (Name of Organization)

of being permitted to use facilities/equipment of the Taft Union High School District, Taft, California, County of Kern, for the purpose of TAST College Graduation Practice Ceremonies between the dates of 5-18-18, and 5-18-18, do hereby covenant and agree that the Taft Union High School District, their officers, employees, agents, members or representatives shall not be liable for any loss, damage, injury or liability of any kind to any person or property caused by or arising from any use of the premises of the Taft Union High School District, or any part thereof, or by any defect in any building, structure or improvement thereon, or in any equipment to be used therein, or because of the same being out of repair or arising from any act or omission of the undersigned or its agents, employees, nor shall the above enumerated entities be liable for any loss, damage or injury from any cause whatsoever to the property or person of the undersigned or any of its employees, agents or other persons using said premises, or any item, or any part thereof.

The undersigned agrees to protect, indemnify, and covenant not to sue and hold harmless the above-enumerated Taft Union High School District, for the use or occupancy of the premises and arising from any state of condition of said premises, or item(s), or any part thereof.

Event Coordinator:

Serero Balason

Phone: 661-763-7810

Authorized Agent Signature:

[Signature]

Date: 10/30/17

Authorized Agent Print Name:

Serero Balason

Title: Vice President, Student Services

ADDRESS:

TAST College  
29 Cougar Court  
Taft, CA 93268

Phone: Bus. 661-763-7810

Home: \_\_\_\_\_

# Taft Union High School District

701 Wildcat Way  
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Business Office

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## FACILITY USE - CLIENT RESPONSIBILITY

Taft Union High facilities are maintained with a high standard of "excellence." Use of our facilities bear the responsibility on your part to maintain the standards of safety and cleanliness set by the District. To keep excess costs to a minimum and insure a safe environment the District requires the following:

1. Normal facility use fee will be billed upon receipt of the approved activity request and the client must pay the "Facility Use Fee" prior to the use of the facility, unless prior Board approval to waive fees has been requested and approved.
2. Fees will be assessed for any expenses incurred by the District due to damages to the facility or equipment, or for TUHS employee labor used for clean up and repairs.
3. In the event of a conflict with the Taft Union High School home contests your group will need to use an alternate facility. You may contact the Principal's Secretary at 763-2334 for the current availability of our facilities.
4. You must file an "Activity Request Form", a "Hold Harmless and Covenant Not To Sue Agreement", and provide a Certificate of Insurance.
5. **NO USE OF TOBACCO PRODUCTS (smoking, chew, etc.), ALCOHOL, OR DRUGS IS PERMITTED AT ANY TIME ON ANY TUHS FACILITY.** Violation of this policy could have serious affects. Such use is in violation of both law and Board Policy, which must be strictly enforced during your use of our facility.
6. Proper supervision of the event must be provided. Particular care should be taken to protect the fields and restroom facilities from inappropriate use and/or vandalism.
7. The facility must be cleaned upon completion of each event. FEES will be assessed and you will be invoiced for any damage to the facility, equipment, and for the clean up required by TUHS personnel.

I understand and accept the client responsibilities described above, agree to pay facility use fees (not waived) and costs for damages or expenses incurred by the District resulting from use of the facility.

Authorized Client Signature: \_\_\_\_\_

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

*The maintenance department handles the access and set up of our facilities and can be contacted at 763-2321. If you have additional questions please call Gina Fields at 763-2315.*

**Warning:** Use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height; they can also cause heart disease, stroke, and damaged liver function, men and women changes, and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use, or exchange of anabolic steroids.



**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78031988	11/01/2017	A00293918A&B Athletics	I0051328	3133	11000	352	4310	69617	233.59
78031989	11/01/2017	A00200023Abate-A-Weed	I0051381	768811	11000	431	6120	65500	2,969.00
78031990	11/01/2017	A00292936Albertson's LLC	I0051276	17769010	33429	310	4410	69200	456.04
			I0051312	17769110	32000	422	4410	69400	53.05
78031991	11/01/2017	A00288646Amazon Web Services, Inc.	I0051375	11337054	11000	113	5644	67801	603.79
78031992	11/01/2017	A00200043American Express	I0051392	092517	11000	401	5990	67200	22,212.20
78031993	11/01/2017	A00223048AMS.NET	I0051371	0015920	11000	113	5510	67801	9,200.00
			I0051390	0017141	11000	113	5644	67801	16,795.80
78031994	11/01/2017	A00200052AP Architects	I0051288	11116	42303	000	5510	71005	7,071.50
					42350	000	5510	71003	21,934.86
					41150	000	5510	71004	175.00
78031995	11/01/2017	A00200054Applied Technology Group, In	I0051407	205926	11000	301	5632	64500	47.50
78031996	11/01/2017	A00270356Arellano, Kristine	S0040142		11000		9526		311.00
78031997	11/01/2017	A00282298Arvizu, Primavera A.	I0051329	100417	11000	302	4410	63100	44.99
78031998	11/01/2017	A00200063Austin's Pest Control, Inc.	I0051351	SEP. 17	12560	223	5860	09565	55.00
78031998	11/01/2017	A00200063Austin's Pest Control, Inc.	I0051424	SEP '17	11000	431	5860	65100	455.00
78031999	11/01/2017	A00200077Bang, D.D.S., Robert	I0051399	060817-0	12460	206	5641	12042	3,423.00
78032000	11/01/2017	A00200107Bright House Networks	I0051311	101717	31000	423	5840	69100	193.69
78032001	11/01/2017	A00200107Bright House Networks	I0051314	111717	31000	423	5840	69100	109.97
78032002	11/01/2017	A00200107Bright House Networks	I0051318	102317	12461	206	5840	12042	370.10
78032003	11/01/2017	A00200107Bright House Networks	I0051357	103117	35819	357	5890	69700	800.00
					35814	357	5890	69700	893.79
78032004	11/01/2017	A00200107Bright House Networks	I0051358	10/31/17	35827	357	5890	69700	1,038.13
78032005	11/01/2017	A00200119C.A. Reding Company, Inc.	I0051327	439949	11000	207	5641	08351	122.64
78032006	11/01/2017	A00200127California Dept. of Educatio	I0051440	PS370012	31000	423	4110	69100	526.80
					31000	423	5940	69100	28.95
78032007	11/01/2017	A00200139Card Integrators	I0051378	0094470-	11000	113	5643	67801	2,384.00
78032008	11/01/2017	A00200146Carolina Biological Supply C	I0051344	49989905	11000	209	4311	04012	89.56
78032009	11/01/2017	A00200154CCCCSSAA	I0051353	17-18	11000	301	5210	64500	300.00
78032010	11/01/2017	A00202337CCCECE Membership	I0051421	B ROTH	11000	210	5210	13052	250.00
78032011	11/01/2017	A00200161CDW-G	I0051310	KKB2643	12603	125	6412	68900	998.84
			I0051332	KJL1905	11000	208	4318	10021	1,241.09
78032012	11/01/2017	A00201051Central Sanitary Supply	I0051400	824159	33588	310	4310	69200	453.60
			I0051401	822186	33528	310	4310	69200	2,390.21
78032013	11/01/2017	A00200167Central Valley Conference	I0051389	257H	11000	352	5210	69610	447.25
78032014	11/01/2017	A00200168Central Valley Occupational	I0051296	00177923	11000	411	5990	67300	80.00
					11000	202	5980	60100	60.00
					33428	310	5980	69200	60.00
					11000	202	5980	12043	60.00
					39000	314	5980	73200	60.00
78032015	11/01/2017	A00200181City of Taft	I0051289	8813	35000	357	5641	69700	7,875.46
78032016	11/01/2017	A00200181City of Taft	I0051406	10-01-17	39000	314	5850	64991	485.99
78032017	11/01/2017	A00200182City of Taft Police Departme	I0051297	00817WKC	11000	202	5990	22013	7.25
					11000	202	5990	60100	29.00

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

						11000	209	5990	10021	29.00
						11000	209	5990	04011	29.00
						11000	209	5990	17011	29.00
						11000	209	5990	17014	29.00
						11000	209	5990	17017	14.50
						11000	209	5990	19011	29.00
						11000	209	5990	19111	29.00
						11000	209	5990	04011	29.00
						11000	210	5990	13053	29.00
						11000	210	5990	20014	21.75
78032017	11/01/2017	A00200182	City of Taft Police Departme	I0051297	00817WKC	11000	210	5990	21056	14.50
						11000	212	5990	49999	58.00
						11000	352	5990	08350	1,044.00
						11000	354	5990	69600	164.14
						11000	431	5990	65300	116.00
						12000	303	5990	64300	29.00
						12401	353	5990	64600	29.00
						12563	202	5990	00000	67.86
						32000	422	5990	69400	319.00
						33428	310	5990	69200	29.00
						39000	314	5990	64991	841.00
						39000	314	5990	65300	29.00
						39000	314	5990	73200	116.00
78032018	11/01/2017	A00202802	College Board	I0051416	3898	11000	306	4310	49306	1,650.00
78032019	11/01/2017	A00200200	Computerland of Silicon Vall	I0051391	251263	11000	113	5642	67801	29,204.50
78032020	11/01/2017	A00242498	Corral, George	I0051337	100517	12603	125	5990	68900	150.00
78032021	11/01/2017	A00200228	Dave's Glass Shop	I0051387	8379	11000	432	4312	67703	234.58
						11000	432	5632	67703	85.00
78032022	11/01/2017	A00200238	Department of Justice	I0051280	252869	11000	202	5990	22013	8.00
						11000	202	5990	60100	160.00
						11000	208	5990	10021	32.00
						11000	209	5990	04011	32.00
						11000	209	5990	17011	32.00
						11000	209	5990	17014	32.00
						11000	209	5990	17017	16.00
						11000	209	5990	19011	32.00
						11000	209	5990	19111	32.00
						11000	209	5990	04011	32.00
						11000	210	5990	13053	32.00
78032022	11/01/2017	A00200238	Department of Justice	I0051280	252869	11000	210	5990	20014	24.00
						11000	210	5990	21056	16.00
						11000	212	5990	49999	64.00
						11000	352	5990	08350	1,152.00
						11000	354	5990	69600	181.12

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

					11000	431	5990	65300	128.00
					12000	303	5990	64300	32.00
					12401	353	5990	64600	32.00
					12563	202	5990	00000	74.88
					32000	422	5990	69400	352.00
					33428	310	5990	69200	32.00
					39000	314	5990	64991	928.00
					39000	314	5990	65300	32.00
					39000	314	5990	73200	128.00
78032023	11/01/2017	A00200248Dntlworks	I0051302	26989	12461	206	6412	12042	330.00
78032024	11/01/2017	A00277845Double D Cleaning Service	I0051323	030	12560	223	5890	09565	265.00
78032025	11/01/2017	A00283101Dumont Printing, Inc.	I0051403	96776	12477	203	4310	61200	117.40
78032026	11/01/2017	A00200279Educational Testing Service	I0051418	SP200537	11000	306	4310	49306	120.00
			I0051419	SP200527	11000	306	4310	49306	1,290.00
			I0051420	SP200534	11000	306	4310	49306	950.00
78032027	11/01/2017	A00203460Ernest Packaging Solutions	I0051362	217029	11000	431	4310	65300	271.34
78032028	11/01/2017	A00200307Farmer Bros. Company	I0051354	65634537	32000	422	4410	69400	668.96
78032029	11/01/2017	A00200308Federal Express Corporation	I0051340	5-953-00	11000	202	5940	60100	31.70
			I0051405	5-945-36	11000	110	5940	66003	65.35
78032030	11/01/2017	A00284319Fertile Earth Nursery and Ga	I0051394	4	11000	431	4310	65500	89.49
78032031	11/01/2017	A00280401Flowers Baking Co of Henders	I0051321	10711423	32000	422	4410	69400	90.44
			I0051355	10711422	32000	422	4410	69400	325.15
78032032	11/01/2017	A00283264Frontier California Inc.	I0051379	79000928	11000	431	5840	65700	782.30
78032033	11/01/2017	A00283264Frontier California Inc.	I0051380	77000928	11000	431	5840	65700	987.80
78032034	11/01/2017	A00200618Gardener's Supply	I0051359	36576	11000	352	4312	69611	2,086.56
					11000	352	4312	69614	597.88
78032035	11/01/2017	A00292371Gomez Martinez, Belen I.	I0051396	SEP 17	12603	125	5510	68900	5,000.00
78032036	11/01/2017	A00200627Gonzalez, Lourdes	I0051412	092917	12000	303	4410	64300	117.19
78032037	11/01/2017	A00200629Grainger	I0051294	95528548	12435	221	4310	19010	198.15
					12435	221	5940	19010	28.63
			I0051295	95539133	12435	221	4311	19010	6,136.35
78032038	11/01/2017	A00202650Greater Bakersfield Chamber	I0051331	RW-BKR01	11000	356	5970	68100	599.00
78032039	11/01/2017	A00257900Hall, Daniel N.	I0051308	100417	11000	202	5643	60200	84.50
78032040	11/01/2017	A00200645Hardy Diagnostics	I0051346	1834451	11000	209	4311	04012	2,143.11
78032041	11/01/2017	A00200655Henry Schein, Inc.	I0051305	45910717	12461	206	4311	12042	31.03
			I0051410	45623354	12461	206	4311	12042	262.37
78032042	11/01/2017	A00294361Hernandez, Jose J.	I0051336	100517	12603	125	4310	68900	450.00
78032043	11/01/2017	A00095629Hill-Crim, Margaret A.	I0051284	100917	11000	209	5740	04011	22.47
78032044	11/01/2017	A00201122Home Depot Credit Services	I0051431	34060913	11000	431	4310	65100	51.87
78032045	11/01/2017	A00224086inContact, Inc.	I0051277	100117	11000	431	5840	65100	183.15
					11000	431	5840	65700	1,481.83
78032046	11/01/2017	A00200680J & L Locksmithing	I0051364	015293	11000	202	4310	60100	150.38
78032047	11/01/2017	A00200656Jacobi, Victoria J.	I0051402	092517	11000	202	5940	60100	23.75
78032048	11/01/2017	A00200702K-mart	I0051330	063017	33428	310	4310	69200	425.45

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78032049	11/01/2017	A00200712Kern County Supt. of Schools	I0051434	800426	11000	421	5990	67200	1,221.00
78032050	11/01/2017	A00200715Kern Electric Distributors	I0051363	557119	11000	431	4310	65100	79.76
78032050	11/01/2017	A00200715Kern Electric Distributors	I0051393	557038	11000	431	4310	65100	320.84
			I0051425	556931	11000	431	4310	65100	622.41
78032051	11/01/2017	A00200806Kern Gardening Service	I0051349	27521	12560	223	5633	09565	200.00
78032052	11/01/2017	A00200730Launspach, DDS., Inc., Danie	I0051293	052017-0	12460	206	5641	12042	2,252.32
78032053	11/01/2017	A00294483Lopez, Tom	I0051279	67263	11000	401	5320	67702	123.64
78032054	11/01/2017	A00200554McCracken, Susan L.	I0051384	100217	12461	206	5710	12042	287.29
78032055	11/01/2017	A00200561Medco Supply Company	I0051290	IN893770	11000	352	4310	69619	9.44
			I0051370	IN895364	11000	352	4310	69619	22.24
78032056	11/01/2017	A00234706MNJ Technologies Direct, Inc	I0051372	00035593	11000	110	6412	66003	443.66
					11000	110	6412	66003	49.96
			I0051376	00035562	12000	340	4310	64951	443.66
					12000	340	4310	64951	69.96
78032057	11/01/2017	A00200575Montoya, Janice	I0051303	SEP 17	12460	206	5641	12042	2,200.00
78032058	11/01/2017	A00256166Obeso Vents	I0051414	092317	32000	422	5632	69400	400.00
78032059	11/01/2017	A00200498Office Depot	I0051283	96619971	11000	113	4318	67801	541.47
					11000	113	4318	67801	193.57
					11000	113	4318	67801	155.50
					11000	113	4318	67801	440.77
					11000	113	4318	67801	99.60
					11000	411	4318	67300	183.09
					11000	306	4318	49306	128.39
					11000	113	4318	67801	128.39
					11000	113	4318	67801	73.34
					11000	208	4318	49999	28.36
					11000	208	4318	49999	24.27
					11000	202	4318	60100	193.57
					11000	209	4318	49999	157.99
					11000	209	4318	49999	286.42
					11000	209	4318	49999	286.23
					11000	209	4318	49999	286.34
					31000	423	5840	69100	641.76
					12435	221	4318	19010	332.47
			I0051317	95693585	12461	206	4310	12042	249.17
78032060	11/01/2017	A00200502Orange Belt Stages	I0051281	117677	12000	340	5730	64951	1,485.00
			I0051325	118257	11000	352	5750	69612	1,340.00
			I0051388	118244	11000	352	5750	69613	2,690.00
					11000	352	5750	69613	1,110.00
78032061	11/01/2017	A00288637Otis Elevator Company	I0051426	SJB05744	11000	431	5641	65100	570.00
78032062	11/01/2017	A00200508P. G. & E.	I0051322	100317	12560	223	5830	09565	333.46
78032063	11/01/2017	A00200508P. G. & E.	I0051439	09/14/17	31000	423	5820	69100	8.12
					31000	423	5830	69100	1,121.55
78032064	11/01/2017	A00200510Pacific Floor Company	I0051427	5646	11000	431	5631	65100	6,146.00

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78032065	11/01/2017	A00200516	Patterson Dental Supply, Inc	I0051383	00930592	12461	206	4311	12042	93.23
				I0051411	00925507	12461	206	4311	12042	987.05
78032066	11/01/2017	A00294484	PDFfiller, Inc.	I0051374	1	11000	202	5641	60103	120.00
78032067	11/01/2017	A00200521	Pens Etc.	I0051435	430200-0	31000	423	4310	69100	380.15
78032068	11/01/2017	A00200522	Pepsi-Cola Company	I0051320	21761054	32000	422	4410	69400	1,118.85
				I0051356	24374953	32000	422	4410	69400	2,553.68
78032069	11/01/2017	A00284688	Phytorion, Inc.	I0051324	10978	12587	111	5510	66002	1,443.75
78032070	11/01/2017	A00200528	Plak Smacker	I0051397	CD602242	33588	310	4310	69200	296.05
78032071	11/01/2017	A00200539	Proctor & Gamble	I0051398	36745837	12461	206	4311	12042	1,987.30
78032072	11/01/2017	A00270674	Public Agency Law Group	I0051307	100817	11000	401	5430	67200	216.40
78032073	11/01/2017	A00200985	Rangel-Escobedo, Juana R.	I0051382	09/25/17	11495	216	5710	61900	211.99
78032074	11/01/2017	A00231833	Ray A. Morgan Company Inc.	I0051300	1778594	11000	113	5641	67801	136.14
						11000	431	5641	65100	136.14
						11000	203	5641	61200	178.14
78032075	11/01/2017	A00286247	Ridgecrest Regional Hospital	I0051368	080717	12461	206	5840	12042	333.46
				I0051369	090717	12461	206	5840	12042	338.46
78032076	11/01/2017	A00018793	Salcido, Paula	I0051304	OCT 17	12460	206	5641	12042	500.00
78032077	11/01/2017	A00285838	Sammy's Detail	I0051428	361	11000	432	5632	67703	265.00
78032078	11/01/2017	A00294372	San Joaquin Collision Inc.	I0051278	29121	11000	401	5320	67702	2,313.28
78032079	11/01/2017	A00200472	Scantron Corporation	I0051436	6358377	31000	423	4310	69100	1,639.90
						31000	423	5940	69100	65.53
78032080	11/01/2017	A00201548	Scholastic Inc.	I0051350	M633517	11000	208	4311	15011	329.67
78032081	11/01/2017	A00234793	Southwest Signs	I0051437	14731	31000	423	4310	69100	1,047.50
78032082	11/01/2017	A00200393	Sparkletts	I0051365	091517	12560	223	4310	09565	181.50
78032083	11/01/2017	A00200393	Sparkletts	I0051373	092117	11000	113	4310	67801	136.07
78032084	11/01/2017	A00200393	Sparkletts	I0051385	09-21-17	11000	205	5641	12042	240.24
78032085	11/01/2017	A00200393	Sparkletts	I0051408	09.21.17	11000	301	5810	64500	126.08
78032086	11/01/2017	A00200393	Sparkletts	I0051415	081017	11000	306	4310	49306	22.13
78032087	11/01/2017	A00200393	Sparkletts	I0051417	090717	11000	306	4310	49306	60.16
78032088	11/01/2017	A00200393	Sparkletts	I0051438	09/01/17	31000	423	4321	69100	49.09
78032089	11/01/2017	A00237176	SSD Systems	I0051285	1285990-	33528	310	5880	69200	151.38
78032090	11/01/2017	A00287260	Stinson Stationers Inc.	I0051432	745737-0	11000	421	4318	67704	398.01
				I0051433	748380-0	11000	421	4318	67704	181.30
78032091	11/01/2017	A00211077	Strata Information Group	I0051309	27850	12587	111	5510	66002	1,062.50
78032092	11/01/2017	A00200417	Sysco Food Service of Ventur	I0051298	17929398	33429	310	4410	69200	1,210.69
				I0051339	17928062	32000	422	4411	69400	833.80
						32000	422	4411	69400	3,668.82
						32000	422	5940	69400	9.75
						32000	422	4410	69400	16,631.47
				I0051342	17928590	33429	310	4410	69200	957.58
				I0051430	17927991	33429	310	4410	69200	1,835.63
78032093	11/01/2017	A00200419	T.C. Clearing Account	I0051292	083117	11000	421	5990	67200	3,384.32
						11000	421	7130	67200	40.00
78032094	11/01/2017	A00200423	Taft City School District	I0051360	18-030	11000	432	4312	67703	15.08

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

						11000	432	4316	67703	65.00
						11000	432	5632	67703	227.50
						11000	113	4312	67801	231.64
						11000	113	5632	67801	97.50
						11000	113	5850	67801	20.00
			I0051423	18-026		11000	432	4312	67703	159.71
						11000	432	5632	67703	227.50
78032095	11/01/2017	A00200425	Taft College	I0051338	100217	31000	423	7130	69100	90.00
78032096	11/01/2017	A00200425	Taft College	I0051413	1011	12000	303	7608	64300	7,650.00
78032097	11/01/2017	A00200425	Taft College	I0051422	081017	31000	423	4310	69100	390.00
78032098	11/01/2017	A00200862	Taft College Bookstore	I0051333	3588	12603	125	4310	68900	342.77
						12603	125	4310	68900	1,125.96
78032099	11/01/2017	A00200862	Taft College Bookstore	I0051334	3581	12603	125	4311	68900	26.80
						12603	125	4311	68900	49.29
78032100	11/01/2017	A00200862	Taft College Bookstore	I0051335	7965	12603	125	4311	68900	750.54
						12603	125	4311	68900	107.25
						12603	125	4311	68900	847.06
78032101	11/01/2017	A00200862	Taft College Bookstore	I0051345	3509	11000	113	5940	67801	17.59
78032102	11/01/2017	A00200862	Taft College Bookstore	I0051404	3613	11000	353	4310	64600	157.28
78032103	11/01/2017	A00200430	Taft Plaza, LLC	I0051291	OCT 17	31000	423	5611	69100	1,907.00
78032104	11/01/2017	A00256341	Terminix	I0051287	36831570	33528	310	5860	69200	201.00
78032105	11/01/2017	A00272246	Three-Way Chevrolet-Cadillac	I0051282	0964388K	11000	432	6414	64993	30,942.86
78032106	11/01/2017	A00200282	True Value Home Center	I0051286	375114	33528	310	4310	69200	1,128.25
				I0051326	378720	11000	352	4310	69610	6.40
				I0051343	378829	32000	422	4411	69400	4.27
				I0051348	378647	11000	202	4310	60103	16.60
78032107	11/01/2017	A00200284	U.S. Foods	I0051299	4907139	33429	310	4410	69200	1,388.69
				I0051316	4912122	32000	422	4411	69400	533.25
						32000	422	4410	69400	12,539.84
				I0051341	4762074	33429	310	4410	69200	1,228.64
				I0051429	4557862	33429	310	4410	69200	1,200.05
78032108	11/01/2017	A00210209	ULINE	I0051313	110217	12435	221	4310	19010	276.71
						12435	221	4310	19010	346.42
						12435	221	4310	19010	283.14
						12435	221	4310	19010	982.16
78032108	11/01/2017	A00210209	ULINE	I0051352	90470887	11000	209	4311	04013	201.38
78032109	11/01/2017	A00200293	United Parcel Service	I0051315	00009697	11000	401	5940	67705	492.39
78032110	11/01/2017	A00277779	University of California, Sa	I0051409	EU077463	12559	223	5710	60103	5,400.00
78032111	11/01/2017	A00209968	Vavrinek, Trine, Day & Co.,	I0051301	0137757-	11000	421	5420	67200	32,300.00
78032112	11/01/2017	A00200338	Verizon Wireless	I0051377	97934381	11000	113	5840	67801	38.01
						11000	411	5840	67300	102.55
						12603	125	4315	68900	150.61
						12551	353	6415	64600	38.01
78032113	11/01/2017	A00200343	Vistar Corporation	I0051319	49900117	32000	422	4410	69400	407.26

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78032114	11/01/2017	A00232538	Ward's Natural Science	I0051306	80800764	11000	209	4311	04011	52.08
				I0051386	80498646	11000	209	4311	04011	190.38
78032115	11/01/2017	A00200352	Waxie Sanitary Supply	I0051361	76983594	11000	431	4310	65300	417.95
				I0051395	76971558	11000	431	4310	65300	273.91
78032116	11/01/2017	A00200355	West Kern Water District	I0051275	101017	11000	431	5810	65700	1,338.79
							39000	314	5810	274.21
78032116	11/01/2017	A00200355	West Kern Water District	I0051366	092117	12560	223	5810	09565	130.10
78032117	11/01/2017	A00275443	WestAir Gases & Equipment In	I0051347	80161963	12560	223	4311	09565	347.00
78032118	11/01/2017	A00200359	Westchester Plaza, LLC	I0051367	NOV 17	12461	206	5611	12042	2,618.00
						12461	206	5890	12042	890.00
78032119	11/01/2017	A00073955	White, Brian L.	I0050687	OCT 17	39000	314	5610	64991	1,400.00
78032120	11/02/2017	A00287794	Alvarez, Pedro J.	S0041059		11000		9526		46.00
78032121	11/02/2017	A00273522	Amer, Mohammad	S0041097		11000		9526		600.00
78032122	11/02/2017	A00293110	Armstrong, Harley D.	S0041061		11000		9526		230.00
78032123	11/02/2017	A00284763	Arreola, Jose E.	S0041062		11000		9526		161.00
78032124	11/02/2017	A00287879	Barragan, Roberto C.	S0041063		11000		9526		600.00
78032125	11/02/2017	A00292458	Burr, Krista C.	S0041064		11000		9526		46.00
78032126	11/02/2017	A00287219	Campos, Estrella D.	S0041065		11000		9526		46.00
78032127	11/02/2017	A00287387	Carranza, Alondra M.	S0041066		11000		9526		736.00
78032128	11/02/2017	A00277926	Cervantes Becerra, Maria A.	S0041067		11000		9526		450.00
78032129	11/02/2017	A00247458	Delgado, Sara	S0041068		11000		9526		69.00
78032130	11/02/2017	A00279202	Espinoza, Francisco J.	S0041069		11000		9526		450.00
78032131	11/02/2017	A00267211	Fierros, Daniela	S0041070		11000		9526		600.00
78032132	11/02/2017	A00291268	Fuentes, Moises B.	S0041071		11000		9526		600.00
78032133	11/02/2017	A00286380	Gary, Leeanna G.	S0041072		11000		9526		46.00
78032134	11/02/2017	A00279369	Gonzalez, Rubi E.	S0041073		11000		9526		46.00
78032135	11/02/2017	A00279338	Gonzalez Gonzalez, Griseyda	S0041074		11000		9526		46.00
78032136	11/02/2017	A00279309	Gordon, Kaitlyn B.	S0041075		11000		9526		46.00
78032137	11/02/2017	A00286376	Guzman, Michell Z.	S0041076		11000		9526		46.00
78032138	11/02/2017	A00286585	Hernandez, Brenda E.	S0041077		11000		9526		300.00
78032139	11/02/2017	A00279376	Johnston, Austin C.	S0041078		11000		9526		46.00
78032140	11/02/2017	A00260443	Kaur, Ramandeep	S0041079		11000		9526		276.00
78032141	11/02/2017	A00227936	Lenz, Abigail J.	S0041080		11000		9526		184.00
78032142	11/02/2017	A00247186	Lopez Rubio, Andrea D.	S0041081		11000		9526		300.00
78032143	11/02/2017	A00251601	Lozano, Arely S.	S0041082		11000		9526		600.00
78032144	11/02/2017	A00289760	Martinez, Jesus R.	S0041083		11000		9526		450.00
78032145	11/02/2017	A00276178	Martinez, Yulisa	S0041084		11000		9526		300.00
78032146	11/02/2017	A00289875	Moran, Gabriela E.	S0041085		11000		9526		600.00
78032147	11/02/2017	A00260898	Ortiz, Sullivan J.	S0041086		11000		9526		300.00
78032148	11/02/2017	A00288674	Ramirez Tinoco, Luis E.	S0041087		11000		9526		300.00
78032149	11/02/2017	A00267466	Rodela Salazar, Sandra O.	S0041088		11000		9526		300.00
78032150	11/02/2017	A00265361	Roldan, Omar	S0041089		11000		9526		300.00
78032151	11/02/2017	A00253815	Salgado, Antonio B.	S0041090		11000		9526		450.00
78032152	11/02/2017	A00279368	Santiago, Brenda B.	S0041091		11000		9526		600.00

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78032153	11/02/2017	A00279312Self, Isaac J.	S0041092	11000	9526	300.00
78032154	11/02/2017	A00259256Torres, Sandy	S0041093	11000	9526	600.00
78032155	11/02/2017	A00287904Vargas Luna, Abelardo	S0041094	11000	9526	600.00
78032156	11/02/2017	A00282307Villatoro, Adriana A.	S0041095	11000	9526	46.00
78032157	11/02/2017	A00276951White, Brandon M.	S0041096	11000	9526	552.00
78032158	11/02/2017	A00280476Zaragoza-Pimentel, Elizabeth	S0041060	11000	9526	450.00
78032159	11/08/2017	A00286534Abarquez, Analisia M.	S0041534	11000	9526	1,092.00
78032160	11/08/2017	A00280048Acosta, Lori M.	S0041535	11000	9526	1,026.00
78032161	11/08/2017	A00289310Adams, Reina E.	S0041536	11000	9526	110.58
78032162	11/08/2017	A00291571Aguayo, Amadelia A.	S0041537	11000	9526	740.00
78032163	11/08/2017	A00248211Aguirre, Claire D.	S0041538	11000	9526	1,480.00
78032164	11/08/2017	A00288712Ahmad, Fatima	S0041539	11000	9526	1,110.00
78032165	11/08/2017	A00269628Aldstadt, Amber L.	S0041482	11000	9526	1,480.00
78032166	11/08/2017	A00287356Alfred, Apollos M.	S0041483	11000	9526	1,110.00
78032167	11/08/2017	A00267662Almaguer, Jasmin	S0041484	11000	9526	1,480.00
78032168	11/08/2017	A00246855Alrowhany, Alhamzah H.	S0041485	11000	9526	1,480.00
78032169	11/08/2017	A00276884Alvarez, Jasmine G.	S0041486	11000	9526	1,467.00
78032170	11/08/2017	A00242720Alvarez, Joanna	S0041487	11000	9526	370.00
78032171	11/08/2017	A00287794Alvarez, Pedro J.	S0041488	11000	9526	1,480.00
78032172	11/08/2017	A00272569Alvarez, Vicky	S0041489	11000	9526	740.00
78032173	11/08/2017	A00287927Alvarez-Valerio, Angela	S0041490	11000	9526	1,480.00
78032174	11/08/2017	A00290700Alwaw, George R.	S0041491	11000	9526	204.00
78032175	11/08/2017	A00201310Amador-Melendrez, Martha	S0041492	11000	9526	292.00
78032176	11/08/2017	A00286760Andersen, Cade C.	S0041455	11000	9526	867.00
78032177	11/08/2017	A00280584Apodaca, Brittany A.	S0041456	11000	9526	726.00
78032178	11/08/2017	A00289154Apostol, India J.	S0041457	11000	9526	1,110.00
78032179	11/08/2017	A00269992Apresa, Andrew A.	S0041458	11000	9526	311.00
78032180	11/08/2017	A00274947Aragon, Omar	S0041459	11000	9526	292.00
78032181	11/08/2017	A00286379Aranda, Karen J.	S0041460	11000	9526	1,480.00
78032182	11/08/2017	A00284740Aranda, Lauren C.	S0041461	11000	9526	1,110.00
78032183	11/08/2017	A00263742Attwell, Mary A.	S0041462	11000	9526	1,480.00
78032184	11/08/2017	A00290131Avelino, Corinna J.	S0041463	11000	9526	370.00
78032185	11/08/2017	A00286350Baiza, Andrea J.	S0041464	11000	9526	567.00
78032186	11/08/2017	A00287369Balbuena, Kimberly E.	S0041465	11000	9526	692.00
78032187	11/08/2017	A00292861Baldwin, Gabrielle A.	S0041466	11000	9526	1,167.00
78032188	11/08/2017	A00291492Baltierra, Tonya M.	S0041467	11000	9526	740.00
78032189	11/08/2017	A00281861Banuelos, Esaul	S0041468	11000	9526	2,220.00
78032190	11/08/2017	A00031448Barrett, Karen L.	S0041469	11000	9526	1,110.00
78032191	11/08/2017	A00279367Barretto, Paul X.	S0041470	11000	9526	1,480.00
78032192	11/08/2017	A00286386Barton, Kaleb A.	S0041471	11000	9526	198.00
78032193	11/08/2017	A00288513Bautista, Adolfo	S0041472	11000	9526	1,480.00
78032194	11/08/2017	A00286334Berber Martinez, Margarita	S0041439	11000	9526	740.00
78032195	11/08/2017	A00286333Berber Martinez, Tanya	S0041440	11000	9526	1,101.00
78032196	11/08/2017	A00283158Bermudez, Israel M.	S0041441	11000	9526	1,217.00



**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78032197	11/08/2017	A00281076Berry, Stephen M.	S0041442	11000	9526	1,110.00
78032198	11/08/2017	A00293003Billings, Emerald L.	S0041443	11000	9526	1,480.00
78032199	11/08/2017	A00292844Blake, Chloe J.	S0041444	11000	9526	742.00
78032200	11/08/2017	A00285062Blakeslee, Hannah B.	S0041445	11000	9526	204.00
78032201	11/08/2017	A00287618Boggan-Knutsen, Charlotte L.	S0041446	11000	9526	1,480.00
78032202	11/08/2017	A00274169Bogner, Alexandra L.	S0041447	11000	9526	201.00
78032203	11/08/2017	A00288040Bonilla, Eliseo	S0041448	11000	9526	1,480.00
78032204	11/08/2017	A00289270Borquez, Krystal M.	S0041449	11000	9526	740.00
78032205	11/08/2017	A00281792Borrecco, Madison R.	S0041450	11000	9526	459.00
78032206	11/08/2017	A00274730Bravo, Thayra M.	S0041451	11000	9526	1,480.00
78032207	11/08/2017	A00279205Breslin, Brooklyn L.	S0041452	11000	9526	542.00
78032208	11/08/2017	A00246809Bruce, Debbie P.	S0041393	11000	9526	1,480.00
78032209	11/08/2017	A00287959Buenrostro, Michele R.	S0041394	11000	9526	1,480.00
78032210	11/08/2017	A00289913Burgess, Gina N.	S0041395	11000	9526	1,417.00
78032211	11/08/2017	A00289612Burke, Brandon A.	S0041396	11000	9526	1,480.00
78032212	11/08/2017	A00085578Burkhart, Annemarie	S0041397	11000	9526	1,117.00
78032213	11/08/2017	A00289585Burlock, Shelby R.	S0041398	11000	9526	332.00
78032214	11/08/2017	A00292814Bustamante, Fabian J.	S0041421	11000	9526	1,110.00
78032215	11/08/2017	A00243315Bustamante, Laura	S0041422	11000	9526	740.00
78032216	11/08/2017	A00287620Caballero, Jasmine J.	S0041423	11000	9526	1,480.00
78032217	11/08/2017	A00273894Cabrera, Guadalupe	S0041424	11000	9526	1,267.00
78032218	11/08/2017	A00262181Camacho, Maria D.	S0041425	11000	9526	1,480.00
78032219	11/08/2017	A00289309Camarillo, Christian	S0041426	11000	9526	1,480.00
78032220	11/08/2017	A00281356Camarillo, Gabriela A.	S0041355	11000	9526	167.00
78032221	11/08/2017	A00282554Campbell, Branden	S0041356	11000	9526	1,480.00
78032222	11/08/2017	A00090952Campbell, Terry D.	S0041357	11000	9526	370.00
78032223	11/08/2017	A00287219Campos, Estrella D.	S0041358	11000	9526	1,480.00
78032224	11/08/2017	A00287568Cano Sixto, Alan	S0041359	11000	9526	894.00
78032225	11/08/2017	A00287385Carlson, Britta A.	S0041360	11000	9526	740.00
78032226	11/08/2017	A00292725Caro, Jonathan	S0041361	11000	9526	1,480.00
78032227	11/08/2017	A00274212Carranza Chavez, Jessica J.	S0041362	11000	9526	1,480.00
78032228	11/08/2017	A00279349Carrillo, Jessica	S0041363	11000	9526	1,480.00
78032229	11/08/2017	A00276449Carrillo, Sarai	S0041364	11000	9526	1,017.00
78032230	11/08/2017	A00279975Castaneda, Jaquelin	S0041365	11000	9526	1,110.00
78032231	11/08/2017	A00280827Castaneda, Jose C.	S0041366	11000	9526	1,480.00
78032232	11/08/2017	A00239717Castillo, Isela P.	S0041367	11000	9526	229.00
78032233	11/08/2017	A00283946Castillo, Maricela	S0041368	11000	9526	1,709.00
78032234	11/08/2017	A00291278Castillo, Miguel	S0041369	11000	9526	1,480.00
78032235	11/08/2017	A00292826Castillo, Nathan A.	S0041370	11000	9526	1,110.00
78032236	11/08/2017	A00283352Castillo, Veronica	S0041371	11000	9526	1,242.00
78032237	11/08/2017	A00272719Castro, Bianca M.	S0041372	11000	9526	370.00
78032238	11/08/2017	A00281157Castro, Victoria	S0041373	11000	9526	1,480.00
78032239	11/08/2017	A00242749Caya, Melissa C.	S0041374	11000	9526	1,110.00
78032240	11/08/2017	A00276952Cazares, Jordy	S0041375	11000	9526	292.00

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78032241	11/08/2017	A00231062Cervantes, Brenda M.	S0041337	11000	9526	1,110.00
78032242	11/08/2017	A00289392Cervantes, Gilbert	S0041338	11000	9526	1,480.00
78032243	11/08/2017	A00288694Chacon, Enya J.	S0041339	11000	9526	1,467.00
78032244	11/08/2017	A00271137Chavez, Gilberto J.	S0041340	11000	9526	370.00
78032245	11/08/2017	A00292822Childress, Pacey C.	S0041341	11000	9526	1,480.00
78032246	11/08/2017	A00292457Christensen, Nancy L.	S0041342	11000	9526	1,480.00
78032247	11/08/2017	A00288816Cooper, Kenneth D.	S0041343	11000	9526	1,242.00
78032248	11/08/2017	A00291984Cornejo, Damian J.	S0041344	11000	9526	1,110.00
78032249	11/08/2017	A00292676Cox, Thomas J.	S0041345	11000	9526	740.00
78032250	11/08/2017	A00247502Cross, Kylie A.	S0041346	11000	9526	1,480.00
78032251	11/08/2017	A00271188Cruz, Alex	S0041347	11000	9526	198.00
78032252	11/08/2017	A00287395Cruz, Hazel Y.	S0041348	11000	9526	1,410.33
78032253	11/08/2017	A00287396Cuellar, Crystal G.	S0041349	11000	9526	740.00
78032254	11/08/2017	A00242674Culbertson, Chelsey D.	S0041350	11000	9526	1,480.00
78032255	11/08/2017	A00032144Damron, Jessica R.	S0041351	11000	9526	894.00
78032256	11/08/2017	A00292205Daugherty, Cheyanne	S0041352	11000	9526	1,110.00
78032257	11/08/2017	A00284073Davis, Maricela I.	S0041353	11000	9526	1,110.00
78032258	11/08/2017	A00287263Del Villar, Priscilla	S0041313	11000	9526	342.00
78032259	11/08/2017	A00286863Detweiler, Erica L.	S0041314	11000	9526	768.00
78032260	11/08/2017	A00281025Devine, Delya J.	S0041315	11000	9526	1,367.00
78032261	11/08/2017	A00292989Diaz, Ayla B.	S0041316	11000	9526	1,025.70
78032262	11/08/2017	A00274885Diaz, Sandy V.	S0041317	11000	9526	1,467.00
78032263	11/08/2017	A00288045Diaz Hernandez, Victor D.	S0041318	11000	9526	492.00
78032264	11/08/2017	A00287572Diaz Orozco, Esmeralda	S0041319	11000	9526	1,480.00
78032265	11/08/2017	A00212973Dill, Andrew J.	S0041320	11000	9526	273.00
78032266	11/08/2017	A00287667Dominguez, Ariadna G.	S0041321	11000	9526	1,480.00
78032267	11/08/2017	A00283082Dow, Joshua B.	S0041322	11000	9526	1,063.00
78032268	11/08/2017	A00215836Dudley, Clayton R.	S0041323	11000	9526	1,192.00
78032269	11/08/2017	A00288706Duenas, Alma J.	S0041324	11000	9526	370.00
78032270	11/08/2017	A00281167Duke, Jessica N.	S0041325	11000	9526	967.00
78032271	11/08/2017	A00291392Dunlap, Kaileigh L.	S0041326	11000	9526	707.00
78032272	11/08/2017	A00280770Duran, Jessica N.	S0041327	11000	9526	631.85
78032273	11/08/2017	A00287575Duran Garcia, Jessica	S0041328	11000	9526	1,480.00
78032274	11/08/2017	A00105237Edmaiston, Mathew D.	S0041329	11000	9526	1,480.00
78032275	11/08/2017	A00280607Egbert-Smith, Casey L.	S0041330	11000	9526	370.00
78032276	11/08/2017	A00009829Escobar, Marcella M.	S0041262	11000	9526	1,480.00
78032277	11/08/2017	A00291575Escobedo, Carol N.	S0041263	11000	9526	1,480.00
78032278	11/08/2017	A00275472Espino, Henry O.	S0041264	11000	9526	740.00
78032279	11/08/2017	A00288046Espinoza Vargas, Ashley	S0041265	11000	9526	1,480.00
78032280	11/08/2017	A00286251Estrada, Georgina R.	S0041266	11000	9526	1,480.00
78032281	11/08/2017	A00292153Evangelista, Helen Y.	S0041267	11000	9526	1,192.00
78032282	11/08/2017	A00283194Evertse, Ryan B.	S0041268	11000	9526	1,110.00
78032283	11/08/2017	A00276919Ewing, Jacob A.	S0041269	11000	9526	1,480.00
78032284	11/08/2017	A00287577Fair, Anthony W.	S0041228	11000	9526	370.00

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78032285	11/08/2017	A00284601	Faulkner, Kanisha A.	S0041229	11000	9526	942.00
78032286	11/08/2017	A00253603	Fearon, Zackary A.	S0041230	11000	9526	740.00
78032287	11/08/2017	A00273393	Fernandez, Pedro	S0041231	11000	9526	1,110.00
78032288	11/08/2017	A00289347	Figueroa, Kassandra	S0041232	11000	9526	354.00
78032289	11/08/2017	A00209593	Fletcher, Brent	S0041233	11000	9526	463.00
78032290	11/08/2017	A00286261	Flores, Andrea	S0041234	11000	9526	396.00
78032291	11/08/2017	A00292228	Flores, Pedro E.	S0041235	11000	9526	367.00
78032292	11/08/2017	A00287784	Flores, Samantha	S0041236	11000	9526	1,480.00
78032293	11/08/2017	A00286862	Floyd, Ryanna F.	S0041237	11000	9526	1,480.00
78032294	11/08/2017	A00276907	Flynn, Cynthia L.	S0041238	11000	9526	370.00
78032295	11/08/2017	A00266899	Freeland, Kyleigh R.	S0041239	11000	9526	1,110.00
78032296	11/08/2017	A00289315	Frias Garcia, Jennifer F.	S0041240	11000	9526	1,480.00
78032297	11/08/2017	A00287737	Fuentes, Juan	S0041241	11000	9526	1,292.00
78032298	11/08/2017	A00044116	Gallardo, Sandra	S0041242	11000	9526	370.00
78032299	11/08/2017	A00288680	Gallegos, Benjamin M.	S0041243	11000	9526	740.00
78032300	11/08/2017	A00277918	Gamble, Ashley R.	S0041244	11000	9526	1,480.00
78032301	11/08/2017	A00212355	Gantong, Michael E.	S0041245	11000	9526	370.00
78032302	11/08/2017	A00287695	Garcia, Cristian	S0041246	11000	9526	642.00
78032303	11/08/2017	A00291534	Garcia, Elsy M.	S0041204	11000	9526	659.00
78032304	11/08/2017	A00280029	Garcia, Gabriel E.	S0041205	11000	9526	571.00
78032305	11/08/2017	A00291493	Garcia, Gabriella L.	S0041206	11000	9526	1,110.00
78032306	11/08/2017	A00291973	Garcia, Janae A.	S0041207	11000	9526	1,480.00
78032307	11/08/2017	A00249816	Garcia, Janette	S0041208	11000	9526	369.00
78032308	11/08/2017	A00288597	Garcia, Jennifer	S0041209	11000	9526	1,480.00
78032309	11/08/2017	A00288052	Garcia, Maria G.	S0041210	11000	9526	1,480.00
78032310	11/08/2017	A00269082	Garcia, Zully	S0041211	11000	9526	1,110.00
78032311	11/08/2017	A00281065	Garcia Ambriz, Isabel	S0041212	11000	9526	1,480.00
78032312	11/08/2017	A00288613	Gardner, Sydney M.	S0041213	11000	9526	1,342.00
78032313	11/08/2017	A00289650	Garibay, Jonathan J.	S0041214	11000	9526	1,480.00
78032314	11/08/2017	A00286488	Garner, Allison N.	S0041215	11000	9526	1,480.00
78032315	11/08/2017	A00286380	Gary, Leeanna G.	S0041216	11000	9526	1,467.00
78032316	11/08/2017	A00278511	Garza, Lorena I.	S0041217	11000	9526	370.00
78032317	11/08/2017	A00285775	Garza, Mireya C.	S0041218	11000	9526	1,480.00
78032318	11/08/2017	A00279275	Gee, Julie L.	S0041219	11000	9526	667.00
78032319	11/08/2017	A00288433	Gilmore, Austin T.	S0041220	11000	9526	1,480.00
78032320	11/08/2017	A00292284	Godinez, Aaron R.	S0041221	11000	9526	742.00
78032321	11/08/2017	A00291681	Gomez, Angelica	S0041222	11000	9526	1,392.00
78032322	11/08/2017	A00245119	Gomez, Ashley N.	S0041223	11000	9526	292.00
78032323	11/08/2017	A00274808	Gomez, Daniel	S0041224	11000	9526	557.00
78032324	11/08/2017	A00088056	Gomez, Marlene J.	S0041225	11000	9526	167.00
78032325	11/08/2017	A00274744	Gomez, Nicole S.	S0041226	11000	9526	370.00
78032326	11/08/2017	A00280398	Gomez Calderon, Maria G.	S0041227	11000	9526	370.00
78032327	11/08/2017	A00239524	Gonzales, Richard R.	S0041179	11000	9526	1,480.00
78032328	11/08/2017	A00292973	Gonzalez, Alba	S0041180	11000	9526	942.00

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78032329	11/08/2017	A00275011	Gonzalez, Andrew	S0041181	11000	9526	370.00
78032330	11/08/2017	A00293028	Gonzalez, Anthony S.	S0041182	11000	9526	734.00
78032331	11/08/2017	A00292334	Gonzalez, Estelle	S0041183	11000	9526	1,480.00
78032332	11/08/2017	A00288915	Gonzalez, Jose A.	S0041184	11000	9526	1,480.00
78032333	11/08/2017	A00292352	Gonzalez, Juan	S0041185	11000	9526	261.00
78032334	11/08/2017	A00284063	Gonzalez, Natalie R.	S0041186	11000	9526	1,480.00
78032335	11/08/2017	A00291443	Gonzalez, Otoniel	S0041187	11000	9526	1,480.00
78032336	11/08/2017	A00289615	Gonzalez, Silvia	S0041188	11000	9526	370.00
78032337	11/08/2017	A00291635	Gonzalez, Sonia A.	S0041189	11000	9526	370.00
78032338	11/08/2017	A00279309	Gordon, Kaitlyn B.	S0041129	11000	9526	1,480.00
78032339	11/08/2017	A00205759	Gorman, Krista A.	S0041130	11000	9526	740.00
78032340	11/08/2017	A00283227	Gowdy, Christopher D.	S0041131	11000	9526	2,960.00
78032341	11/08/2017	A00257078	Grant, Melissa A.	S0041132	11000	9526	1,110.00
78032342	11/08/2017	A00265119	Guardado, Marcia	S0041133	11000	9526	370.00
78032343	11/08/2017	A00289371	Guevara, Maria E.	S0041134	11000	9526	171.00
78032344	11/08/2017	A00281838	Gurrola Lopez, Cristal	S0041135	11000	9526	1,342.00
78032345	11/08/2017	A00267785	Gutierrez, Jonathon A.	S0041136	11000	9526	294.00
78032346	11/08/2017	A00291677	Gutierrez, Merissa M.	S0041137	11000	9526	767.00
78032347	11/08/2017	A00289498	Gutierrez, Rosalinda	S0041138	11000	9526	1,480.00
78032348	11/08/2017	A00281840	Guzman, Jennifer	S0041139	11000	9526	867.00
78032349	11/08/2017	A00287699	Guzman, Lucia D.	S0041140	11000	9526	1,042.00
78032350	11/08/2017	A00282559	Hale, Sydnei	S0041141	11000	9526	1,480.00
78032351	11/08/2017	A00279303	Hammond, Rosalyn N.	S0041142	11000	9526	1,480.00
78032352	11/08/2017	A00282395	Hansen, Tarin E.	S0041629	11000	9526	632.00
78032353	11/08/2017	A00233818	Harris, Ceann L.	S0041143	11000	9526	1,301.00
78032354	11/08/2017	A00073872	Harris, Wendie M.	S0041144	11000	9526	1,110.00
78032355	11/08/2017	A00226687	Harte, Dylan	S0041149	11000	9526	1,217.00
78032356	11/08/2017	A00275461	Hartman, Jessica E.	S0041150	11000	9526	370.00
78032357	11/08/2017	A00259312	Hatcher, Abby R.	S0041151	11000	9526	1,480.00
78032358	11/08/2017	A00292731	Hebert, Caleb	S0041152	11000	9526	130.00
78032359	11/08/2017	A00289719	Hedrick, Nathaniel A.	S0041153	11000	9526	1,101.00
78032360	11/08/2017	A00288056	Hernandes, Gerardo S.	S0041154	11000	9526	1,480.00
78032361	11/08/2017	A00291551	Hernandez, Christine A.	S0041155	11000	9526	1,480.00
78032362	11/08/2017	A00289346	Hernandez, Eduardo	S0041156	11000	9526	740.00
78032363	11/08/2017	A00276916	Hernandez, Gloria R.	S0041157	11000	9526	1,110.00
78032364	11/08/2017	A00287750	Hernandez, Harley	S0041158	11000	9526	1,417.00
78032365	11/08/2017	A00288109	Hernandez, Lucille	S0041159	11000	9526	1,902.00
78032366	11/08/2017	A00274747	Hernandez, Maria I.	S0041160	11000	9526	1,467.00
78032367	11/08/2017	A00291724	Hernandez, Melissa I.	S0041161	11000	9526	1,110.00
78032368	11/08/2017	A00234416	Hernandez, Walter A.	S0041098	11000	9526	1,480.00
78032369	11/08/2017	A00285155	Herrera, Gitzel V.	S0041099	11000	9526	370.00
78032370	11/08/2017	A00265921	Herrera, Oscar R.	S0041100	11000	9526	367.00
78032371	11/08/2017	A00293103	Hillaker, Earl D.	S0041101	11000	9526	1,110.00
78032372	11/08/2017	A00293057	Hillaker, Tiffany N.	S0041102	11000	9526	740.00

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78032373	11/08/2017	A00275018Hinzo, Noah A.	S0041103	11000	9526	726.00
78032374	11/08/2017	A00292960Howard, Heather E.	S0041104	11000	9526	740.00
78032375	11/08/2017	A00280640Huizar, Alexander	S0041105	11000	9526	1,480.00
78032376	11/08/2017	A00288519Ibanez, Armida H.	S0041106	11000	9526	1,101.00
78032377	11/08/2017	A00286959Ibanez, Lizette	S0041107	11000	9526	1,067.00
78032378	11/08/2017	A00271213Iniguez, Noah R.	S0041108	11000	9526	1,110.00
78032379	11/08/2017	A00289321Iniguez, Tiana M.	S0041109	11000	9526	1,467.00
78032380	11/08/2017	A00292351Iribarren, Amanda L.	S0041110	11000	9526	740.00
78032381	11/08/2017	A00073229Jackson, Leticia D.	S0041111	11000	9526	179.00
78032382	11/08/2017	A00289167Jacobs, Adam C.	S0041112	11000	9526	1,017.00
78032383	11/08/2017	A00268319Jarman, Allison B.	S0041113	11000	9526	1,110.00
78032384	11/08/2017	A00281132Jarrar, Ferris I.	S0041114	11000	9526	1,480.00
78032385	11/08/2017	A00292369Jarrar, Ryan I.	S0041115	11000	9526	1,480.00
78032386	11/08/2017	A00260809Jasso, Sara D.	S0041116	11000	9526	1,067.00
78032387	11/08/2017	A00288993Jimenez, Leslie	S0041117	11000	9526	1,480.00
78032388	11/08/2017	A00291459Johnson, Amy L.	S0041118	11000	9526	669.00
78032389	11/08/2017	A00284334Johnson, Samantha M.	S0041119	11000	9526	1,480.00
78032390	11/08/2017	A00275846Johnston, Allison J.	S0041120	11000	9526	782.00
78032391	11/08/2017	A00279376Johnston, Austin C.	S0041121	11000	9526	1,480.00
78032392	11/08/2017	A00291253Juarez, Jennifer	S0041122	11000	9526	1,110.00
78032393	11/08/2017	A00279102Kaspar, Kristina L.	S0041123	11000	9526	1,110.00
78032394	11/08/2017	A00280620Kaur, Ravanpreet	S0041124	11000	9526	1,480.00
78032395	11/08/2017	A00265946Kelley, Kayla L.	S0041125	11000	9526	740.00
78032396	11/08/2017	A00282273King, Autumn B.	S0041126	11000	9526	1,110.00
78032397	11/08/2017	A00292432Kisselburg, Tracy D.	S0041127	11000	9526	1,110.00
78032398	11/08/2017	A00273606Knight, Rachelle M.	S0041128	11000	9526	192.00
78032399	11/08/2017	A00288770Knudsen, Annika I.	S0041609	11000	9526	1,467.00
78032400	11/08/2017	A00277266Krieger, Matthew J.	S0041610	11000	9526	1,480.00
78032401	11/08/2017	A00291802Kunzmann, Adam S.	S0041611	11000	9526	196.00
78032402	11/08/2017	A00230779Kushman, Kaitlyn R.	S0041612	11000	9526	988.00
78032403	11/08/2017	A00247679LaBarge, Samantha M.	S0041613	11000	9526	1,480.00
78032404	11/08/2017	A00223100Lake, Sandee L.	S0041614	11000	9526	1,850.00
78032405	11/08/2017	A00289521Landin, Brianna	S0041615	11000	9526	1,480.00
78032406	11/08/2017	A00275237Lara-Lozano, Alonso	S0041616	11000	9526	1,480.00
78032407	11/08/2017	A00287810Larsen, Jasmine L.	S0041617	11000	9526	1,110.00
78032408	11/08/2017	A00289339Lazo, Marcos A.	S0041618	11000	9526	1,101.00
78032409	11/08/2017	A00289331Lemus, Yailene A.	S0041619	11000	9526	1,467.00
78032410	11/08/2017	A00290533Leos, Hansel J.	S0041620	11000	9526	734.00
78032411	11/08/2017	A00228298Lilley, Samantha J.	S0041621	11000	9526	354.00
78032412	11/08/2017	A00287704Llanos, Jasmine	S0041622	11000	9526	370.00
78032413	11/08/2017	A00289915Lopez, Alex	S0041623	11000	9526	1,480.00
78032414	11/08/2017	A00262881Lopez, Ana M.	S0041624	11000	9526	273.00
78032415	11/08/2017	A00289746Lopez, Arcelia	S0041625	11000	9526	734.00
78032416	11/08/2017	A00106185Lopez, Candace	S0041626	11000	9526	1,110.00

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78032417	11/08/2017	A00288114Lopez, Luis A.	S0041577	11000	9526	1,480.00
78032418	11/08/2017	A00290716Lopez, Maria M.	S0041578	11000	9526	1,480.00
78032419	11/08/2017	A00287865Lopez Rodriguez, Anahi	S0041579	11000	9526	1,292.00
78032420	11/08/2017	A00269928Lopezgastelum, Crisjen A.	S0041580	11000	9526	1,480.00
78032421	11/08/2017	A00290335Lorzo Jr, Ismael	S0041581	11000	9526	1,292.00
78032422	11/08/2017	A00289168Lozano, German	S0041582	11000	9526	1,480.00
78032423	11/08/2017	A00272476Lozano, Ruby	S0041583	11000	9526	1,480.00
78032424	11/08/2017	A00288061Lucas, Estefania C.	S0041584	11000	9526	1,167.00
78032425	11/08/2017	A00287196Luna, Jenzarit	S0041585	11000	9526	2,960.00
78032426	11/08/2017	A00286589Luna, Nazjerit	S0041586	11000	9526	1,480.00
78032427	11/08/2017	A00095903Macias, Sandra	S0041587	11000	9526	348.00
78032428	11/08/2017	A00279329Maino, Roslyn E.	S0041588	11000	9526	492.00
78032429	11/08/2017	A00278693Maldonado, Gabrielle A.	S0041589	11000	9526	1,110.00
78032430	11/08/2017	A00280094Marquez, Carissa M.	S0041590	11000	9526	246.00
78032431	11/08/2017	A00265224Marquez, Christina G.	S0041591	11000	9526	370.00
78032432	11/08/2017	A00288707Marroquin Castro, Aide	S0041592	11000	9526	1,480.00
78032433	11/08/2017	A00102936Martin, Carolina	S0041593	11000	9526	1,480.00
78032434	11/08/2017	A00288894Martinez, Blake M.	S0041594	11000	9526	1,480.00
78032435	11/08/2017	A00279416Martinez, Dulceli I.	S0041595	11000	9526	1,067.00
78032436	11/08/2017	A00291974Martinez, Elizabeth Z.	S0041596	11000	9526	1,480.00
78032437	11/08/2017	A00262190Martinez, Kathryn E.	S0041597	11000	9526	1,110.00
78032438	11/08/2017	A00287708Martinez, Nicole R.	S0041598	11000	9526	740.00
78032439	11/08/2017	A00288001Martinez, Samuel	S0041599	11000	9526	370.00
78032440	11/08/2017	A00280813Martinez Gervacio, Jasmin I.	S0041600	11000	9526	1,480.00
78032441	11/08/2017	A00292938Marzett, Chantell C.	S0041601	11000	9526	1,480.00
78032442	11/08/2017	A00292210Massey, Krystal A.	S0041602	11000	9526	1,110.00
78032443	11/08/2017	A00281119Massie, Dakotah R.	S0041603	11000	9526	1,480.00
78032444	11/08/2017	A00292859McCauley, Andrew K.	S0041604	11000	9526	1,480.00
78032445	11/08/2017	A00281122McCrary, Stephen J.	S0041605	11000	9526	1,480.00
78032446	11/08/2017	A00287711Mckarrell, Kandis D.	S0041606	11000	9526	842.00
78032447	11/08/2017	A00266403Medina, Catarina A.	S0041607	11000	9526	517.00
78032448	11/08/2017	A00279373Medina, Daisy J.	S0041608	11000	9526	740.00
78032449	11/08/2017	A00280974Medina, Damian X.	S0041540	11000	9526	1,480.00
78032450	11/08/2017	A00250675Medina, Jessica	S0041541	11000	9526	708.00
78032451	11/08/2017	A00262121Melendrez, Joel R.	S0041542	11000	9526	217.00
78032452	11/08/2017	A00284807Melton, Joel R.	S0041543	11000	9526	1,480.00
78032453	11/08/2017	A00279422Mendez, Joshua A.	S0041544	11000	9526	1,480.00
78032454	11/08/2017	A00276475Mendoza, Attenas	S0041545	11000	9526	1,467.00
78032455	11/08/2017	A00288735Mendoza, Daniel	S0041546	11000	9526	392.00
78032456	11/08/2017	A00287149Mendoza, David	S0041547	11000	9526	392.00
78032457	11/08/2017	A00280963Mendoza, Erika	S0041548	11000	9526	892.00
78032458	11/08/2017	A00280917Mendoza, Isabel A.	S0041549	11000	9526	1,480.00
78032459	11/08/2017	A00279135Merino, Joshua I.	S0041550	11000	9526	367.00
78032460	11/08/2017	A00279315Messenger, Karrigan A.	S0041551	11000	9526	1,480.00

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78032461	11/08/2017	A00288523	Meza, Maria G.	S0041552	11000	9526	1,480.00
78032462	11/08/2017	A00289300	Michel, Jacqueline A.	S0041553	11000	9526	1,480.00
78032463	11/08/2017	A00289596	Mikkelsen, Natalie S.	S0041554	11000	9526	917.00
78032464	11/08/2017	A00271532	Miller, Brock A.	S0041555	11000	9526	1,292.00
78032465	11/08/2017	A00238011	Miller, Carley L.	S0041556	11000	9526	838.00
78032466	11/08/2017	A00277980	Mitchell, Frederick C.	S0041557	11000	9526	1,318.00
78032467	11/08/2017	A00288410	Montalvo, Sarah J.	S0041558	11000	9526	740.00
78032468	11/08/2017	A00272488	Montanez, Leslye G.	S0041559	11000	9526	1,082.00
78032469	11/08/2017	A00291522	Monterrey, Samuel	S0041560	11000	9526	1,480.00
78032470	11/08/2017	A00291294	Montes, Rosalina R.	S0041561	11000	9526	1,480.00
78032471	11/08/2017	A00274613	Montoya, Diana	S0041562	11000	9526	1,292.00
78032472	11/08/2017	A00211551	Montoya, Juana B.	S0041563	11000	9526	1,480.00
78032473	11/08/2017	A00284852	Moon, Liliana A.	S0041564	11000	9526	1,480.00
78032474	11/08/2017	A00289840	Mora, Andrea	S0041565	11000	9526	1,480.00
78032475	11/08/2017	A00281143	Morales, Diana A.	S0041566	11000	9526	734.00
78032476	11/08/2017	A00289833	Moreno, Claudia V.	S0041567	11000	9526	740.00
78032477	11/08/2017	A00280988	Moreno, Luz C.	S0041568	11000	9526	1,167.00
78032478	11/08/2017	A00228418	Moreno, Maria C.	S0041569	11000	9526	329.00
78032479	11/08/2017	A00279249	Moron, Ernesto	S0041570	11000	9526	1,292.00
78032480	11/08/2017	A00261680	Moscott Ruiz, Alexandra	S0041571	11000	9526	1,480.00
78032481	11/08/2017	A00292961	Motta, Diego A.	S0041572	11000	9526	1,480.00
78032482	11/08/2017	A00254789	Mullins, Jessica L.	S0041573	11000	9526	1,480.00
78032483	11/08/2017	A00285142	Munoz, Caleb C.	S0041574	11000	9526	1,007.00
78032484	11/08/2017	A00287144	Muro, Leilani M.	S0041575	11000	9526	1,480.00
78032485	11/08/2017	A00279291	Murphy, Ryan D.	S0041576	11000	9526	1,480.00
78032486	11/08/2017	A00289369	Myren, Scott P.	S0041511	11000	9526	370.00
78032487	11/08/2017	A00281084	Napoleon, Allison K.	S0041512	11000	9526	464.00
78032488	11/08/2017	A00274528	Navarrete, Mariela R.	S0041513	11000	9526	1,392.00
78032489	11/08/2017	A00292229	Ness-Mejia, Jubalee A.	S0041514	11000	9526	819.00
78032490	11/08/2017	A00232119	Newsom, Thomas A.	S0041515	11000	9526	1,480.00
78032491	11/08/2017	A00283119	Nolasco, Brooke E.	S0041516	11000	9526	692.00
78032492	11/08/2017	A00257438	Nombrano, Adrian	S0041517	11000	9526	370.00
78032493	11/08/2017	A00242939	Nunez, Angie	S0041518	11000	9526	542.00
78032494	11/08/2017	A00253981	Nunez, Esther A.	S0041519	11000	9526	740.00
78032495	11/08/2017	A002075200	'Neal, Nathan R.	S0041520	11000	9526	740.00
78032496	11/08/2017	A00281556	Ocampo, Marcos A.	S0041521	11000	9526	2,960.00
78032497	11/08/2017	A00259525	Ocampo, Ricci L.	S0041522	11000	9526	1,480.00
78032498	11/08/2017	A00286756	Ochoa, Jennifer	S0041523	11000	9526	1,480.00
78032499	11/08/2017	A00253897	Okafor, Doris O.	S0041524	11000	9526	342.00
78032500	11/08/2017	A00288699	Olivares, Dominique A.	S0041525	11000	9526	209.97
78032501	11/08/2017	A00287821	Olivas, Yensy A.	S0041526	11000	9526	1,480.00
78032502	11/08/2017	A00289816	Orellana, Leonardo	S0041527	11000	9526	1,480.00
78032503	11/08/2017	A00039855	Ormerod, James A.	S0041528	11000	9526	271.00
78032504	11/08/2017	A00276179	Orsburn, Dakota S.	S0041529	11000	9526	1,480.00

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78032505	11/08/2017	A00291238Osorio, Alexis	S0041530	11000	9526	1,325.00
78032506	11/08/2017	A00224532Pacheco, Christina	S0041531	11000	9526	2,590.00
78032507	11/08/2017	A00291301Padilla, Stephanie	S0041532	11000	9526	740.00
78032508	11/08/2017	A00279371Padilla, Yvette	S0041533	11000	9526	1,480.00
78032509	11/08/2017	A00292478Palacios, Mariah U.	S0041493	11000	9526	1,292.00
78032510	11/08/2017	A00281022Parker, Isaiah B.	S0041494	11000	9526	740.00
78032511	11/08/2017	A00288913Pelayo, Alondra D.	S0041495	11000	9526	942.00
78032512	11/08/2017	A00288072Pelayo Pena, Esmeralda	S0041496	11000	9526	967.00
78032513	11/08/2017	A00284674Penn, Genelle E.	S0041497	11000	9526	1,480.00
78032514	11/08/2017	A00286546Perez, Alan	S0041498	11000	9526	1,336.00
78032515	11/08/2017	A00284892Perez, Alondra G.	S0041499	11000	9526	1,480.00
78032516	11/08/2017	A00250096Perez, Jurayma	S0041500	11000	9526	1,110.00
78032517	11/08/2017	A00041815Perez, Ma del Rosario	S0041501	11000	9526	740.00
78032518	11/08/2017	A00283864Perez, Yesenia	S0041502	11000	9526	1,480.00
78032519	11/08/2017	A00286915Perez Martinez, Isaac	S0041503	11000	9526	242.00
78032520	11/08/2017	A00284783Pinuelas, Brandon C.	S0041504	11000	9526	276.00
78032521	11/08/2017	A00281440Plascencia, Humberto	S0041505	11000	9526	942.00
78032522	11/08/2017	A00293026Polanco, Jennifer G.	S0041506	11000	9526	740.00
78032523	11/08/2017	A00279218Ponce Mezta, Lacey F.	S0041507	11000	9526	1,480.00
78032524	11/08/2017	A00280786Porter, Debrajia L.	S0041508	11000	9526	740.00
78032525	11/08/2017	A00287823Powell, Robin L.	S0041509	11000	9526	1,480.00
78032526	11/08/2017	A00278267Powers, Bailey M.	S0041510	11000	9526	917.00
78032527	11/08/2017	A00283331Pratt, Keyon D.	S0041453	11000	9526	1,480.00
78032528	11/08/2017	A00289614Pritchard, Christian C.	S0041454	11000	9526	1,480.00
78032529	11/08/2017	A00287827Quick, Kennedy A.	S0041473	11000	9526	1,367.00
78032530	11/08/2017	A00203402Rai, Haneet	S0041627	11000	9526	342.00
78032531	11/08/2017	A00287256Ramirez, Corina	S0041474	11000	9526	817.00
78032532	11/08/2017	A00287643Ramirez, Dagoberto	S0041475	11000	9526	1,480.00
78032533	11/08/2017	A00279379Ramirez, Herman A.	S0041476	11000	9526	721.00
78032534	11/08/2017	A00280024Ramirez, Isamar N.	S0041477	11000	9526	726.00
78032535	11/08/2017	A00246985Ramirez, Jessica J.	S0041478	11000	9526	917.00
78032536	11/08/2017	A00288965Ramirez, Rogelio R.	S0041479	11000	9526	1,480.00
78032537	11/08/2017	A00287552Ramon, Christopher A.	S0041480	11000	9526	740.00
78032538	11/08/2017	A00287604Ramos, Arturo	S0041481	11000	9526	1,480.00
78032539	11/08/2017	A00287241Ramos, Carmen	S0041628	11000	9526	740.00
78032540	11/08/2017	A00282948Rawlins, Rebecca-Dawn	S0041427	11000	9526	492.00
78032541	11/08/2017	A00082765Reed, Chastity	S0041428	11000	9526	1,480.00
78032542	11/08/2017	A00292840Reed, Keelin A.	S0041429	11000	9526	742.00
78032543	11/08/2017	A00289804Reeves, Kiersten H.	S0041430	11000	9526	517.00
78032544	11/08/2017	A00281354Rendon, Katherine A.	S0041431	11000	9526	740.00
78032545	11/08/2017	A00268421Renteria, Adrian	S0041432	11000	9526	2,385.00
78032546	11/08/2017	A00247252Rhein-Hernandez, Stephanie M	S0041433	11000	9526	642.00
78032547	11/08/2017	A00285787Rhoten, Carson S.	S0041434	11000	9526	1,480.00
78032548	11/08/2017	A00292159Richmond, Cristen C.	S0041435	11000	9526	684.00



**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78032549	11/08/2017	A00027700	Rivera, Karla	S0041436	11000	9526	1,480.00
78032550	11/08/2017	A00278146	Rivera, Richard	S0041437	11000	9526	1,480.00
78032551	11/08/2017	A00247057	Rivera, Shannon R.	S0041438	11000	9526	1,342.00
78032552	11/08/2017	A00250092	Robison, Melissa M.	S0041399	11000	9526	740.00
78032553	11/08/2017	A00234151	Robison, Melissa S.	S0041400	11000	9526	1,110.00
78032554	11/08/2017	A00288074	Robles, Jacqueline	S0041401	11000	9526	1,480.00
78032555	11/08/2017	A00287165	Rocha, Emelin J.	S0041402	11000	9526	1,685.00
78032556	11/08/2017	A00289299	Rocha, Hector M.	S0041403	11000	9526	1,850.00
78032557	11/08/2017	A00275425	Rodriguez, Genevieve M.	S0041404	11000	9526	1,267.00
78032558	11/08/2017	A00290442	Rodriguez, Hyrum A.	S0041405	11000	9526	546.00
78032559	11/08/2017	A00280980	Rodriguez, Jocelyne D.	S0041406	11000	9526	1,480.00
78032560	11/08/2017	A00281000	Rodriguez, Jose	S0041407	11000	9526	1,480.00
78032561	11/08/2017	A00269061	Rodriguez, Josie A.	S0041408	11000	9526	2,960.00
78032562	11/08/2017	A00291145	Rodriguez, Manuel S.	S0041409	11000	9526	37.00
78032563	11/08/2017	A00271296	Rodriguez, Mayra	S0041410	11000	9526	1,110.00
78032564	11/08/2017	A00280362	Rodriguez, Ricardo T.	S0041411	11000	9526	1,017.00
78032565	11/08/2017	A00288075	Rodriguez, Roberto	S0041412	11000	9526	1,480.00
78032566	11/08/2017	A00201283	Rodriguez, Rosa M.	S0041413	11000	9526	1,480.00
78032567	11/08/2017	A00292299	Rodriguez, Sylvia F.	S0041414	11000	9526	370.00
78032568	11/08/2017	A00206025	Rogers, Chelsea L.	S0041415	11000	9526	1,267.00
78032569	11/08/2017	A00267745	Rolon, Gonzalo J.	S0041416	11000	9526	942.00
78032570	11/08/2017	A00289493	Romo, Cindy	S0041417	11000	9526	96.11
78032571	11/08/2017	A00237291	Ronk, Kati K.	S0041418	11000	9526	740.00
78032572	11/08/2017	A00287850	Roper, Brooke P.	S0041419	11000	9526	1,092.00
78032573	11/08/2017	A00287828	Rosales, Gloria E.	S0041420	11000	9526	1,480.00
78032574	11/08/2017	A00283341	Ruiz, Maria L.	S0041376	11000	9526	1,110.00
78032575	11/08/2017	A00289754	Ruiz, Tiphny M.	S0041377	11000	9526	304.00
78032576	11/08/2017	A00288600	Rush, Antonique L.	S0041378	11000	9526	740.00
78032577	11/08/2017	A00285334	Russell, Samantha M.	S0041379	11000	9526	1,110.00
78032578	11/08/2017	A00270919	Ruvalcaba, Jose	S0041380	11000	9526	740.00
78032579	11/08/2017	A00263825	Saenz, Kirstie A.	S0041381	11000	9526	370.00
78032580	11/08/2017	A00289180	Sagan, Glenn W.	S0041382	11000	9526	1,480.00
78032581	11/08/2017	A00288076	Salas, Jonathan	S0041383	11000	9526	1,480.00
78032582	11/08/2017	A00289846	Saldana, Sandra	S0041384	11000	9526	370.00
78032583	11/08/2017	A00288937	Salvatierra, Elena M.	S0041385	11000	9526	1,110.00
78032584	11/08/2017	A00267951	Sanchez, Amie G.	S0041386	11000	9526	370.00
78032585	11/08/2017	A00285580	Sanchez, Anaruth M.	S0041387	11000	9526	1,480.00
78032586	11/08/2017	A00274429	Sanchez, Esther	S0041388	11000	9526	667.00
78032587	11/08/2017	A00269830	Sanchez, Jasmine N.	S0041389	11000	9526	1,480.00
78032588	11/08/2017	A00287829	Sanchez, Leslie	S0041390	11000	9526	1,480.00
78032589	11/08/2017	A00260676	Sanchez, Luis M.	S0041391	11000	9526	740.00
78032590	11/08/2017	A00289865	Sanchez, Michelle M.	S0041392	11000	9526	1,788.00
78032591	11/08/2017	A00273034	Sanderson, Tara N.	S0041331	11000	9526	917.00
78032592	11/08/2017	A00288790	Sandhu, Gurkirt S.	S0041332	11000	9526	1,678.00

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78032593	11/08/2017	A00277480	Sandoval, Maria M.	S0041333	11000	9526	740.00
78032594	11/08/2017	A00270026	Sandoval, Michelle	S0041334	11000	9526	740.00
78032595	11/08/2017	A00293004	Sangha, Jashanjot S.	S0041335	11000	9526	1,850.00
78032596	11/08/2017	A00283221	Santiago Garcia, Bryan G.	S0041336	11000	9526	505.12
78032597	11/08/2017	A00292412	Sceales-Smith, Alexandra E.	S0041354	11000	9526	1,480.00
78032598	11/08/2017	A00292873	Schock, Noah R.	S0041294	11000	9526	370.00
78032599	11/08/2017	A00288928	Segura, Carina	S0041295	11000	9526	370.00
78032600	11/08/2017	A00288079	Segura, Julieta	S0041296	11000	9526	1,480.00
78032601	11/08/2017	A00248750	Self, Allison C.	S0041297	11000	9526	1,480.00
78032602	11/08/2017	A00238511	Serna, Elizabeth A.	S0041298	11000	9526	509.00
78032603	11/08/2017	A00287497	Serrato, Britney A.	S0041299	11000	9526	1,480.00
78032604	11/08/2017	A00039412	Sexton, Erica	S0041300	11000	9526	1,480.00
78032605	11/08/2017	A00276192	Shannon, Erin E.	S0041301	11000	9526	967.00
78032606	11/08/2017	A00271291	Sharette, Juel L.	S0041302	11000	9526	1,110.00
78032607	11/08/2017	A00279394	Sharp, Jaycee E.	S0041303	11000	9526	1,480.00
78032608	11/08/2017	A00287498	Sheffield, Allison D.	S0041304	11000	9526	1,480.00
78032609	11/08/2017	A00281908	Shepard, Leslie E.	S0041305	11000	9526	1,480.00
78032610	11/08/2017	A00263837	Shoemaker, Justin W.	S0041306	11000	9526	692.00
78032611	11/08/2017	A00280100	Silva, Alexis B.	S0041307	11000	9526	817.00
78032612	11/08/2017	A00262984	Singh, Jasmeet	S0041308	11000	9526	740.00
78032613	11/08/2017	A00280958	Singh, Kajol	S0041309	11000	9526	1,480.00
78032614	11/08/2017	A00290930	Sink, Samantha A.	S0041310	11000	9526	1,480.00
78032615	11/08/2017	A00256961	Sisco, Alexandria J.	S0041311	11000	9526	1,110.00
78032616	11/08/2017	A00289874	Smith, Anthony C.	S0041312	11000	9526	46.08
78032617	11/08/2017	A00286903	Smith, Joey R.	S0041270	11000	9526	1,267.00
78032618	11/08/2017	A00272604	Smith, Katelyn M.	S0041271	11000	9526	1,480.00
78032619	11/08/2017	A00263720	Smith, Kristin L.	S0041272	11000	9526	892.00
78032620	11/08/2017	A00289481	Smith, Meagan D.	S0041273	11000	9526	370.00
78032621	11/08/2017	A00276439	Smith, Sarah A.	S0041274	11000	9526	740.00
78032622	11/08/2017	A00108798	Soriano, Stacey A.	S0041275	11000	9526	1,480.00
78032623	11/08/2017	A00282164	Soto, Alondra	S0041276	11000	9526	1,480.00
78032624	11/08/2017	A00290769	Soto, Manuel	S0041277	11000	9526	271.00
78032625	11/08/2017	A00212846	Souza, Katey	S0041278	11000	9526	1,480.00
78032626	11/08/2017	A00280573	Spires, Kimberly M.	S0041279	11000	9526	1,480.00
78032627	11/08/2017	A00292265	Stanley, Chelsea K.	S0041280	11000	9526	1,267.00
78032628	11/08/2017	A00291289	Stevens, Sarah D.	S0041281	11000	9526	1,480.00
78032629	11/08/2017	A00266356	Stewart, Kinsey L.	S0041282	11000	9526	370.00
78032630	11/08/2017	A00281824	Suggs, Zacary T.	S0041283	11000	9526	740.00
78032631	11/08/2017	A00272422	Sumler, Angela M.	S0041284	11000	9526	684.00
78032632	11/08/2017	A00280952	Takkar, Paramveer S.	S0041285	11000	9526	1,480.00
78032633	11/08/2017	A00279651	Tanon, Alyssa M.	S0041286	11000	9526	370.00
78032634	11/08/2017	A00280588	Tarango, Rose E.	S0041287	11000	9526	1,480.00
78032635	11/08/2017	A00228664	Tarver, Bailey M.	S0041288	11000	9526	1,480.00
78032636	11/08/2017	A00288969	Tercero, Malorie M.	S0041289	11000	9526	1,110.00

## Taft College Check Register Report

01-November-17 through 30-November-17

FY 17-18

78032637	11/08/2017	A00210528	Terrell, Amber R.	S0041290	11000	9526	1,850.00
78032638	11/08/2017	A00280861	Thompson, Emily A.	S0041291	11000	9526	1,480.00
78032639	11/08/2017	A00287654	Tiede, Blake R.	S0041292	11000	9526	242.00
78032640	11/08/2017	A00032018	Todd, Shannon M.	S0041293	11000	9526	370.00
78032641	11/08/2017	A00287503	Torres, Jose V.	S0041247	11000	9526	1,480.00
78032642	11/08/2017	A00289494	Torres, Maria	S0041248	11000	9526	1,480.00
78032643	11/08/2017	A00268000	Toten, Candice J.	S0041249	11000	9526	1,480.00
78032644	11/08/2017	A00293088	Tovar, Mireida	S0041250	11000	9526	1,110.00
78032645	11/08/2017	A00275067	Townes, Tyra L.	S0041251	11000	9526	1,082.00
78032646	11/08/2017	A00282166	Trevino, Adriana V.	S0041252	11000	9526	2,220.00
78032647	11/08/2017	A00279506	Trevino, Samantha A.	S0041253	11000	9526	740.00
78032648	11/08/2017	A00269534	Trimble, Aaron C.	S0041254	11000	9526	740.00
78032649	11/08/2017	A00286346	Tucker, Bethaney A.	S0041255	11000	9526	1,480.00
78032650	11/08/2017	A00289342	Upshaw, Ashleigh P.	S0041256	11000	9526	1,480.00
78032651	11/08/2017	A00289406	Upton, Terrance T.	S0041257	11000	9526	740.00
78032652	11/08/2017	A00209987	Uribe, Justin D.	S0041258	11000	9526	740.00
78032653	11/08/2017	A00289308	Uribe, Roman A.	S0041259	11000	9526	267.00
78032654	11/08/2017	A00288860	Valencia, Ericka	S0041260	11000	9526	969.00
78032655	11/08/2017	A00205963	Valencia, Leovi M.	S0041261	11000	9526	1,480.00
78032656	11/08/2017	A00288526	Valenzuela, Yosemite	S0041190	11000	9526	1,480.00
78032657	11/08/2017	A00292275	Vanderford, Amanda R.	S0041191	11000	9526	1,480.00
78032658	11/08/2017	A00274238	Vargas, Avrie L.	S0041192	11000	9526	1,480.00
78032659	11/08/2017	A00287792	Vargas, Michelle P.	S0041193	11000	9526	501.00
78032660	11/08/2017	A00240625	Vargas, Prisma	S0041194	11000	9526	267.00
78032661	11/08/2017	A00213357	Vargas, Samanta	S0041195	11000	9526	370.00
78032662	11/08/2017	A00293046	Vargas, Selene M.	S0041196	11000	9526	370.00
78032663	11/08/2017	A00287507	Vargas Gonzalez, Estefania	S0041197	11000	9526	1,480.00
78032664	11/08/2017	A00262757	Vazquez, Evelyn J.	S0041198	11000	9526	1,480.00
78032665	11/08/2017	A00288983	Vazquez, Miguel R.	S0041199	11000	9526	1,480.00
78032666	11/08/2017	A00276370	Vega, Alicia N.	S0041200	11000	9526	1,480.00
78032667	11/08/2017	A00287509	Velasco Rojas, Fernanda	S0041201	11000	9526	740.00
78032668	11/08/2017	A00292993	Velasquez, Daisey P.	S0041202	11000	9526	370.00
78032669	11/08/2017	A00259081	Verduzco, Ismael	S0041203	11000	9526	1,480.00
78032670	11/08/2017	A00288083	Villa, David A.	S0041162	11000	9526	1,480.00
78032671	11/08/2017	A00286600	Villa, Mallorie G.	S0041163	11000	9526	1,480.00
78032672	11/08/2017	A00282307	Villatoro, Adriana A.	S0041164	11000	9526	1,480.00
78032673	11/08/2017	A00009706	Wade, Lina L.	S0041165	11000	9526	1,480.00
78032674	11/08/2017	A00268782	Wade, Megan E.	S0041166	11000	9526	740.00
78032675	11/08/2017	A00292321	Wallace, Johnny L.	S0041167	11000	9526	1,480.00
78032676	11/08/2017	A00269984	Warren, Madelynn A.	S0041168	11000	9526	1,067.00
78032677	11/08/2017	A00288231	Weir, Amy L.	S0041169	11000	9526	740.00
78032678	11/08/2017	A00292281	Weller, Victoria D.	S0041170	11000	9526	1,110.00
78032679	11/08/2017	A00203401	Williams, Sarah E.	S0041171	11000	9526	1,480.00
78032680	11/08/2017	A00281021	Wise, Jason D.	S0041172	11000	9526	1,110.00

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78032681	11/08/2017	A00249332	Witherow, Zachary A.	S0041173		11000		9526		740.00
78032682	11/08/2017	A00277785	Witt, Jakob V.	S0041174		11000		9526		1,480.00
78032683	11/08/2017	A00292882	Wood, Kandice D.	S0041175		11000		9526		2,960.00
78032684	11/08/2017	A00220304	Woodard, John M.	S0041176		11000		9526		740.00
78032685	11/08/2017	A00246750	Wren, Christina D.	S0041177		11000		9526		370.00
78032686	11/08/2017	A00269955	Wright, Breanna R.	S0041178		11000		9526		286.00
78032687	11/08/2017	A00270037	Wright, Jonnie C.	S0041145		11000		9526		446.00
78032688	11/08/2017	A00210477	Yarbrough, Janae C.	S0041146		11000		9526		1,110.00
78032689	11/08/2017	A00282195	Yeley, Christine E.	S0041147		11000		9526		1,367.00
78032690	11/08/2017	A00289387	Zamora, Alejandra G.	S0041148		11000		9526		740.00
78032691	11/14/2017	A00200017	A.P.I. Plumbing	I0051482	8083	11000	431	5632	65100	80.00
						11000	431	4310	65100	446.18
						39000	314	5632	64991	160.00
						39000	314	4310	64991	21.45
						11000	431	4312	65500	379.84
						33428	310	6412	69200	348.56
						35827	357	5632	69700	100.00
						35827	357	4310	69700	72.93
78032692	11/14/2017	A00200053	Apple Computer Inc.	I0051499	44617099	11000	306	4310	49306	406.48
						11000	306	4310	49306	5.00
78032693	11/14/2017	A00269058	Aramark Uniform Services	I0051496	60154110	11000	431	5870	65100	365.00
						11000	205	5870	12042	24.00
						39000	314	5870	64991	36.00
78032694	11/14/2017	A00292250	Banks pest Control	I0051493	650499	11000	431	5860	65100	165.00
78032695	11/14/2017	A00247399	Barry's Backflow Service	I0051525	10917	11000	431	5632	65500	4,400.00
78032696	11/14/2017	A00290343	Bauer, Amanda M.	I0051472	102217	11000	421	5710	67200	25.99
						11000	421	5710	67200	247.70
78032697	11/14/2017	A00200107	Bright House Networks	I0051542	100317	12603	125	5840	68900	290.27
78032698	11/14/2017	A00200107	Bright House Networks	I0051564	102817	12560	223	5645	09565	205.35
78032699	11/14/2017	A00201143	Brown, Elizabeth J.	I0051474	10/18/17	12000	340	5710	64951	200.58
78032700	11/14/2017	A00200109	Brown & Reich Petroleum, Inc	I0051494	40090	11000	432	4316	67703	352.75
78032701	11/14/2017	A00294303	Buchanan, Joseph L.	I0051475	101117	11000	352	5710	69611	255.00
78032702	11/14/2017	A00200143	Carlson, Kamala A.	I0051530	101917	11000	208	4310	15011	299.22
78032703	11/14/2017	A00200146	Carolina Biological Supply C	I0051510	50054443	11000	209	4311	04011	23.27
78032704	11/14/2017	A00200149	Carquest Auto Parts	I0051497	7305-223	11000	432	4312	67703	235.04
78032705	11/14/2017	A00200150	Carrillo, Jessica	I0051556	101017	12461	206	4311	12042	154.18
						12461	206	4310	12042	69.47
78032706	11/14/2017	A00200167	Central Valley Conference	I0051535	259C	11000	352	5750	69616	3,790.00
78032707	11/14/2017	A00294409	Clifford Moss LLC	I0051551	1059	11000	110	5510	71005	12,000.00
78032708	11/14/2017	A00280779	Combat Plumbing & Rooter LLC	I0051545	2132	33428	310	5632	69200	680.00
						33428	310	4310	69200	420.00
						33588	310	5632	69200	680.00
						33588	310	4310	69200	420.00
78032709	11/14/2017	A00010784	Cordova, Anthony L.	I0051468	103117	12561	223	5710	49306	55.00

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78032710	11/14/2017	A00280761	County of Kern Public Works	I0051492	1517237	11000	431	5850	65100	103.87
78032711	11/14/2017	A00265309	Daikin Applied	I0051490	3156227	11000	431	5641	65100	1,906.00
78032712	11/14/2017	A00284648	Daniels, Debra	I0051465	101817	11000	110	5710	66003	134.82
78032713	11/14/2017	A00244039	DB & Company	I0050522	PC-60263	11000	111	4318	66002	241.31
78032714	11/14/2017	A00200238	Department of Justice	I0051481	247189	33428	310	5990	69200	192.00
						31000	423	5990	69100	32.00
						11000	120	5990	66002	32.00
						11000	202	5990	60100	160.00
						11000	431	5990	65300	192.00
						12603	125	5990	68900	32.00
						11000	113	5990	67801	32.00
						31000	423	5990	69100	32.00
						11000	202	5990	61200	32.00
						11495	216	5990	61900	32.00
						11000	208	5990	15015	32.00
78032715	11/14/2017	A00237331	Dumbrigue, Joanne Lucille V.	I0051471	101617	12551	353	5710	64600	304.35
78032716	11/14/2017	A00201737	Duran, Diana	I0051467	OCT 17	11000	421	5710	67200	141.24
78032717	11/14/2017	A00203460	Ernest Packaging Solutions	I0051523	217835	11000	431	4310	65300	15,305.83
78032718	11/14/2017	A00200307	Farmer Bros. Company	I0051512	66176655	32000	422	4410	69400	906.55
78032719	11/14/2017	A00202335	Fastenal Industrial & Constr	I0051509	CATAF372	11000	431	4312	65100	0.01
						11000	431	5940	65100	0.01
						11000	431	4310	65300	1,977.07
78032720	11/14/2017	A00211659	Flachmann, Christopher M.	I0051477	101317	11000	358	5710	62100	130.21
78032721	11/14/2017	A00284324	Flowers, Carly M.	I0051457	093017	11000	432	5750	67703	106.46
78032722	11/14/2017	A00280401	Flowers Baking Co of Henders	I0051554	10711425	32000	422	4410	69400	31.28
78032723	11/14/2017	A00294410	FM3	I0051540	238209	11000	110	5510	71005	13,400.00
78032724	11/14/2017	A00283264	Frontier California Inc.	I0051485	13581022	31000	423	5840	69100	50.20
78032725	11/14/2017	A00283264	Frontier California Inc.	I0051562	57341010	11000	431	5840	65700	41.17
78032726	11/14/2017	A00283264	Frontier California Inc.	I0051563	57031007	11000	431	5840	65700	132.54
78032727	11/14/2017	A00280596	General Production Services	I0051547	0060318-	11000	202	6121	60100	5,230.00
78032728	11/14/2017	A00286934	GeoGebra GmbH	I0051534	330/2017	11000	209	5643	49999	388.00
78032729	11/14/2017	A00200629	Grainger	I0051501	95817589	11000	431	4310	65100	4,910.98
78032730	11/14/2017	A00257900	Hall, Daniel N.	I0051531	102017	11000	202	4310	60200	79.92
78032731	11/14/2017	A00200645	Hardy Diagnostics	I0051550	1855350	11000	209	4311	04012	461.53
78032732	11/14/2017	A00227931	Hershkowitz, Eric R.	I0051555	092617	11000	205	4312	12042	104.31
78032733	11/14/2017	A00292925	indiCo, LLC	I0051483	L912354	31000	423	4115	69100	1,760.00
78032734	11/14/2017	A00008647	Johnson, Kathleen L.	I0051478	101117	12603	125	5710	68900	413.60
78032735	11/14/2017	A00200712	Kern County Supt. of Schools	I0051537	703498	12461	206	4318	12042	37.91
78032736	11/14/2017	A00200715	Kern Electric Distributors	I0051495	557186	11000	431	4310	65100	259.24
78032737	11/14/2017	A00288932	Laboratory Devices Company,	I0051520	4973	12435	221	4311	19010	4,456.66
78032738	11/14/2017	A00200735	Liebert Cassidy Whitmore	I0051541	1448565	12603	125	5430	68900	4,234.50
78032739	11/14/2017	A00262851	Lytle, Steve	I0051454	101717	11000	209	5740	04011	42.47
78032740	11/14/2017	A00200554	McCracken, Susan L.	I0051441	092517	12461	206	5940	12042	29.00
						12461	206	4311	12042	54.92

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

			I0051442	101217	12461	206	5940	12042	10.41
78032741	11/14/2017	A00200559McMurray, Robert B.	I0051473	102317	11000	401	5710	67200	215.26
78032742	11/14/2017	A00271247Mendenhall, Janis L.	I0051479	101817	12000	311	5710	64200	1,023.21
78032743	11/14/2017	A00227738National Benefit Services, L	I0051489	622036	11000	411	5510	67300	122.00
78032744	11/14/2017	A00285167Newark element14	I0051521	29441928	12435	221	4311	19010	3,451.74
					12435	221	5940	19010	85.42
78032745	11/14/2017	A00212408Noriega, Rodolfo	I0051464	101717	11000	411	5710	67300	0.01
					11000	411	5710	67300	665.42
					11000	411	5710	67300	157.29
78032746	11/14/2017	Voided Check							
78032747	11/14/2017	A00200498Office Depot	I0051443	97229646	11000	210	4311	21056	44.46
			I0051444	97311346	11000	209	4310	17012	12.85
			I0051445	97139576	11000	208	4310	15011	5.96
78032747	11/14/2017	A00200498Office Depot	I0051446	97139557	11000	208	4310	15011	68.47
			I0051447	97227132	11000	209	4318	04011	105.73
					11000	357	4318	69700	106.86
			I0051448	97220271	12000	305	4410	64301	57.96
			I0051449	97318702	11000	421	4310	67200	49.83
			I0051450	97384185	12000	340	4310	64951	107.23
			I0051451	97430523	12000	340	4310	64951	56.82
			I0051452	97246284	12000	340	4310	64951	617.59
			I0051453	97447247	11000	209	4318	17012	228.65
			I0051456	97323615	11000	113	4318	67801	155.50
					11000	113	4318	67801	99.60
					12000	311	4318	64200	99.61
			I0051458	97118364	33428	310	4310	69200	156.59
			I0051459	97293614	11000	202	4318	60103	242.90
					11000	353	4318	64600	194.11
					11000	353	4318	64600	157.99
			I0051460	97320662	11000	120	4310	66002	88.73
			I0051461	97002206	12603	125	4310	68900	102.09
			I0051462	97018732	11000	202	4318	60200	299.42
			I0051463	97144602	11000	111	4318	66002	19.29
					11000	202	4318	60103	121.45
			I0051480	96109870	11000	302	4310	63100	433.54
78032747	11/14/2017	A00200498Office Depot	I0051527	97040962	12477	203	4310	61200	13.92
					12477	203	4310	61200	8.18
			I0051528	97041000	12477	203	4310	61200	70.17
					12477	203	4310	61200	9.64
			I0051529	96219230	12477	203	4310	61200	169.64
78032748	11/14/2017	A00201272Owens, Patricia A.	I0051470	102117	39000	308	5710	69990	21.69
78032749	11/14/2017	A00200508P. G. & E.	I0051455	091517	11000	431	5830	65700	56,864.86
					39000	314	5830	64991	0.01
					33428	310	5830	69200	0.01

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

					33588	310	5830	69200	0.01			
78032750	11/14/2017	A00266719	Parts Town, LLC	I0051524	21156528	11000	431	4312	65100	241.74		
						11000	431	5940	65100	9.99		
78032751	11/14/2017	A00200522	Pepsi-Cola Company	I0051553	22477402	32000	422	4410	69400	1,456.73		
78032752	11/14/2017	A00231833	Ray A. Morgan Company Inc.	I0051543	1787062	12603	125	4318	68900	157.90		
						I0051549	1787321	12558	223	4318	09565	269.48
78032753	11/14/2017	A00294020	Robolink	I0051515	092117	12435	221	6414	19010	9,889.48		
						12435	221	5940	19010	70.00		
78032754	11/14/2017	A00280086	Rothgeb, Julie J.	I0051466	OCT 17	11000	202	5710	60103	44.94		
78032755	11/14/2017	A00292796	Safe 1 Credit Union	I0051533	35141008	12461	206	5710	12042	288.41		
						12461	206	4312	12042	410.48		
						12461	206	5632	12042	256.50		
						12461	206	5940	12042	15.19		
						12461	206	5990	12042	6.74		
78032756	11/14/2017	A00292796	Safe 1 Credit Union	I0051560	35140908	12461	206	4311	12042	87.68		
						12461	206	5710	12042	83.24		
						12461	206	5990	12042	16.46		
78032757	11/14/2017	A00292796	Safe 1 Credit Union	I0051561	35140808	12461	206	4312	12042	64.46		
						12461	206	5990	12042	12.19		
78032758	11/14/2017	A00018793	Salcido, Paula	I0051557	082317	12461	206	5990	12042	17.16		
						12461	206	4310	12042	19.28		
78032759	11/14/2017	A00285838	Sammy's Detail	I0051508	390	11000	432	5632	67703	290.00		
78032760	11/14/2017	A00200479	Sears	I0051507	44001013	11000	431	4310	65100	67.81		
78032761	11/14/2017	A00200486	Shell	I0051505	81753004	11000	432	4316	67703	529.18		
78032762	11/14/2017	A00293936	Simple Motors, LLC	I0051516	233	12435	221	4311	19010	8,223.56		
						12435	221	5940	19010	256.51		
78032762	11/14/2017	A00293936	Simple Motors, LLC	I0051517	224	12435	221	4311	19010	430.20		
						12435	221	4311	19010	48.75		
						12435	221	4311	19010	286.34		
						12435	221	5940	19010	0.01		
78032763	11/14/2017	A00200393	Sparkletts	I0051511	092917	12460	206	5641	12042	30.67		
78032764	11/14/2017	A00200393	Sparkletts	I0051548	101317	12560	223	4310	09565	289.35		
78032765	11/14/2017	A00200394	Sport & Cycle	I0051532	208165	11000	209	4311	08352	1,625.51		
						11000	209	4311	49999	605.00		
78032766	11/14/2017	A00200396	Spurr	I0051558	86778	11000	431	5820	65700	322.74		
						35819	357	5820	69700	0.01		
						35827	357	5820	69700	214.71		
						33428	310	5820	69200	142.90		
78032767	11/14/2017	A00237176	SSD Systems	I0051484	449559-S	31000	423	5880	69100	29.60		
						I0051544	1292013-	33528	310	5880	69200	78.75
78032768	11/14/2017	A00277399	Sundgren, Lori A.	I0051469	102617	11495	216	5710	61900	482.46		
78032769	11/14/2017	A00275935	Supplyworks	I0051491	41487580	11000	431	4310	67300	59.95		
						I0051498	41631823	11000	431	4310	67300	145.75
78032770	11/14/2017	A00200417	Sysco Food Service of Ventur	I0050949	17925986	33429	310	4410	69200	748.03		

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

			I0050966	17926422	32000	422	4411	69400	1,314.59		
					32000	422	4411	69400	1,745.28		
					32000	422	4410	69400	7,900.47		
			I0050997	17926748	33429	310	4410	69200	2,387.48		
78032771	11/14/2017	A00200421	Tacony Corporation	I0051500	294806	11000	431	4310	65100	308.24	
						11000	431	5940	65100	30.00	
78032772	11/14/2017	A00200423	Taft City School District	I0051502	18-035	11000	301	4312	64500	194.00	
						39000	314	4312	64991	4.46	
						39000	314	4316	64991	30.00	
						39000	314	5850	64991	5.00	
						39000	314	5632	64991	65.00	
			I0051503	18-046	11000	432	4312	67703	67703	407.01	
						11000	432	4316	67703	32.50	
						11000	432	5850	67703	5.00	
						11000	432	5632	67703	162.50	
78032773	11/14/2017	A00200425	Taft College	I0051486	100917	31000	423	7130	69100	450.00	
78032774	11/14/2017	A00200862	Taft College Bookstore	I0051513	4848	11000	353	4310	64600	49.32	
78032775	11/14/2017	A00200432	Taft Union High School	I0051536	18-006	11000	352	5611	69612	750.00	
						11000	352	5611	69613	750.00	
78032776	11/14/2017	A00256341	Terminix	I0051546	36915507	33428	310	5860	69200	402.00	
78032777	11/14/2017	A00284823	Test Equipment Depot	I0051522	0589300-	12435	221	4311	19010	6,140.24	
						12435	221	5940	19010	48.00	
78032778	11/14/2017	A00200442	Thompson, Tony M.	I0051476	101917	11000	352	5710	69618	296.66	
78032779	11/14/2017	A00200282	True Value Home Center	I0051504	378423	11000	431	4310	65100	271.16	
						11000	431	4310	65500	52.39	
						35827	357	4310	69700	56.33	
78032780	11/14/2017	A00255644	U.S. Bank Equipment Finance	I0051539	34194075	11000	401	5641	67704	444.02	
						34245088	11000	401	5641	67704	434.36
78032781	11/14/2017	A00200284	U.S. Foods	I0051514	5170182	32000	422	4411	69400	191.29	
						32000	422	4410	69400	7,312.54	
						5031846	33429	310	4410	69200	1,375.62
78032782	11/14/2017	A00210209	U.S. FOODS	I0051518	90337473	12435	221	4310	19010	45.04	
						12435	221	5940	19010	15.39	
78032782	11/14/2017	A00210209	U.S. FOODS	I0051519	90337536	12435	221	4310	19010	257.40	
						12435	221	4310	19010	254.93	
78032783	11/14/2017	A00200309	United Refrigeration, Inc.	I0051526	59426269	11000	431	4312	65100	265.76	
						11000	431	5940	65100	21.00	
78032784	11/14/2017	A00200338	Verizon Wireless	I0051506	97934413	11000	431	5840	65100	179.14	
78032785	11/14/2017	A00275443	WestAir Gases & Equipment In	I0051488	10431786	31000	423	4321	69100	200.54	
						10570703	12560	223	4311	09565	116.14
78032786	11/14/2017	A00200359	Westchester Plaza, LLC	I0051487	DEC 17	12461	206	5611	12042	2,618.00	
						12461	206	5890	12042	890.00	
78032787	11/15/2017	A00227562	Aldis, Brittany A.	S0041641		11000		9526		300.00	
78032788	11/15/2017	A00279988	Bidwell, Jennifer L.	S0041642		11000		9526		750.00	



**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78032789	11/15/2017	A00241485Boesen, Kristie L.	S0041643	11000	9526	750.00
78032790	11/15/2017	A00254748Bradley, Regina G.	S0041655	11000	9526	300.00
78032791	11/15/2017	A00279359Brush, Pantera L.	S0041656	11000	9526	750.00
78032792	11/15/2017	A00287959Buenrostro, Michele R.	S0041657	11000	9526	750.00
78032793	11/15/2017	A00287620Caballero, Jasmine J.	S0041658	11000	9526	750.00
78032794	11/15/2017	A00262181Camacho, Maria D.	S0041659	11000	9526	750.00
78032795	11/15/2017	A00289392Cervantes, Gilbert	S0041660	11000	9526	750.00
78032796	11/15/2017	A00212029Cortez, Miguel A.	S0041661	11000	9526	1,336.00
78032797	11/15/2017	A00229488Coryell, Danielle R.	S0041662	11000	9526	322.00
78032798	11/15/2017	A00287395Cruz, Hazel Y.	S0041663	11000	9526	750.00
78032799	11/15/2017	A00292989Diaz, Ayla B.	S0041664	11000	9526	150.00
78032800	11/15/2017	A00291392Dunlap, Kaileigh L.	S0041665	11000	9526	627.00
78032801	11/15/2017	A00292394Foster, Heather	S0041666	11000	9526	250.00
78032802	11/15/2017	A00293087Gallardo, Jonathan	S0041667	11000	9526	209.00
78032803	11/15/2017	A00277918Gamble, Ashley R.	S0041668	11000	9526	300.00
78032804	11/15/2017	A00285849Garcia, Alanah M.	S0041669	11000	9526	1,336.00
78032805	11/15/2017	A00267698Gil Gonsalez, Anaiz	S0041670	11000	9526	300.00
78032806	11/15/2017	A00267102Gonzalez, Oladis I.	S0041671	11000	9526	709.00
78032807	11/15/2017	A00281172Gonzalez, Rosa E.	S0041672	11000	9526	750.00
78032808	11/15/2017	A00289496Guendulain, Christopher	S0041673	11000	9526	627.00
78032809	11/15/2017	A00289321Iniguez, Tiana M.	S0041674	11000	9526	750.00
78032810	11/15/2017	A00288993Jimenez, Leslie	S0041675	11000	9526	750.00
78032811	11/15/2017	A00289055Justo, Lizbeht	S0041676	11000	9526	1,336.00
78032812	11/15/2017	A00289521Landin, Brianna	S0041677	11000	9526	209.00
78032813	11/15/2017	A00261482Lara, Carina	S0041678	11000	9526	300.00
78032814	11/15/2017	A00275237Lara-Lozano, Alonso	S0041679	11000	9526	750.00
78032815	11/15/2017	A00289331Lemus, Yailene A.	S0041680	11000	9526	750.00
78032816	11/15/2017	A00288114Lopez, Luis A.	S0041681	11000	9526	750.00
78032817	11/15/2017	A00288061Lucas, Estefania C.	S0041682	11000	9526	750.00
78032818	11/15/2017	A00287196Luna, Jenzarit	S0041683	11000	9526	1,336.00
78032819	11/15/2017	A00255721Lynam, Jessica M.	S0041684	11000	9526	300.00
78032820	11/15/2017	A00284153Martin, Danielle C.	S0041685	11000	9526	300.00
78032821	11/15/2017	A00264800Medina, Maria Y.	S0041686	11000	9526	750.00
78032822	11/15/2017	A00280917Mendoza, Isabel A.	S0041687	11000	9526	750.00
78032823	11/15/2017	A00281143Morales, Diana A.	S0041688	11000	9526	627.00
78032824	11/15/2017	A00289875Moran, Gabriela E.	S0041689	11000	9526	1,336.00
78032825	11/15/2017	A00287144Muro, Leilani M.	S0041690	11000	9526	750.00
78032826	11/15/2017	A00274471Murphy, Jacob B.	S0041691	11000	9526	750.00
78032827	11/15/2017	A00241397Myers, Taylor A.	S0041692	11000	9526	138.00
78032828	11/15/2017	A00201620Navarro, Kristine I.	S0041693	11000	9526	300.00
78032829	11/15/2017	A00266933Nguyen, Kellynhi K.	S0041694	11000	9526	750.00
78032830	11/15/2017	A00259525Ocampo, Ricci L.	S0041695	11000	9526	750.00
78032831	11/15/2017	A00289070Olayo, Marisol	S0041696	11000	9526	750.00
78032832	11/15/2017	A00289816Orellana, Leonardo	S0041697	11000	9526	750.00

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78032833	11/15/2017	A00276179Orsburn, Dakota S.	S0041698		11000		9526		709.00
78032834	11/15/2017	A00291238Osorio, Alexis	S0041699		11000		9526		725.00
78032835	11/15/2017	A00274943Pablo, Diana L.	S0041700		11000		9526		750.00
78032836	11/15/2017	A00224532Pacheco, Christina	S0041701		11000		9526		1,336.00
78032837	11/15/2017	A00237256Padron, Celina M.	S0041702		11000		9526		300.00
78032838	11/15/2017	A00261169Paniagua, Carmen E.	S0041703		11000		9526		750.00
78032839	11/15/2017	A00284752Payne, Bryanna R.	S0041704		11000		9526		736.00
78032840	11/15/2017	A00286546Perez, Alan	S0041705		11000		9526		750.00
78032841	11/15/2017	A00264549Perez Garcia, Esmeralda	S0041653		11000		9526		750.00
78032842	11/15/2017	A00278267Powers, Bailey M.	S0041706		11000		9526		750.00
78032843	11/15/2017	A00281884Putnam, Gena M.	S0041707		11000		9526		1,336.00
78032844	11/15/2017	A00287827Quick, Kennedy A.	S0041630		11000		9526		750.00
78032845	11/15/2017	A00287643Ramirez, Dagoberto	S0041631		11000		9526		750.00
78032846	11/15/2017	A00287165Rocha, Emelin J.	S0041632		11000		9526		1,336.00
78032847	11/15/2017	A00267466Rodela Salazar, Sandra O.	S0041654		11000		9526		276.00
78032848	11/15/2017	A00289493Romo, Cindy	S0041633		11000		9526		1,336.00
78032849	11/15/2017	A00287828Rosales, Gloria E.	S0041634		11000		9526		750.00
78032850	11/15/2017	A00283200Sanchez, Daisy	S0041635		11000		9526		276.00
78032851	11/15/2017	A00109031Sanchez Munoz, Monica	S0041636		11000		9526		750.00
78032852	11/15/2017	A00293004Sangha, Jashanjot S.	S0041637		11000		9526		709.00
78032853	11/15/2017	A00279368Santiago, Brenda B.	S0041638		11000		9526		1,336.00
78032854	11/15/2017	A00288079Segura, Julieta	S0041639		11000		9526		750.00
78032855	11/15/2017	A00287497Serrato, Britney A.	S0041640		11000		9526		750.00
78032856	11/15/2017	A00288677Shyamdasani, Heena	S0041644		11000		9526		750.00
78032857	11/15/2017	A00252647Stewart, Tracy L.	S0041645		11000		9526		300.00
78032858	11/15/2017	A00274842Tinoco, Isidro	S0041646		11000		9526		750.00
78032859	11/15/2017	A00268000Toten, Candice J.	S0041647		11000		9526		750.00
78032860	11/15/2017	A00279195Villegas, Citlali	S0041648		11000		9526		750.00
78032861	11/15/2017	A00287513Wade, Meghan N.	S0041649		11000		9526		504.00
78032862	11/15/2017	A00285802Wilkerson, Amanda N.	S0041650		11000		9526		300.00
78032863	11/15/2017	A00209015Wise, Jacob	S0041651		11000		9526		750.00
78032864	11/15/2017	A00292882Wood, Kandice D.	S0041652		11000		9526		750.00
78032865	11/17/2017	A00243588AARP Health Care Options	I0051570	DEC 17	11000	412	3350	59100	18,792.73
78032866	11/17/2017	A00293953AC Supply Co., Inc.	I0051614	414087	12435	221	4311	19010	197.87
					12435	221	5940	19010	19.79
78032867	11/17/2017	A00276969Adafruit Industries LLC	I0051603	1551934	12435	221	4311	19010	8,291.60
					12435	221	5940	19010	0.01
78032868	11/17/2017	A00200034Albertson's	I0051649	17769111	32000	422	4410	69400	25.13
78032869	11/17/2017	A00292936Albertson's LLC	I0051658	17769011	33429	310	4410	69200	271.14
78032870	11/17/2017	A00200051Antongiovanni, Barbara	I0051667	OCT 17	12461	206	5710	12042	135.36
78032871	11/17/2017	A00282298Arvizu, Primavera A.	I0051637	110317	11000	302	5710	63100	139.47
78032872	11/17/2017	A00202445AT&T Mobility	I0051601	092517	12461	206	5840	12042	71.80
78032873	11/17/2017	A00202445AT&T Mobility	I0051661	102517	12461	206	5840	12042	184.31
78032874	11/17/2017	A00202445AT&T Mobility	I0051665	101817	39000	314	5840	64991	233.92

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78032875	11/17/2017	A00001751Balestino, Theodore J.	I0051681	101817	11000	202	4410	60103	98.83
78032876	11/17/2017	A00200074Baltazar, Diana	I0051668	OCT 17	12461	206	5710	12042	128.94
78032877	11/17/2017	A00200077Bang, D.D.S., Robert	I0051567	041217-1	12460	206	5641	12042	4,039.15
78032878	11/17/2017	A00272600Beard Family Trust	I0051590	NOV 17	12560	223	5610	09565	3,500.00
78032879	11/17/2017	A00015850Berry, Wendy J.	I0051638	110317	11000	209	5740	04014	196.79
			I0051664	11/03/17	11000	209	4310	04014	59.09
78032880	11/17/2017	A00293035Bespalov, Oleg	I0051636	102017	12587	111	5710	66002	216.22
78032881	11/17/2017	A00283700Bismillah, Motique S.	I0051644	78026622	11000	000	9513	00000	64.89
78032882	11/17/2017	A00259229Blackboard Inc.	I0051571	1275156	11000	421	5990	67200	19.20
78032883	11/17/2017	A00200107Bright House Networks	I0051643	101917	12461	206	5840	12042	374.79
78032884	11/17/2017	A00200107Bright House Networks	I0051653	102617	35819	357	5890	69700	800.00
					35814	357	5890	69700	893.79
78032885	11/17/2017	A00200107Bright House Networks	I0051654	10/26/17	35827	357	5890	69700	1,038.13
78032886	11/17/2017	A00200107Bright House Networks	I0051662	110217	12603	125	5840	68900	290.28
78032887	11/17/2017	A00285769California Averland Construc	I0051642	PAY REQ #14	42350	000	6211	71002	187,775.10
78032888	11/17/2017	A00200134Canon Financial Services, In	I0051587	17870163	11000	401	5641	67704	395.58
					11000	401	5641	67704	0.01
78032889	11/17/2017	A00200143Carlson, Kamala A.	I0051581	101617	11000	208	5642	15011	49.95
78032890	11/17/2017	A00200146Carolina Biological Supply C	I0051619	50006361	12435	221	4311	19010	4,041.83
					12435	221	5940	19010	233.25
			I0051620	50014515	12435	221	4311	19010	35.33
					12435	221	5940	19010	0.01
78032891	11/17/2017	A00200150Carrillo, Jessica	I0051670	OCT 17	12461	206	5710	12042	159.43
78032892	11/17/2017	A00200182City of Taft Police Departme	I0051630	0717WKCC	33428	310	5990	69200	174.00
					11000	120	5990	66002	29.00
					11000	202	5990	60100	58.00
					11000	431	5990	65300	145.00
					12603	125	5990	68900	29.00
78032892	11/17/2017	A00200182City of Taft Police Departme	I0051630	0717WKCC	11000	113	5990	67801	29.00
					11000	202	5990	61200	29.00
					11495	216	5990	61900	29.00
					11000	208	5990	15015	29.00
					31000	423	5990	69100	29.00
78032893	11/17/2017	A00293976Colorado Heirloom, Inc	I0051610	83038STR	12435	221	4311	19010	2,911.39
					12435	221	5940	19010	0.01
78032894	11/17/2017	A00200200Computerland of Silicon Vall	I0051588	251567	11000	113	5642	67801	356.00
78032895	11/17/2017	A00010784Cordova, Anthony L.	I0051678	102517	11000	202	4410	60103	36.65
78032896	11/17/2017	A00200213Council of Chief Librarians	I0051596	17-104	11000	203	5210	61200	150.00
78032897	11/17/2017	A00290928CTK Instruments LLC	I0051611	17077	12435	221	6414	19010	56,588.75
					12435	221	5940	19010	300.00
78032898	11/17/2017	A00201808Davis, Cheryl L.	I0051640	102017	33428	310	5710	69200	61.04
78032899	11/17/2017	A00200243Dick Blick	I0051594	8293523	11000	208	4311	10021	1,869.63
78032900	11/17/2017	A00237331Dumbrigue, Joanne Lucille V.	I0051579	101317	12551	353	4410	64600	86.93

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

78032901	11/17/2017	A00283101Dumont Printing, Inc.	I0051582	97360	11000	353	4318	64600	129.77
						11000	353	64600	11.37
78032902	11/17/2017	A00067985Farnsworth, Lisa M.	I0051666	102017	12460	206	5641	12042	228.00
78032903	11/17/2017	A00200323Flinn Scientific, Inc.	I0051592	2127716	11000	209	4311	04012	112.35
			I0051593	2127716.	11000	209	4311	04012	1,000.00
78032904	11/17/2017	A00280401Flowers Baking Co of Henders	I0051574	10711424	32000	422	4410	69400	58.28
78032905	11/17/2017	A00283264Frontier California Inc.	I0051647	13580922	31000	423	5840	69100	50.04
78032906	11/17/2017	A00283264Frontier California Inc.	I0051656	77001028	11000	431	5840	65700	988.06
78032907	11/17/2017	A00283264Frontier California Inc.	I0051657	79001028	11000	431	5840	65700	783.09
78032908	11/17/2017	A00283264Frontier California Inc.	I0051659	57031107	11000	431	5840	65700	132.54
78032909	11/17/2017	A00272252GL Consulting Services, LLC	I0051673	4169	12587	111	5510	66002	7,350.00
			I0051674	4167	12587	111	5510	66002	4,375.00
78032910	11/17/2017	A00246798Golling, Leigh	I0051633	102717	11000	208	5740	49999	80.00
78032911	11/17/2017	A00200626Gonzales, Vanessa	I0051669	OCT 17	12461	206	5710	12042	66.88
78032912	11/17/2017	A00210378Grey House Publishing	I0051597	157004	12477	203	6310	61200	560.50
78032913	11/17/2017	A00200645Hardy Diagnostics	I0051589	1854740	11000	209	4311	04012	32.94
78032914	11/17/2017	A00200655Henry Schein, Inc.	I0051615	45631800	11000	205	4311	12042	3,996.43
			I0051616	45622840	11000	205	4311	12042	8,556.58
78032915	11/17/2017	A00095629Hill-Crim, Margaret A.	I0051631	101317	11000	209	5740	04011	72.58
78032916	11/17/2017	A00224086inContact, Inc.	I0051660	815835	11000	431	5840	65100	190.75
					11000	431	5840	65700	1,543.34
78032917	11/17/2017	A00200656Jacobi, Victoria J.	I0051632	102517	12587	111	5710	66002	1,491.97
78032918	11/17/2017	A00277752Jarrahian, Abbas	I0051684	110217	11000	209	4311	04013	31.60
78032919	11/17/2017	A00008647Johnson, Kathleen L.	I0051677	092217	12603	125	4310	68900	126.83
78032920	11/17/2017	A00200704Karowski, John	I0051686	NOV 17	42350	000	5510	71002	10,920.00
78032921	11/17/2017	A00200707Keenan & Associates	I0051565	207180	11000	110	5430	66003	2,276.26
78032922	11/17/2017	A00200712Kern County Supt. of Schools	I0051575	800499	12461	206	4318	12042	1,169.30
			I0051600	SEP 17	12461	206	5641	12042	38,012.44
78032923	11/17/2017	A00034252Kerr, Danielle M.	I0051580	101617	11000	208	5642	15011	49.95
78032924	11/17/2017	A00201690Kulzer-Reyes, Kelly R.	I0051639	110117	11000	208	5710	49308	252.52
78032925	11/17/2017	A00201888Kurzweil	I0051573	1871089	12000	311	5642	64200	3,000.00
78032926	11/17/2017	A00279482LAB Corporation	I0051604	1318	12435	221	6414	19010	37,325.00
					12435	221	5940	19010	1,000.00
78032927	11/17/2017	A00200730Launspach, DDS., Inc., Danie	I0051566	062017-0	12460	206	5641	12042	1,602.02
78032928	11/17/2017	A00294022LNS Technologies	I0051607	2750	12435	221	4311	19010	9,631.05
					12435	221	5940	19010	340.00
78032929	11/17/2017	A00262851Lytle, Steve	I0051682	110417	11000	209	4311	04011	5.77
78032930	11/17/2017	A00200554McCracken, Susan L.	I0051679	OCT 17	12461	206	5710	12042	194.21
78032931	11/17/2017	A00294622McNeil, Julie	I0051599	1	11000	411	5510	67300	8,284.00
78032932	11/17/2017	A00200561Medco Supply Company	I0051584	IN894455	11000	352	4310	69619	18.36
78032933	11/17/2017	A00293971Metals Depot International	I0051618	365126	12435	221	4311	19010	515.87
					12435	221	5940	19010	0.01
78032934	11/17/2017	A00291294Montes, Rosalina R.	I0051683	110317	12000	303	7606	64300	85.00
78032935	11/17/2017	A00285167Newark element14	I0051609	29548462	12435	221	4311	19010	162.72

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

					12435	221	5940	19010	2.18
78032936	11/17/2017	A00249989Norris, William L.	I0051676	101717	31000	423	4310	69100	41.01
78032937	11/17/2017	A00200498Office Depot	I0051572	96883263	12461	206	4310	12042	616.87
			I0051583	96784035	12000	340	4310	64951	180.92
			I0051586	97041667	11000	205	4310	12042	192.40
78032938	11/17/2017	A00201556Olympus America Inc, SEG	I0051621	IN-U1448	12435	221	6414	19010	8,276.47
78032939	11/17/2017	A00200502Orange Belt Stages	I0051598	118258	11000	352	5750	69613	1,135.00
					11000	352	5750	69612	1,315.00
78032940	11/17/2017	A00200508P. G. & E.	I0051646	10/13/17	31000	423	5820	69100	7.85
					31000	423	5830	69100	640.36
78032941	11/17/2017	A00200508P. G. & E.	I0051651	103117	12560	223	5830	09565	264.37
78032942	11/17/2017	A00270930Paton Group	I0051602	9355	12435	221	6412	19010	5,662.80
					12435	221	5940	19010	50.00
			I0051605	9352	12435	221	6414	19010	26,637.68
					12435	221	4311	19010	5,416.13
					12435	221	5940	19010	1,607.00
					12435	221	5505	19010	500.00
			I0051606	9351	12435	221	6414	19010	17,118.41
					12435	221	5940	19010	800.00
					12435	221	5505	19010	500.00
78032943	11/17/2017	A00200522Pepsi-Cola Company	I0051576	23389803	32000	422	4410	69400	820.69
78032944	11/17/2017	A00284688Phytorion, Inc.	I0051675	10998	12587	111	5510	66002	825.00
78032945	11/17/2017	A00279987Qualitest USA LC	I0051626	U1710-30	12435	221	4311	19010	1,973.00
					12435	221	5940	19010	200.00
78032946	11/17/2017	A00200985Rangel-Escobedo, Juana R.	I0051680	100417	12563	317	5710	64900	37.58
78032947	11/17/2017	A00289493Romo, Cindy	I0050989	33325018	11000	000	9513	00000	274.32
78032948	11/17/2017	A00200486Shell	I0051568	110517	11000	432	4316	67703	162.31
78032949	11/17/2017	A00258093SparkFun Electronics, Inc.	I0051608	4113825	12435	221	4310	19010	185.00
					12435	221	4310	19010	35.75
					12435	221	4310	19010	189.50
					12435	221	4310	19010	49.50
					12435	221	4310	19010	30.00
					12435	221	4311	19010	581.06
			I0051623	4068774	12435	221	4311	19010	3,584.50
			I0051624	4113756	12435	221	6414	19010	4,500.00
					12435	221	4311	19010	14.95
78032950	11/17/2017	A00026694Sparks, Lacey	I0051671	111317	12603	125	5999	68900	61.00
78032951	11/17/2017	A00200417Sysco Food Service of Ventur	I0051595	17930021	33429	310	4410	69200	1,021.01
78032952	11/17/2017	A00200419T.C. Clearing Account	I0051585	SEP 17	11000	421	5990	67200	7,589.78
					11000	421	7130	67200	20.00
78032953	11/17/2017	A00293965Tandy Leather	I0051627	49822	12435	221	4311	19010	356.07
					12435	221	5940	19010	12.85
78032954	11/17/2017	A00284823Test Equipment Depot	I0051617	0586499-	12435	221	6412	19010	1,921.00
					12435	221	6412	19010	918.00

**Taft College Check Register Report**

**01-November-17 through 30-November-17**

**FY 17-18**

					12435	221	6412	19010	923.10		
					12435	221	5940	19010	110.00		
78032955	11/17/2017	A00276395	The Mathworks, Inc.	I0051612	29762515	12435	221	5642	19010	3,030.28	
78032956	11/17/2017	A00292981	The Science Company	I0051622	C1191116	12435	221	4311	19010	410.64	
						12435	221	5940	19010	28.27	
78032957	11/17/2017	A00200282	True Value Home Center	I0051591	374271	12603	125	5310	68900	584.73	
78032958	11/17/2017	A00210209	ULINE	I0051613	90381018	12435	221	4310	19010	1,652.53	
						12435	221	4310	19010	386.10	
						12435	221	5940	19010	30.20	
78032959	11/17/2017	A00243587	United Healthcare Insurance	I0051569	DEC 17	11000	412	3350	59100	22,416.43	
78032960	11/17/2017	A00200293	United Parcel Service	I0051650	00096972	11000	401	5940	67705	620.87	
78032961	11/17/2017	A00200338	Verizon Wireless	I0051628	97954312	11000	357	5840	69700	201.31	
78032962	11/17/2017	A00200338	Verizon Wireless	I0051652	97952084	11000	431	5840	65100	157.69	
78032963	11/17/2017	A00200338	Verizon Wireless	I0051655	97952052	11000	113	5840	67801	38.01	
						11000	411	5840	67300	114.03	
						12603	125	4315	68900	102.62	
						12551	353	6415	64600	38.01	
78032964	11/17/2017	A00294278	Wallace, Carrie L.	I0051672	111317	12603	125	5999	68900	61.00	
78032965	11/17/2017	A00200348	Ware, Thomas B.	I0051577	100417	11000	202	5940	60100	155.89	
						10/04/17	11000	202	5940	60100	130.96
78032966	11/17/2017	A00294733	West Kern Adult Education Ne	I0051641	1718-001	12603	125	7410	73100	146,379.26	
78032967	11/17/2017	A00200355	West Kern Water District	I0051648	102017	12560	223	5810	09565	105.80	
78032968	11/17/2017	A00200360	Westec	I0051645	24324	11450	204	5641	09543	88,331.25	
						24374	11450	204	5641	09543	88,331.25
78032969	11/17/2017	A00201081	Westside Waste Management Co	I0051685	7A120929	39000	314	5850	64991	92.31	
78032970	11/17/2017	A00200378	WKCCD Custodian Revolving Ca	I0051629	100917	12461	206	4410	12042	27.82	
						12461	206	4310	12042	29.00	
						12461	206	5710	12042	93.09	
78032971	11/17/2017	A00202072	Woods, Deanne M.	I0051634	110117	11000	306	5710	49306	10.70	
						101717	11000	306	5710	49306	21.40
									=====		
									BANK TOTAL	2,107,191.54	

# Taft College Purchase Order Activity Report 1-November-2017 through 30-November-2017

FY 17-18

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
ARAMIREZ	11/02/2017	A00050759	Holt, Lucille E.	P0046103	11/01/2017	11/01/2017			\$2,250.00
		A00292371	Gomez Martinez, Belen Itzel.	P0046102	11/01/2017	11/01/2017			\$4,850.00
	11/07/2017	A00200862	Taft College Bookstore	P0045888	10/09/2017	10/09/2017			\$107.25
	11/14/2017	A00026694	Sparks, Lacey	P0046232	11/13/2017	11/13/2017			\$61.00
		A00200107	Bright House Networks	P0046240	11/14/2017	11/14/2017			\$290.28
		A00294278	Wallace, Carrie Lynae.	P0046230	11/13/2017	11/13/2017			\$61.00
	11/16/2017	A00283199	Fork Lift Specialties, Inc.	P0046241	11/14/2017	11/14/2017			\$4,959.92
	11/17/2017	A00200282	True Value Home Center	P0046268	11/16/2017	11/16/2017			\$51.50
	11/22/2017	A00008647	Johnson, Kathleen L.	P0046233	11/13/2017	11/13/2017			\$142.74
	11/27/2017	A00200425	Taft College	P0046272	11/16/2017	11/16/2017			\$315.00
						TOTAL USER			\$13,088.69
DDURAN	11/01/2017	A00201737	Duran, Diana	P0046101	11/01/2017	11/01/2017			\$141.24
	11/14/2017	A00200498	Office Depot	P0046228	11/13/2017	11/13/2017			\$175.96
	11/22/2017	A00200210	Costco Wholesale	P0046298	11/20/2017	11/20/2017			\$180.00
	11/28/2017	A00201737	Duran, Diana	P0046348	11/28/2017	11/28/2017			\$105.93
	11/29/2017	A00200419	T.C. Clearing Account	P0046364	11/29/2017	11/29/2017			\$778.74
						TOTAL USER			\$1,381.87
DHICKS	11/07/2017	A00200116	Burt Electric & Communicatio	P0046122	11/03/2017	11/03/2017			\$174.35
		A00200498	Office Depot	P0046077	10/30/2017	10/30/2017			\$911.76
				P0046123	11/03/2017	11/03/2017			\$181.15
	11/08/2017	A00231833	Ray A. Morgan Company Inc.	P0046168	11/07/2017	11/07/2017			\$348.00
		A00200161	CDW-G	P0046121	11/03/2017	11/03/2017			\$477.56
	11/13/2017	A00200862	Taft College Bookstore	P0046162	11/07/2017	11/07/2017			\$9.50
		A00264649	Convergint Technologies, LP	P0046050	10/25/2017	10/25/2017			\$2,608.00
	11/14/2017	A00231833	Ray A. Morgan Company Inc.	P0046249	11/14/2017	11/14/2017			\$8,643.46
		A00200498	Office Depot	P0046234	11/13/2017	11/13/2017			\$106.87
				P0046171	11/07/2017	11/07/2017			\$701.60
				P0046206	11/08/2017	11/08/2017			\$404.09
	11/15/2017	A00253023	Ellucian Company L.P.	P0046244	11/14/2017	11/14/2017			\$192,030.00
	11/16/2017	A00200161	CDW-G	P0046207	11/09/2017	11/09/2017			\$173.73
		A00200498	Office Depot	P0046254	11/14/2017	11/14/2017			\$423.81
	11/22/2017	A00200498	Office Depot	P0046302	11/20/2017	11/20/2017			\$140.92
	11/27/2017	A00200498	Office Depot	P0046338	11/27/2017	11/27/2017			\$236.69
	A00209760	MTS IntegraTRAK, INC	P0046221	11/13/2017	11/13/2017			\$1,044.75	
	A00220442	Serban Sound & Communication	P0046250	11/14/2017	11/14/2017			\$605.00	
	A00200498	Office Depot	P0046289	11/17/2017	11/17/2017			\$107.73	

# Taft College Purchase Order Activity Report 1-November-2017 through 30-November-2017

FY 17-18

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
	11/28/2017	A00200498	Office Depot	P0046349	11/28/2017	11/28/2017			\$139.78
		A00200161	CDW-G	P0045798	09/28/2017	09/28/2017			\$381.19
	11/30/2017	A00200498	Office Depot	P0046378	11/30/2017	11/30/2017			\$1,063.68
		A00231833	Ray A. Morgan Company Inc.	P0046373	11/30/2017	11/30/2017			\$820.00
									-----
						TOTAL USER			\$211,733.62
FLARA	11/16/2017	A00294733	West Kern Adult Education Ne	P0046271	11/16/2017	11/16/2017			\$773,016.00
				P0046262	11/15/2017	11/15/2017			\$146,379.26
	11/28/2017	A00279075	Ardusat, Inc.	P0045372	08/29/2017	08/29/2017			\$9,944.44
									-----
						TOTAL USER			\$929,339.70
GDUNHAM	11/01/2017	A00200522	Pepsi-Cola Company	P0046079	10/31/2017	10/31/2017			\$777.99
		A00280401	Flowers Baking Co of Henders	P0046085	10/31/2017	10/31/2017			\$242.24
	11/08/2017	A00200225	Darling International (Fresn	P0046174	11/08/2017	11/08/2017			\$50.00
		A00200426	Taft College Cafeteria	P0046177	11/08/2017	11/08/2017			\$76.93
		A00200522	Pepsi-Cola Company	P0046176	11/08/2017	11/08/2017			\$1,144.97
		A00280401	Flowers Baking Co of Henders	P0046175	11/08/2017	11/08/2017			\$31.28
		A00200388	Zee Medical Service Co.	P0046179	11/08/2017	11/08/2017			\$92.89
	11/09/2017	A00200417	Sysco Food Service of Ventur	P0046183	11/08/2017	11/08/2017			\$24,470.80
		A00200284	U.S. Foods	P0046212	11/09/2017	11/09/2017			\$7,529.16
		A00200034	Albertson's	P0046215	11/09/2017	11/09/2017			\$25.13
		A00200307	Farmer Bros. Company	P0046213	11/09/2017	11/09/2017			\$958.51
	11/14/2017	A00200522	Pepsi-Cola Company	P0046238	11/14/2017	11/14/2017			\$689.84
		A00280401	Flowers Baking Co of Henders	P0046243	11/14/2017	11/14/2017			\$63.44
	11/17/2017	A00200282	True Value Home Center	P0046270	11/16/2017	11/16/2017			\$23.57
	11/21/2017	A00200522	Pepsi-Cola Company	P0046309	11/21/2017	11/21/2017			\$1,314.17
		A00280401	Flowers Baking Co of Henders	P0046308	11/21/2017	11/21/2017			\$31.28
	11/22/2017	A00200284	U.S. Foods	P0046312	11/22/2017	11/22/2017			\$5,900.35
		A00200307	Farmer Bros. Company	P0046313	11/22/2017	11/22/2017			\$549.67
		A00200417	Sysco Food Service of Ventur	P0046311	11/22/2017	11/22/2017			\$9,667.01
									-----
						TOTAL USER			\$53,639.23
HCASH	11/27/2017	A00201578	Welborn, Virginia R.	P0046320	10/16/2017	11/10/2017			\$65.00
									-----
						TOTAL USER			\$65.00



**Taft College Purchase Order Activity Report 1-November-2017 through 30-November-2017**

**FY 17-18**

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A							
		NUMBER	NAME	NUMBER	DATE					AMOUNT						
JEDMAISTON	11/02/2017	A00200432	Taft Union High School	P0046031	10/24/2017	10/24/2017			\$1,500.00							
		A00200502	Orange Belt Stages	P0046080	10/31/2017	10/31/2017			\$3,935.00							
	11/17/2017	A00200502	Orange Belt Stages	P0046278	11/17/2017	11/17/2017			\$1,800.00							
				P0046279	11/17/2017	11/17/2017			\$1,050.00							
				P0046280	11/17/2017	11/17/2017			\$1,135.00							
			A00277778	KT Health LLC	P0046282	11/17/2017	11/17/2017		\$74.35							
	11/20/2017	A00200282	True Value Home Center	P0046184	11/08/2017	11/08/2017			\$6.40							
		A00200862	Taft College Bookstore	P0046151	11/07/2017	11/07/2017			\$54.47							
	11/21/2017	A00200432	Taft Union High School	P0046185	11/08/2017	11/08/2017			\$1,449.75							
		A00200502	Orange Belt Stages	P0046128	11/06/2017	11/06/2017			\$1,340.00							
				P0046188	11/08/2017	11/08/2017			\$1,340.00							
	11/27/2017	A00200156	CCCSRA	P0046335	11/27/2017	11/27/2017			\$845.00							
										-----						
							TOTAL USER		\$14,529.97							
JGARRETT	11/27/2017	A00292868	Name Badges, LLC	P0046326	11/27/2017	11/27/2017			\$15.99							
														-----		
							TOTAL USER		\$15.99							
JMADDING	11/01/2017	A00200862	Taft College Bookstore	P0046081	10/31/2017	10/31/2017			\$228.21							
				P0046082	10/31/2017	10/31/2017			\$418.47							
				P0046083	10/31/2017	10/31/2017			\$408.22							
			A00287260	Stinson Stationers Inc.	P0046064	10/27/2017	10/27/2017		\$220.90							
			A00283700	Bismillah, Motique S.	P0046100	11/01/2017	11/01/2017		\$64.89							
	11/07/2017	A00265309	Daikin Applied	P0046097	10/31/2017	10/31/2017			\$42,821.00							
	11/09/2017	A00200308	Federal Express Corporation	P0046117	11/03/2017	11/03/2017			\$196.69							
	11/13/2017	A00200832	Taft College Foundation	P0046165	11/07/2017	11/07/2017			\$1,000.00							
	11/14/2017	A00200308	Federal Express Corporation	P0046220	11/13/2017	11/13/2017			\$31.55							
	11/16/2017	A00285769	California Averland Construc	P0046247	11/14/2017	11/14/2017			\$187,775.10							
	11/21/2017	A00200308	Federal Express Corporation	P0046303	11/21/2017	11/21/2017				\$31.62						
										A00270674	Public Agency Law Group	P0046295	11/20/2017	11/20/2017		
			A00285820	O'Connor Construction Manage	P0046296	11/20/2017	11/20/2017			\$5,169.00						
	11/27/2017	A00200052	AP Architects	P0046321	11/27/2017	11/27/2017				\$55,971.05						
										A00284635	Prousy's, Inc.	P0046297	11/20/2017	11/20/2017		
A00200308										Federal Express Corporation	P0046318	11/27/2017	11/27/2017			\$63.10
									-----							
							TOTAL USER		\$404,378.44							

# Taft College Purchase Order Activity Report 1-November-2017 through 30-November-2017

FY 17-18

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
JPATTERSON	11/01/2017	A00249981	Zahourek Systems, Inc.	P0045877	10/06/2017	10/06/2017			\$134.76
		A00277399	Sundgren, Lori Anne.	P0046104	11/01/2017	11/01/2017			\$482.46
	11/02/2017	A00200116	Burt Electric & Communicatio	P0046109	11/02/2017	11/02/2017			\$386.00
		A00200498	Office Depot	P0046110	11/02/2017	11/02/2017			\$60.29
				P0046111	11/02/2017	11/02/2017			\$5.36
		P0046112	11/02/2017	11/02/2017			\$76.69		
	11/06/2017	A00201045	Golling, Greg P.	P0046136	11/06/2017	11/06/2017			\$50.00
		A00234666	Sigma-Aldrich, Inc.	P0046126	11/06/2017	11/06/2017			\$81.96
		A00277752	Jarrahan, Abbas	P0046135	11/06/2017	11/06/2017			\$50.00
11/07/2017	A00246798	Golling, Leigh	P0046127	11/06/2017	11/06/2017			\$80.00	
	A00277752	Jarrahan, Abbas	P0046090	10/31/2017	10/31/2017			\$31.60	
	A00200143	Carlson, Kamala A.	P0046120	11/03/2017	11/03/2017			\$185.68	
	A00200378	WKCCD Custodian Revolving Ca	P0046067	10/27/2017	10/27/2017			\$332.88	
	A00200655	Henry Schein, Inc.	P0046093	10/31/2017	10/31/2017			\$8,556.58	
	A00200656	Jacobi, Victoria J.	P0046133	11/06/2017	11/06/2017			\$1,491.97	
	A00200680	J & L Locksmithing	P0046087	10/31/2017	10/31/2017			\$21.45	
	A00200707	Keenan & Associates	P0046106	11/01/2017	11/01/2017			\$2,276.26	
	A00237176	SSD Systems	P0046088	10/31/2017	10/31/2017			\$29.60	
	A00283101	Dumont Printing, Inc.	P0046095	10/31/2017	10/31/2017			\$120.39	
	A00293035	Bespalov, Oleg	P0045999	10/23/2017	10/23/2017			\$217.22	
	A00294507	Gentle Dental	P0046125	11/06/2017	11/06/2017			\$1,100.00	
11/08/2017	A00200645	Hardy Diagnostics	P0046187	11/08/2017	11/08/2017			\$140.90	
	A00257900	Hall, Daniel Nathan.	P0046186	11/08/2017	11/08/2017			\$1,313.09	
	A00095629	Hill-Crim, Margaret Angela.	P0046130	11/06/2017	11/06/2017			\$72.58	
	A00200498	Office Depot	P0046145	11/07/2017	11/07/2017			\$99.71	
	A00262851	Lytle, Steve	P0046146	11/07/2017	11/07/2017			\$5.77	
	A00200498	Office Depot	P0046155	11/07/2017	11/07/2017			\$75.69	
	A00200862	Taft College Bookstore	P0046156	11/07/2017	11/07/2017			\$266.52	
11/09/2017	A00262851	Lytle, Steve	P0046211	11/09/2017	11/09/2017			\$22.47	
11/13/2017	A00015850	Berry, Wendy Jade.	P0046209	11/09/2017	11/09/2017			\$59.09	
	A00278562	DAI Source	P0046076	10/30/2017	10/30/2017			\$7,633.18	
	A00294622	McNeil, Julie	P0046163	11/07/2017	11/07/2017			\$8,284.00	
	A00200378	WKCCD Custodian Revolving Ca	P0046173	11/07/2017	11/07/2017			\$149.91	
	A00015850	Berry, Wendy Jade.	P0046224	11/13/2017	11/13/2017			\$196.79	
	A00201690	Kulzer-Reyes, Kelly R.	P0046226	11/13/2017	11/13/2017			\$252.52	
11/14/2017	A00273416	Western Scientific Co., Inc.	P0046242	11/14/2017	11/14/2017			\$1,950.00	
	A00200702	K-mart	P0045777	09/27/2017	09/27/2017			\$171.59	
	A00200862	Taft College Bookstore	P0046208	11/09/2017	11/09/2017			\$1,097.18	
	A00231833	Ray A. Morgan Company Inc.	P0046223	11/13/2017	11/13/2017			\$356.86	
11/16/2017	A00025025	Ginther, Renae E.	P0046263	11/16/2017	11/16/2017			\$40.00	
	A00201154	Cuate, Bertha J.	P0046264	11/16/2017	11/16/2017			\$40.00	
	A00261115	Williams, Mark Preston.	P0046265	11/16/2017	11/16/2017			\$30.00	

**Taft College Purchase Order Activity Report 1-November-2017 through 30-November-2017**

**FY 17-18**

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00277399	Sundgren, Lori Anne.	P0046119	11/03/2017	11/03/2017				\$205.11
		A00200146	Carolina Biological Supply C	P0045829	09/29/2017	09/29/2017				\$156.11
		A00200378	WKCCD Custodian Revolving Ca	P0046253	11/14/2017	11/14/2017				\$332.77
		A00200729	Landauer, Inc.	P0046214	11/09/2017	11/09/2017				\$74.59
		A00287260	Stinson Stationers Inc.	P0046261	11/15/2017	11/15/2017				\$55.76
	11/17/2017	A00002482	May, James Patrick.	P0046287	11/17/2017	11/17/2017				\$50.00
		A00200143	Carlson, Kamala A.	P0046288	11/17/2017	11/17/2017				\$40.00
		A00200302	Eveland, Sharyn L.	P0046284	11/17/2017	11/17/2017				\$20.00
		A00200985	Rangel-Escobedo, Juana R.	P0046285	11/17/2017	11/17/2017				\$229.04
				P0046286	11/17/2017	11/17/2017				\$30.00
		A00002482	May, James Patrick.	P0046269	11/16/2017	11/16/2017				\$187.25
		A00200655	Henry Schein, Inc.	P0046267	11/16/2017	11/16/2017				\$475.33
		A00262851	Lytle, Steve	P0046210	11/09/2017	11/09/2017				\$153.04
		A00200656	Jacobi, Victoria J.	P0046152	11/07/2017	11/07/2017				\$1,081.34
	11/22/2017	A00095629	Hill-Crim, Margaret Angela.	P0046314	11/22/2017	11/22/2017				\$22.47
		A00200498	Office Depot	P0046301	11/20/2017	11/20/2017				\$15.51
				P0046315	11/22/2017	11/22/2017				\$5.14
				P0046316	11/22/2017	11/22/2017				\$99.74
		A00200502	Orange Belt Stages	P0046304	11/21/2017	11/21/2017				\$1,555.00
				P0046305	11/21/2017	11/21/2017				\$1,595.00
		A00200502	Orange Belt Stages	P0046306	11/21/2017	11/21/2017				\$1,350.00
	11/27/2017	A00277399	Sundgren, Lori Anne.	P0046324	11/27/2017	11/27/2017				\$764.70
		A00015850	Berry, Wendy Jade.	P0046322	11/27/2017	11/27/2017				\$35.00
		A00200498	Office Depot	P0046328	11/27/2017	11/27/2017				\$124.08
		A00210739	Sheraton Grand Sacramento	P0046323	11/27/2017	11/27/2017				\$774.51
		A00230471	The Storage Bin	P0046325	11/27/2017	11/27/2017				\$364.50
	11/28/2017	A00200655	Henry Schein, Inc.	P0046078	10/30/2017	10/30/2017				\$10.73
		A00201721	Lu Chi Fa	P0046343	11/28/2017	11/28/2017				\$600.00
		A00018310	Reynolds, David S.	P0046340	11/28/2017	11/28/2017				\$485.00
	11/29/2017	A00202979	Health First Corporation	P0046355	11/29/2017	11/29/2017				\$668.45
	11/30/2017	A00200143	Carlson, Kamala A.	P0046372	11/30/2017	11/30/2017				\$307.81
		A00200729	Landauer, Inc.	P0046371	11/30/2017	11/30/2017				\$74.59
							-----			
							TOTAL USER			\$49,971.57
JROTHGEB	11/02/2017	A00280086	Rothgeb, Julie J.	P0046084	10/31/2017	10/31/2017				\$44.94
		A00010784	Cordova, Anthony L.	P0046114	11/02/2017	11/02/2017				\$55.00
		A00275443	WestAir Gases & Equipment In	P0046113	11/02/2017	11/02/2017				\$358.20
	11/03/2017	A00201556	Olympus America Inc, SEG	P0046118	11/03/2017	11/03/2017				\$1,510.08
	11/08/2017	A00200508	P. G. & E.	P0046181	11/08/2017	11/08/2017				\$264.37
		A00200806	Kern Gardening Service	P0046180	11/08/2017	11/08/2017				\$200.00

**Taft College Purchase Order Activity Report 1-November-2017 through 30-November-2017**

**FY 17-18**

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00200107	Bright House Networks	P0046182	11/08/2017	11/08/2017				\$205.35
	11/27/2017	A00200862	Taft College Bookstore	P0046319	11/27/2017	11/27/2017				\$1,526.32
	11/30/2017	A00269582	Jiles, Michael Lee.	P0046377	11/30/2017	11/30/2017				\$60.60
		A00280086	Rothgeb, Julie J.	P0046370	11/30/2017	11/30/2017				\$36.92
							-----			
							TOTAL USER			\$4,261.78
KEHELMS	11/01/2017	A00200016	4Imprint	P0046086	10/31/2017	10/31/2017				\$307.98
		A00228685	All American Embroidery	P0046089	10/31/2017	10/31/2017				\$190.45
		A00200016	4Imprint	P0046091	10/31/2017	10/31/2017				\$1,485.31
		A00227772	MBS Textbook Exchange, Inc.	P0046092	10/31/2017	10/31/2017				\$6,461.17
		A00287925	Barron's Educational Series,	P0046094	10/31/2017	10/31/2017				\$27.97
	11/02/2017	A00275443	WestAir Gases & Equipment In	P0046108	11/02/2017	11/02/2017				\$200.54
	11/08/2017	A00258705	El Dorado Trading Group	P0046164	11/07/2017	11/07/2017				\$1,307.18
	11/09/2017	A00200243	Dick Blick	P0046190	11/08/2017	11/08/2017				\$112.24
		A00200521	Pens Etc.	P0046194	11/08/2017	11/08/2017				\$107.22
		A00201685	Cengage Learning	P0046192	11/08/2017	11/08/2017				\$992.35
		A00218940	Roaring Spring Paper Product	P0046189	11/08/2017	11/08/2017				\$130.10
		A00279103	Yabla, Inc.	P0046195	11/08/2017	11/08/2017				\$8,543.70
		A00286901	WinCraft, Incorporated	P0046196	11/08/2017	11/08/2017				\$759.14
		A00292869	Colorado Nut Company, Inc.	P0046191	11/08/2017	11/08/2017				\$322.02
		A00200425	Taft College	P0046199	11/08/2017	11/08/2017				\$450.00
		A00200498	Office Depot	P0046201	11/08/2017	11/08/2017				\$90.60
		A00200555	McGraw-Hill	P0046205	11/08/2017	11/08/2017				\$74.81
		A00200586	NAEYC Resource Sales Dept.	P0046204	11/08/2017	11/08/2017				\$1,383.98
		A00200832	Taft College Foundation	P0046200	11/08/2017	11/08/2017				\$100.00
		A00201047	Oxford University Press	P0046203	11/08/2017	11/08/2017				\$1,432.77
		A00210209	ULINE	P0046197	11/08/2017	11/08/2017				\$743.99
		A00252523	Oak Hall Cap and Gown	P0046202	11/08/2017	11/08/2017				\$465.00
		A00275443	WestAir Gases & Equipment In	P0046198	11/08/2017	11/08/2017				\$28.70
	11/14/2017	A00200181	City of Taft	P0046248	11/14/2017	11/14/2017				\$1,400.00
	11/16/2017	A00224357	Manhattan Marketing Int'l.,	P0046252	11/14/2017	11/14/2017				\$71.25
		A00234793	Southwest Signs	P0046251	11/14/2017	11/14/2017				\$1,749.50
KHELMS	11/09/2017	A00200282	True Value Home Center	P0046148	11/07/2017	11/07/2017				\$754.44
		A00200728	Lakeshore	P0046014	10/23/2017	10/23/2017				\$463.33
		A00200417	Sysco Food Service of Ventur	P0046150	11/07/2017	11/07/2017				\$106.50
		A00201051	Central Sanitary Supply	P0046149	11/07/2017	11/07/2017				\$346.37
		A00201808	Davis, Cheryl L.	P0046154	11/07/2017	11/07/2017				\$65.32
		A00269611	A-C Electric Company	P0046147	11/07/2017	11/07/2017				\$1,500.00

**Taft College Purchase Order Activity Report 1-November-2017 through 30-November-2017**

**FY 17-18**

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A	
		NUMBER	NAME	NUMBER	DATE					AMOUNT
	11/15/2017	A00200259	Driller Printers	P0046255	11/15/2017	11/15/2017			\$454.74	
		A00200282	True Value Home Center	P0046258	11/15/2017	11/15/2017			\$755.90	
		A00200423	Taft City School District	P0046257	11/15/2017	11/15/2017			\$8.25	
		A00256341	Terminix	P0046256	11/15/2017	11/15/2017			\$418.00	
	11/16/2017	A00292864	Community Playthings	P0046167	11/07/2017	11/07/2017			\$3,172.46	
									-----	
									TOTAL USER	\$8,045.31
MBLANCO	11/02/2017	A00200442	Thompson, Tony M.	P0046043	10/25/2017	10/25/2017			\$296.66	
		A00201143	Brown, Elizabeth J.	P0046063	10/27/2017	10/27/2017			\$200.58	
		A00237331	Dumbrigue, Joanne Lucille Va	P0046096	10/31/2017	10/31/2017			\$330.57	
		A00294303	Buchanan, Joseph Lee.	P0046044	10/25/2017	10/25/2017			\$255.00	
	11/03/2017	A00200985	Rangel-Escobedo, Juana R.	P0046036	10/24/2017	10/24/2017			\$37.58	
		A00247364	Temam Training and Consultin	P0046105	11/01/2017	11/01/2017			\$150.00	
	11/08/2017	A00253023	Ellucian Company L.P.	P0046158	11/07/2017	11/07/2017			\$615.00	
		A00279501	Conference Direct	P0046160	11/07/2017	11/07/2017			\$637.88	
		A00200054	Applied Technology Group, In	P0046124	11/06/2017	11/06/2017			\$.71	
		A00200388	Zee Medical Service Co.	P0046141	11/06/2017	11/06/2017			\$177.02	
		A00202072	Woods, Deanne M.	P0046142	11/06/2017	11/06/2017			\$10.70	
				P0046143	11/06/2017	11/06/2017			\$21.40	
		A00253023	Ellucian Company L.P.	P0046159	11/07/2017	11/07/2017			\$1,325.00	
		A00279501	Conference Direct	P0046161	11/07/2017	11/07/2017			\$1,134.00	
	11/14/2017	A00282298	Arvizu, Primavera Azul.	P0046219	11/09/2017	11/09/2017			\$139.47	
		A00283101	Dumont Printing, Inc.	P0046140	11/06/2017	11/06/2017			\$259.32	
		A00286476	SmartCatalog	P0046172	11/07/2017	11/07/2017			\$8,841.00	
	11/16/2017	A00200076	Bandy, Ingrun K.	P0046273	11/16/2017	11/16/2017			\$110.00	
		A00202654	Pacific West Sound, Inc.	P0046245	11/14/2017	11/14/2017			\$3,100.00	
	11/20/2017	A00200076	Bandy, Ingrun K.	P0046099	10/31/2017	10/31/2017			\$30.00	
				P0046260	11/15/2017	11/15/2017			\$135.81	
	11/27/2017	A00200120	CACCRAO	P0046329	11/27/2017	11/27/2017			\$295.00	
		A00253023	Ellucian Company L.P.	P0046327	11/27/2017	11/27/2017			\$1,325.00	
		A00278494	Holiday Inn Sacramento Capit	P0046330	11/27/2017	11/27/2017			\$441.60	
		A00286446	Balason, Severo	P0046331	11/27/2017	11/27/2017			\$1,655.17	
	11/28/2017	A00200467	Salazar, Apolonia	P0046333	11/27/2017	11/27/2017			\$9.92	
		A00282298	Arvizu, Primavera Azul.	P0046332	11/27/2017	11/27/2017			\$80.00	
	11/29/2017	A00200375	Graham, Sandra L.	P0046350	11/29/2017	11/29/2017			\$39.88	
									-----	
									TOTAL USER	\$21,654.27

# Taft College Purchase Order Activity Report 1-November-2017 through 30-November-2017

FY 17-18

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
MHASKELL	11/03/2017	A00200498	Office Depot	P0045953	10/13/2017	10/27/2017				\$270.56
	11/08/2017	A00200862	Taft College Bookstore	P0046115	11/02/2017	11/02/2017				\$510.00
		A00291294	Montes, Rosalina Ramos.	P0046116	11/03/2017	11/03/2017				\$85.00
	11/14/2017	A00200862	Taft College Bookstore	P0046193	11/08/2017	11/08/2017				\$22,913.70
		A00200498	Office Depot	P0046225	11/13/2017	11/30/2017				\$1,485.32
	11/15/2017	A00200862	Taft College Bookstore	P0046246	11/14/2017	11/30/2017				\$416.13
	11/27/2017	A00200040	American Business Machines	P0046290	11/17/2017	11/17/2017				\$165.38
							TOTAL USER			\$25,846.09
MMATTHEWS	11/13/2017	A00067985	Farnsworth, Lisa M.	P0046166	11/07/2017	11/07/2017				\$270.80
		A00200516	Patterson Dental Supply, Inc	P0046218	11/09/2017	11/09/2017				\$3,000.00
	11/27/2017	A00292796	Safe 1 Credit Union	P0046283	11/17/2017	11/17/2017				\$166.01
							TOTAL USER			\$3,436.81
MTOFTE	11/07/2017	A00210378	Grey House Publishing	P0046138	11/06/2017	11/06/2017				\$101.36
		A00271462	OCLC, Inc.	P0046137	11/06/2017	11/06/2017				\$4,081.90
	11/13/2017	A00283035	CCLC	P0046139	11/06/2017	11/06/2017				\$25,407.00
	11/14/2017	A00200069	Bakersfield Californian	P0046231	11/13/2017	11/13/2017				\$203.88
		A00283101	Dumont Printing, Inc.	P0046239	11/14/2017	11/14/2017				\$117.45
							TOTAL USER			\$29,911.59
MWHITE	11/02/2017	A00200423	Taft City School District	P0046107	11/02/2017	11/02/2017				\$730.05
	11/07/2017	A00200017	A.P.I. Plumbing	P0046131	11/06/2017	11/06/2017				\$616.65
		A00200170	Champion Hardware Inc.	P0046134	11/06/2017	11/06/2017				\$691.87
		A00200417	Sysco Food Service of Ventur	P0046132	11/06/2017	11/06/2017				\$61.57
		A00269611	A-C Electric Company	P0046129	11/06/2017	11/06/2017				\$478.96
		A00200282	True Value Home Center	P0046153	11/07/2017	11/07/2017				\$1,486.92
	11/08/2017	A00200862	Taft College Bookstore	P0046178	11/08/2017	11/08/2017				\$29.84
	11/14/2017	A00200423	Taft City School District	P0046236	11/14/2017	11/14/2017				\$602.52
	11/15/2017	A00200017	A.P.I. Plumbing	P0046235	11/14/2017	11/14/2017				\$30.03
							TOTAL USER			\$4,728.41
MZERMENO	11/02/2017	A00255627	Compansol	P0046065	10/27/2017	10/27/2017				\$375.00
							TOTAL USER			\$375.00

# Taft College Purchase Order Activity Report 1-November-2017 through 30-November-2017

FY 17-18

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
NAVINA	11/09/2017	A00257900	Hall, Daniel Nathan.	P0046157	11/03/2017	11/03/2017				\$228.95
										-----
							TOTAL USER			\$228.95
RWELBORN	11/02/2017	A00200862	Taft College Bookstore	P0046074	10/30/2017	10/30/2017				\$29.08
	11/08/2017	A00200862	Taft College Bookstore	P0046169	11/07/2017	11/07/2017				\$48.20
				P0046170	11/07/2017	11/07/2017				\$91.10
	11/09/2017	A00210927	CareerAmerica, LLC	P0046217	11/09/2017	11/09/2017				\$3,350.00
	11/14/2017	A00210927	CareerAmerica, LLC	P0046216	11/09/2017	11/09/2017				\$3,350.00
	11/27/2017	A00200419	T.C. Clearing Account	P0046307	11/21/2017	11/21/2017				\$1,373.00
										-----
							TOTAL USER			\$8,241.38
TROWDEN	11/01/2017	A00200238	Department of Justice	P0045656	09/19/2017	09/19/2017				\$800.00
	11/07/2017	A00200182	City of Taft Police Departme	P0045652	09/19/2017	09/19/2017				\$580.00
	11/27/2017	A00220284	The University of Texas at A	P0046274	11/16/2017	11/16/2017				\$500.00
										-----
							TOTAL USER			\$1,880.00

**WEST KERN COMMUNITY COLLEGE DISTRICT  
REQUESTS FOR CONFERENCE ATTENDANCE & EXPENSES**

December 6, 2017

Page 1 of 4

EMPLOYEE	CONFERENCE/TRIP	LOCATION	DATES	EST. COST
Carlson, Kamala	California Acceleration Project Design & Development Institute	El Cajon	10/26/17 - 10/27/17	\$665.18 ♦
Ferguson, Bruce	California Community College Athletic Association Meeting	Anaheim	11/02/17	-0-
Ferguson, Bruce	Northern California Regional Golf Tournament	Bakersfield	11/06/17 - 11/07/17	\$80.00 *
Carlson, Kamala	Advancement Via Individual Determination Showcase	Mission Viejo	11/13/17	\$40.00 ♦
Ginther, Renae	Advancement Via Individual Determination Showcase	Mission Viejo	11/13/17	\$40.00 ♦
Rangel-Escobedo, Juana	Advancement Via Individual Determination Showcase	Mission Viejo	11/13/17	\$40.00 ♦
Sundgren, Lori	Advancement Via Individual Determination Showcase	Mission Viejo	11/13/17	\$205.11 ♦
Cuate, Bertha	Advancement Via Individual Determination Showcase	Mission Viejo	11/13/17	\$40.00 ♦
Lytle, Steve	Bitter Creek Refuge BIOL 2202 Field Trip	Maricopa	11/14/17	\$22.47
Bandy, Kanoe	Central Valley Conferences Coaches Meeting	Visalia	11/14/17	\$40.00*
May, James	California Aqueduct ESCI 1520 Field Trip	Taft	11/15/17	\$50.00 *
Chaidez, Joe'll	California Community College Assessment Association Meeting	San Bernardino	11/16/17	\$307.50 *

\*General Funds

•Restricted Funds

♦Grant Funds

■TIL

◊ Auxiliary Funds

▲ Revised



EMPLOYEE	CONFERENCE/TRIP	LOCATION	DATES	EST. COST
Bandy, Kanoe	Northern California Regional Volleyball Coaches Meeting	Stockton	11/16/17	\$40.00 *
Balason, Severo	Walden University PhD Residency	San Diego	11/16/17 - 11/19/17	\$2,232.42 *
Ferguson, Bruce	CPR Recertification	Bakersfield	11/22/17	-0-
Hall, Dan	Directors of Education Technology & California Higher Education 2017	Costa Mesa	11/28/17 - 12/1/17	\$1,313.09 ♦
Bauer, Amanda Garcia, Genoveve Lara, Fernando	California Department of Education Training	Sacramento	11/29/17	\$160.00 *
Bandy, Kanoe	California Community College Soccer State Championship Tournament & Banquet	Sacramento	11/30/17 - 12/01/17	\$486.00 *
Ferguson, Bruce	California Community College Soccer State Championship Tournament & Banquet	Sacramento	11/30/17 - 12/03/17	\$847.00 *
Altenhofel, Jennifer	The Long Journey: Immigration & Naturalization in the US, CSUB Campus Tour & Library HIST 2202, 2210, 2231 & 2232 Field Trip	Bakersfield	12/01/17	-0-
Bandy, Kanoe Borrecco, Lisa Kelley, Tara Maui, Tim	California Community College Athletic Association Volleyball State Championships	Fairfield	12/01/17 - 12/03/17	\$1,240.00 * • ◊
Brixey, Gabrielle	National Fast Pitch Coaches Association Convention	Las Vegas, NV	12/04/17 - 12/08/17	\$333.00 •
Dumbrigue, Joanne	Taft College Application & Orientation Workshop	Bakersfield	12/05/17	\$5.99 *
Dumbrigue, Joanne	Cash for College Financial Aid Application Workshop	Bakersfield	12/05/17	\$2.46 •

\*General Funds

•Restricted Funds

♦Grant Funds

■TIL

◊ Auxiliary Funds

▲ Revised

EMPLOYEE	CONFERENCE/TRIP	LOCATION	DATES	EST. COST
Dumbrigue, Joanne	Student Recruitment & Outreach	Bakersfield	12/05/17	\$6.42 *
Dumbrigue, Joanne	Cash for College Financial Aid Application Workshop	Lamont	12/06/17	\$16.31 •
Rangel-Escobedo, Juana	Region 6 Transfer Meeting	Fresno	12/06/17	\$153.40 *
Dyer, Geoffrey	Online Education Initiative Steering Committee Meeting	Sacramento	12/07/07 - 12/08/17	-0-
Dumbrigue, Joanne	Taft College Application & Orientation	Bakersfield	12/13/17	\$4.39
Dumbrigue, Joanne	Cash for College Financial Aid Applications Workshop	Bakersfield	12/13/17	\$6.42 •
Dumbrigue, Joanne	Taft College Presentation	Bakersfield	12/14/17	\$6.95
Dumbrigue, Joanne	Cash for College Financial Aid Applications Workshop	Bakersfield	12/14/17	\$6.10 •
McMurray, Brock Capela, Mike	Dental Hygiene Visit	Ridgecrest	12/15/17	\$40.00 *
Dyer, Geoffrey	Academic Senate for California Community Colleges Resolutions Committee Meeting	Santa Clarita	12/18/17	-0-
Mendoza, Tina	Student Veterans of America Field Trip	San Antonio, TX	01/03/18 - 01/07/18	\$2,342.00 •
Carpenter, Carey Dodson, John	Manager Training	Bakersfield	01/12/18	\$139.00 ■
McMurray, Brock	Association of California Community College Administrators Governor's Proposed Budget Workshop	Sacramento	01/16/18 - 01/17/18	\$797.46 *

EMPLOYEE	CONFERENCE/TRIP	LOCATION	DATES	EST. COST
Dumbrigue, Joanne	Cash for College Financial Aid Application Workshop	Bakersfield	01/17/18	\$6.95 •
Dumbrigue, Joanne	Cash for College Financial Aid Application Workshop	Taft	01/23/18	-0-
Dumbrigue, Joanne	Taft College Application & Orientation	Bakersfield	01/24/18	\$5.99 *
McMurray, Brock	2018 Statewide Association of Community Colleges Annual Conference & Board of Directors Meeting	Indian Wells	01/24/18 - 01/26/18	\$621.08 *
Dumbrigue, Joanne	Taft College Application & Orientation	Bakersfield	02/05/18	\$5.99 *
Jacobi, Victoria	2018 Student Learning Outcomes Symposium	Costa Mesa	02/08/18 - 02/09/18	\$611.23 ♦
Arvizu, Primavera	Association of California Community College Administrators Conference	Santa Rosa	02/20/18 - 02/23/18	\$1,584.44 •
Brown, Jill	Annual WESTOP Western Association of Educational Opportunities Personnel Conference	Honolulu, HI	03/03/18 - 03/08/18	\$1,977.80 •
Sundgren, Lori	California Acceleration Project	Sacramento	03/07/18 - 03/10/18	\$1,539.21 ♦
La Force, Jeff	Ellucian Live 2018 Degree Works Forum	San Diego	04/05/18 - 04/08/18	\$1,740.01 *
Whatley, John Henry	Ellucian Live 2018 Degree Works Forum	San Diego	04/05/18 - 04/08/18	\$2,975.75 *
Bunk, Alvin	Ellucian Live 2018 Degree Works Forum	San Diego	04/05/18 - 04/11/18	\$2,960.15 *
Whatley, John Henry	California Association of Community College Registrars & Admissions Officers	Sacramento	04/29/18 - 05/02/18	\$1,198.20 *

Division Chair	Instructor	Class	Field Trip	Location	Semester	Est. # Students	Cost Estimate
Julian Martinez	Debora Rodenhauer and/or Adjunct	ART 1600 & ART 2010 & Interactive Reading 1005	The Bower Museum	Santa Ana	Spring 2018	45-50	\$780.00
Julian Martinez	Art Adjunct	ARTH 2040	Getty Center	Los Angeles	Spring 2018	35-40	\$185.00
Julian Martinez	Art Adjunct	ARTH 1510 and/or other art students	Getty Villa	Los Angeles	Spring 2018	35-40	\$0.00
Julian Martinez	Debora Rodenhauer and/or Adjunct	ARTH 1500, or other students	Mission Santa Barbara Art & Architecture	Santa Barbara	Spring 2018	35-40	\$15.00
Mike Mayfield	Steve Lytle	BIOL 1513	Buena Vista Lake	Bakersfield	Spring 2018	25	\$75.00
Mike Mayfield	Steve Lytle	BIOL 1513	Bitter Creek Wild Refuge	Maricopa	Spring 2018	25	\$30.00
Mike Mayfield	Steve Lytle	BIOL 1513	Wind Wolves Wildlife Area	Maricopa	Spring 2018	25	\$75.00
Mike Mayfield	Steve Lytle	BIOL 1513	Tule Elk Wildlife Refuge	Bakersfield	Spring 2018	25	\$75.00
Mike Mayfield	Steve Lytle	BIOL 1513	Morro Bay State Park	Morro Bay	Spring 2018	25	\$300.00
	Steve Lytle	BIOL 1513	Sequoia National Forest & Lake Isabella Dam	Lake Isabella	Spring 2018	25	\$300.00
	Steve Lytle	BIOL 1513	McCormick Consultants & Taft Oil Gusher	Taft & Maricopa	Spring 2018	25	\$30.00
	Steve Lytle	BIOL 1513	Southwest Water District Water & Solar Facility	Tupman	Spring 2018	25	\$30.00
	Steve Lytle	BIOL 1513	Southwest Water District Water Offices	Taft	Spring 2018	25	\$30.00
	Steve Lytle	BIOL 1513	Carrizo Plain	Maricopa	Spring 2018	25	\$30.00
	Steve Lytle	BIOL 1513	Los Padres	Ventucopa	Spring 2018	25	\$50.00
	Steve Lytle	BIOL 1513	Natural History Museum	Los Angeles	Spring 2018	25	\$700.00
Mike Mayfield	Wendy Berry	BIOL 2203	Bodies Exhibit	Los Angeles	Spring 2018	50	\$1,600.00
Mike Mayfield	Wendy Berry	BIOL 2203	Los Padres National Forest	Ventucopa	Spring 2018	28	\$100.00
Mike Mayfield	Wendy Berry	BIOL 2203	Wind Wolves Wildlife Area	Maricopa	Spring 2018	28	\$100.00
Mike Mayfield	Wendy Berry	BIOL 2203	Grimmway Farms	Lost Hills	Spring 2018	28	\$100.00
Mike Mayfield	Wendy Berry	BIOL 1500 & 2203	Los Angeles Zoo & Botanical Garden	Los Angeles	Spring 2018	58	\$1,300.00
Mike Mayfield	Greg Golling	BIOL 1510	Los Angeles Natural History Museum	Los Angeles	Spring 2018	50	\$400.00
Julian Martinez	Leigh Golling	DRAM 1510	CSUB Theatre Production	Bakersfield	Spring 2018	20	\$80.00



Vice President, Instruction

12/5/17

Date

Superintendent/President

Date

**West Kern Community College District  
Board of Trustees Meeting  
December 13, 2017**

**Agenda Item 12.**

**A. Classified Employment**

Item	Name	Position	% Assignment	Range/ Step	Salary	Term	Effective Date
<b>1. Administrative Services</b>							
a.	Chavez, Emmanuel	Driver	Temporary	10F	\$19.51/hr.	A/N	7/1/17 - 6/30/18
b.	DeFreece, Christopher	Driver	Temporary	10F	\$19.51/hr.	A/N	7/1/17 - 6/30/18
c.	Holder, Tiffani	Bookstore Clerk	Temporary	10A.	\$15.29/hr.	A/N	9/28/17 - 6/30/18
d.	Holder, Tiffani	Bookstore Clerk	47.5%	10A	\$1,258.75/mo.	12 mo.	1/1/18 - 6/30/18
e.	Uribe, Francisco	Evening Custodian	Temporary	13A	\$16.87/hr.**	A/N	11/27/17 - 12/31/17
f.	Uribe, Francisco	Evening Custodian	100%	13A	\$2,924.33/mo.**	12 mo.	1/1/18 - 6/30/18
<b>2. Instruction</b>							
a.	Carino, Dominic	TIL Life Skills Aide	Temporary	13A	\$16.46/hr.*	A/N	10/23/17 - 6/30/18
b.	Weatherman, Heather	TIL Life Skills Aide	Temporary	13A	\$16.46/hr.*	A/N	10/23/17 - 6/30/18

\*Up to 19 hours/week \*\* Includes shift differential

**B. Resignations/Retirements**

Item	Name	Position	% Assignment	Range/ Step	Salary	Term	Effective Date
a.	Byrd, Karen	Dental Hygiene Special Projects Coordinator Assistant (Resignation)	--	--	--	--	11/30/17
b.	Graham, Sandra	Admissions and Records Technician II (Retirement)	--	--	--	--	12/31/17
c.	Luzinas-Smith, Harriet	Dental Hygiene Special Projects Coordinator (Retirement)	--	--	--	--	12/31/17
d.	Wade, Judy	Human Resources Specialist (Retirement)	--	--	--	--	12/31/17

**WEST KERN COMMUNITY COLLEGE DISTRICT GENERAL FUND UNRESTRICTED  
 BUDGETED SOURCES OF FUNDS AT ACCOUNT LEVEL 1  
 REVENUE ACCOUNTS FISCAL YEAR 2017-2018  
 FOR THE MONTH ENDING NOVEMBER 30, 2017**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
8600	State Revenues	18,286,998	18,331,633	7,487,832	0	10,843,800
8800	Local Revenues	6,498,685	6,498,685	1,579,216	0	4,919,469
<b>Summary</b>		<b>24,785,683</b>	<b>24,830,318</b>	<b>9,067,048</b>	<b>0</b>	<b>15,763,269</b>

**West Kern Community College District General Fund Unrestricted  
 Budgeted Sources of Funds at Account Level 1  
 Expenditure Accounts Fiscal Year 2017-18  
 For the Month Ending November 30, 2017**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
1000	Academic Salaries	8,171,587	8,178,306	2,939,418	0	5,238,888
2000	Classified & Other Nonacademic Sala	4,746,150	4,815,360	1,813,722	0	3,001,638
3000	Employee Benefits	6,040,406	6,043,051	2,382,164	283,075	3,377,812
4000	Supplies and Materials	462,833	464,329	169,521	122,281	172,528
5000	Other Operating Expenses & Services	4,335,811	4,321,442	1,707,407	1,406,748	1,207,288
6000	Capital Outlay	145,753	142,356	32,419	1,163	108,775
7000	Other Outgo	410,789	410,789	106,048	1,373	303,368
7200	Transfers	472,354	472,354	560,000	0	-87,646
<b>Summary</b>		<b>24,785,683</b>	<b>24,847,988</b>	<b>9,710,698</b>	<b>1,814,639</b>	<b>13,322,651</b>

**ASB 2017/18**  
**Balance Sheet**  
As of November 30, 2017

November 30, 2017

**ASSETS**

Current Assets

Checking/Savings

ASB Chevron 153,864.65

ASB Chevron - Savings 143.26

Total Checking/Savings 154,007.91

Total Current Assets 154,007.91

**TOTAL ASSETS 154,007.91**

**LIABILITIES & EQUITY**

Equity

Restricted Funds

ASB Athletics 29,781.76

ASB General - Cards 37,175.20

ASB Interest Income 4.13

ASB General - Operating 12,087.02

ASB General - Soft Drinks 4,336.60

ASSE 385.43

Baseball Club 4,567.08

Best Buddies 1,928.60

Cougar Echo 773.50

CRU 85.46

D.H. GENERAL

D.H.CLASS OF 2015 0.13

D.H.CLASS OF 2016 0.08

D.H. CLASS OF 2017 1,216.60

D.H. CLASS OF 2018 5,701.35

D.H. GENERAL - Other -49.39

Total D.H. GENERAL 6,868.77

DISNEYLAND 1,786.00

ECE 809.59

Field Trips 280.00

Golf Club - Mens 1,950.00

Golf Club - Womens 2,160.74

Literary Club 467.53

NSLS Club 2,454.16

On Our Own 1,324.50

Performing Arts 1,797.62

Phi Theta Kappa 878.58

Reentry Voc Club 2.99

Roleplaying Game Club -133.44

Soccer Club - Mens 5,867.51



**ASB 2017/18**  
**Balance Sheet**  
As of November 30, 2017

**November 30, 2017**

Soccer Club - Womens	7,649.80
Social Science/ Research	1,180.15
Softball Fund	4,195.11
Spectrum	1,039.04
STEM	1,219.59
TC Cares	609.00
TC Debate Society	8.04
TIL Class Trip	775.59
TIL Orientation	349.00
TIL Program	-5,978.57
TIL Reunion	34.94
Uniform Replacement	24,294.52
Women's Athletic Club	-142.03
Women's Basketball Club	1,134.40
<b>Total Restricted Funds</b>	<b><u>154,007.91</u></b>
<b>Total Equity</b>	<b><u>154,007.91</u></b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>154,007.91</u></u></b>

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
SEC.26900-26902 GOV.CODE

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Nov 30, 2017 10:41:38AM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
456115

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 \$34,125.77

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
CREDIT CARD STUDENT RECEIPTS	84096	0886	5490	\$34,125.77	\$34,125.77

TOTAL DEPOSIT: \$34,125.77

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$34,125.77 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #180083

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: 11/30/2017 To 11/30/2017  
Transaction Number from: 180083 To 180083  
Date entered from: 00/00/0000 To 99/99/9999

J27883 DC0100 L.00.01 11/30/17 PAG

APPROVED AND UNAPPROVED TRANSACTIONS										
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-						AMOUNT
LN.	DI	DETAIL	DESCR							
180083	11/30/2017	11/30/2017	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED						34,125.77
1.	78	CREDIT CARD	STUDENT RECEIPTS	11000-000-9161-00000						34,125.77
								TOTAL AMOUNT	34,125.77	
								DISTRICT TOTAL	34,125.77	
								GRAND TOTAL	34,125.77	

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Nov 30, 2017 10:42:44AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 456116

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 **\$1,321.14**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$1,321.14	\$1,321.14

TOTAL DEPOSIT: **\$1,321.14**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$1,321.14 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
**NOTES: DEPOSIT #180084**

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: 11/30/2017 To 11/30/2017  
 Transaction Number from: 180084 To 180084  
 Date entered from: 00/00/0000 To 99/99/9999

J27884 DC0100 L.00.01 11/30/17 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
180084	11/30/2017	11/30/2017	WKCCD DEPOSIT		1,321.14
1.	78	BOOKSTORE SALES		31000-423-8841-69100	1,321.14
				ENTERED BY: MDJB UNAPPROVED	
				TOTAL AMOUNT	1,321.14
				DISTRICT TOTAL	1,321.14
				GRAND TOTAL	1,321.14

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Nov 30, 2017 10:44:01AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 456117

DEPT NO.  
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$12,748.78**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$12,748.78	\$12,748.78

TOTAL DEPOSIT: **\$12,748.78**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$12,748.78 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
**NOTES: DEPOSIT #180085**

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: 11/30/2017 To 11/30/2017  
Transaction Number from: 180085 To 180085  
Date entered from: 00/00/0000 To 99/99/9999

J27885 DC0100 L.00.01 11/30/17 PAG1

APPROVED AND UNAPPROVED TRANSACTIONS					
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
180085	11/30/2017	11/30/2017	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	12,748.78
				TOTAL AMOUNT	12,748.78
				DISTRICT TOTAL	12,748.78
				GRAND TOTAL	12,748.78

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Nov 30, 2017 10:45:20AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 456119

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 **\$2,622.16**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$664.35	\$664.35
RESTRICTED FUND	84097	0886	5490	\$407.00	\$407.00
CAFETERIA	84699	0886	5490	\$1,550.81	\$1,550.81

TOTAL DEPOSIT: **\$2,622.16**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$2,622.16 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #180086**

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: 11/30/2017 To 11/30/2017  
Transaction Number from: 180086 To 180086  
Date entered from: 00/00/0000 To 99/99/9999

J27887 DC0100 L.00.01 11/30/17 PAG

NUMBER		DATE	ENTERED	DESCRIPTION	APPROVED AND UNAPPROVED TRANSACTIONS			AMOUNT
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-				
180086		11/30/2017	11/30/2017	WKCCD DEPOSIT		ENTERED BY: MDJB	UNAPPROVED	
1.	78	GED/HISET TESTING		11000-306-8892-49306				40.00
2.	78	INSURANCE REIMBURSEMENT		11000-412-8892-67300				83.60
3.	78	REIMBURSEMENT		11000-000-8892-00000				15.00
4.	78	PROCTORING		11000-306-8889-49306				40.00
5.	78	TRANSCRIPT FEES		11000-301-8879-64900				485.75
6.	78	LIBRARY PROGRAMS		12201-203-8892-61200				407.00
7.	78	CAFETERIA SALES		32000-422-8841-69400				1,550.81
						TOTAL AMOUNT		2,622.16
						DISTRICT TOTAL		2,622.16
						GRAND TOTAL		2,622.16

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Nov 28, 2017 01:16:57PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 455904

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 **\$1,615,925.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
NOVEMBER SCHOOL APPORTIONMENT	84096	0886	5490	\$1,326,833.00	\$1,326,833.00

NOVEMBER SCHOOL APPORTIONMENT	84097	0886	5490	\$289,092.00	\$289,092.00
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TOTAL DEPOSIT: **\$1,615,925.00**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT:** TTC **ACCOUNT DEPOSITED:** General **CASH:** \$0.00 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$1,615,925.00 **CREDIT CARD:** \$0.00  
**NOTES:** DEPOSIT #180082

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: 11/28/2017 To 11/28/2017  
 Transaction Number from: 180082 To 180082  
 Date entered from: 00/00/0000 To 99/99/9999

J26399 DC0100 L.00.01 11/28/17 PAG.

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
180082	11/28/2017	11/28/2017	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	NOVEMBER SCHOOL	APPORTIONMENT	11000-000-8612-00000	1,303,575.00
2.	78	NOVEMBER SCHOOL	APPORTIONMENT	11495-202-8613-00000	13,837.00
3.	78	NOVEMBER SCHOOL	APPORTIONMENT	11006-201-8633-00000	9,421.00
4.	78	NOVEMBER SCHOOL	APPORTIONMENT	12551-353-8615-64600	3,883.00
5.	78	NOVEMBER SCHOOL	APPORTIONMENT	12551-353-8625-64600	14,516.00
6.	78	NOVEMBER SCHOOL	APPORTIONMENT	12000-303-8622-64300	29,763.00
7.	78	NOVEMBER SCHOOL	APPORTIONMENT	12000-305-8624-64301	3,541.00
8.	78	NOVEMBER SCHOOL	APPORTIONMENT	12000-311-8623-64200	22,838.00
9.	78	NOVEMBER SCHOOL	APPORTIONMENT	12600-309-8627-64992	13,208.00
10.	78	NOVEMBER SCHOOL	APPORTIONMENT	12000-304-8630-00000	76,434.00
11.	78	NOVEMBER SCHOOL	APPORTIONMENT	12563-000-8644-00000	32,180.00
12.	78	NOVEMBER SCHOOL	APPORTIONMENT	12050-431-8654-00000	7,313.00
13.	78	NOVEMBER SCHOOL	APPORTIONMENT	12060-113-8634-67801	7,314.00
14.	78	NOVEMBER SCHOOL	APPORTIONMENT	12558-223-8647-60103	13,684.00
15.	78	NOVEMBER SCHOOL	APPORTIONMENT	12603-125-8643-68900	64,418.00
				TOTAL AMOUNT	1,615,925.00
				DISTRICT TOTAL	1,615,925.00
				GRAND TOTAL	1,615,925.00

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Nov 22, 2017 01:36:50PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 455649

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 **\$75,082.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BLOCK GRANT	84096	0886	5490	\$75,082.00	\$75,082.00

TOTAL DEPOSIT: **\$75,082.00**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$75,082.00 CREDIT**  
**CARD: \$0.00**  
**NOTES: DEPOSIT #180078**

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: 11/22/2017 To 11/22/2017  
Transaction Number from: 180078 To 180078  
Date entered from: 00/00/0000 To 99/99/9999

J24974 DC0100 L.00.01 11/22/17 PAG

NUMBER		DATE	ENTERED	DESCRIPTION	APPROVED AND UNAPPROVED TRANSACTIONS		AMOUNT
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-			
180078		11/22/2017	11/22/2017	WKCCD DEPOSIT		ENTERED BY: MDJB UNAPPROVED	75,082.00
	1.	78	BLOCK GRANT	11971-000-8691-00000		TOTAL AMOUNT	75,082.00
						DISTRICT TOTAL	75,082.00
						GRAND TOTAL	75,082.00

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Nov 22, 2017 01:37:38PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 455650

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 **\$261.89**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$261.89	\$261.89

TOTAL DEPOSIT: **\$261.89**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$261.89 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #180079**

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: 11/22/2017 To 11/22/2017  
Transaction Number from: 180079 To 180079  
Date entered from: 00/00/0000 To 99/99/9999

J24976 DC0100 L.00.01 11/22/17 PAG

APPROVED AND UNAPPROVED TRANSACTIONS						
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-		AMOUNT
LN.	DI	DETAIL	DESCR			
190079	11/22/2017	11/22/2017	WKCCD DEPOSIT		ENTERED BY: MDJB UNAPPROVED	261.89
1.	78	BOOKSTORE SALES		31000-423-8841-69100		261.89
					TOTAL AMOUNT	261.89
					DISTRICT TOTAL	261.89
					GRAND TOTAL	261.89

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
SEC.26900-26902 GOV.CODE

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Nov 22, 2017 01:39:01PM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
455651

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 **\$9,494.78**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$9,494.78	\$9,494.78

TOTAL DEPOSIT: **\$9,494.78**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$9,494.78 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #180080

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: 11/22/2017 To 11/22/2017  
Transaction Number from: 180080 To 180080  
Date entered from: 00/00/0000 To 99/99/9999

J24978 DC0100 L.00.01 11/22/17 PAG

APPROVED AND UNAPPROVED TRANSACTIONS						
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-		AMOUNT
LN.	DI	DETAIL	DESCR			
180080	11/22/2017	11/22/2017	WKCCD DEPOSIT		ENTERED BY: MDJB UNAPPROVED	9,494.78
1.	78	STUDENT RECEIPTS		11000-000-9161-00000		9,494.78
					TOTAL AMOUNT	9,494.78
					DISTRICT TOTAL	9,494.78
					GRAND TOTAL	9,494.78

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Nov 22, 2017 01:40:40PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 455652

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 **\$474,942.19**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$1,508.29	\$1,508.29
RESTRICTED FUND	84097	0886	5490	\$471,069.55	\$471,069.55
CHILD DEVELOPMENT	84496	0886	5490	\$982.36	\$982.36
CAFETERIA	84699	0886	5490	\$1,381.99	\$1,381.99

TOTAL DEPOSIT: **\$474,942.19**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$474,942.19 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #180081
--

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: 11/22/2017 To 11/22/2017  
 Transaction Number from: 180081 To 180081  
 Date entered from: 00/00/0000 To 99/99/9999

J24979 DC0100 L.00.01 11/22/17 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
180081	11/22/2017	11/22/2017	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	78	GED/HISET TESTING		11000-306-8892-49306	45.00
2.	78	INSURANCE REIMBURSEMENT		11000-412-8892-67300	84.20
3.	78	REIMBURSEMENT		11000-358-8892-62100	15.00
4.	78	REIMBURSEMENT		11000-401-8892-67200	119.90
5.	78	REIMBURSEMENT		11000-411-8892-67300	31.62
6.	78	REIMBURSEMENT		11000-303-8892-64300	1,172.57
7.	78	PROCTORING		11000-306-8889-49306	40.00
8.	78	DHS ADMIN		12602-309-8839-64992	2,601.19
9.	78	FEDERAL WORK STUDY		12401-353-8153-64600	6,069.00
10.	78	FWS ADMIN ALLOWANCE		12401-353-8151-64600	303.00
11.	78	LIBRARY PROGRAMS		12201-203-8892-61200	387.00
12.	78	REIMBURSEMENT		12602-309-8839-64992	175.00
13.	78	REIMBURSEMENT		12000-303-8892-64300	1,172.57
14.	78	CAFETERIA SALES		32000-422-8841-69400	1,381.99
15.	78	REIMBURSEMENT		33428-310-8892-69200	982.36
16.	78	CEED		12435-221-8199-19010	460,361.79
TOTAL AMOUNT					474,942.19
DISTRICT TOTAL					474,942.19
GRAND TOTAL					474,942.19

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
SEC.26900-26902 GOV.CODE

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Nov 16, 2017 10:44:53AM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
455127

DEPT NO.  
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$4,320.26**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$4,320.26	\$4,320.26

TOTAL DEPOSIT: **\$4,320.26**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$4,320.26 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #180075

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: 11/16/2017 To 11/16/2017  
Transaction Number from: 180075 To 180075  
Date entered from: 00/00/0000 To 99/99/9999

J21765 DC0100 L.00.01 11/16/17 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
180075	11/16/2017	11/16/2017	WKCCD DEPOSIT		
1.	78	BOOKSTORE SALES		31000-423-8841-69100	
				ENTERED BY: MDJB UNAPPROVED	4,320.26
				TOTAL AMOUNT	4,320.26
				DISTRICT TOTAL	4,320.26
				GRAND TOTAL	4,320.26

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
SEC.26900-26902 GOV.CODE

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Nov 16, 2017 10:45:58AM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
455128

DEPT NO.  
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$27,436.79

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$27,436.79	\$27,436.79

TOTAL DEPOSIT: \$27,436.79

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$27,436.79 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #180076

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: 11/16/2017 To 11/16/2017  
Transaction Number from: 180076 To 180076  
Date entered from: 00/00/0000 To 99/99/9999

J21766 DC0100 L.00.01 11/16/17 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
180076	11/16/2017	11/16/2017	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	27,436.79
				TOTAL AMOUNT	27,436.79
				DISTRICT TOTAL	27,436.79
				GRAND TOTAL	27,436.79

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Nov 16, 2017 10:47:45AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 455129

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 **\$390,836.51**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$6,611.88	\$6,611.88
RESTRICTED FUND	84097	0886	5490	\$1,172.57	\$1,172.57
CHILD DEVELOPMENT	84496	0886	5490	\$24,458.85	\$24,458.85
TIL	84697	0886	5490	\$356,827.69	\$356,827.69
CAFETERIA	84699	0886	5490	\$1,765.52	\$1,765.52

TOTAL DEPOSIT: **\$390,836.51**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$390,836.51 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
 NOTES: DEPOSIT #180077

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: 11/16/2017 To 11/16/2017  
 Transaction Number from: 180077 To 180077  
 Date entered from: 00/00/0000 To 99/99/9999

J33100 DC0100 L.00.01 12/07/17 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
180077	11/16/2017	12/07/2017	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	INSURANCE REIMBURSEMENTS		11000-412-8892-67300	167.20
2.	78	REIMBURSEMENT		11000-432-8892-67703	65.91
3.	78	REIMBURSEMENT		11000-401-8892-67200	5,206.20
4.	78	REIMBURSEMENT		11000-303-8892-64300	1,172.57
5.	78	CAFETERIA SALES		32000-422-8841-69400	1,765.52
6.	78	CC CHILD CARE FOOD		33429-310-8621-69200	23,476.49
7.	78	REIMBURSEMENT		33428-310-8892-69200	982.36
8.	78	TIL		39000-314-8699-64991	356,827.69
9.	78	REIMBURSEMENT		12000-303-8892-64300	1,172.57
				TOTAL AMOUNT	390,836.51
				DISTRICT TOTAL	390,836.51
				GRAND TOTAL	390,836.51

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
SEC.26900-26902 GOV.CODE

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Nov 09, 2017 10:12:37AM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
454554

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 \$773.50

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$773.50	\$773.50

TOTAL DEPOSIT: \$773.50

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$773.50 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #180072

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: 11/09/2017 To 11/09/2017  
 Transaction Number from: 180072 To 180072  
 Date entered from: 00/00/0000 To 99/99/9999

J18440 DC0100 L.00.01 11/09/17 PAG

APPROVED AND UNAPPROVED TRANSACTIONS					
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
180072	11/09/2017	11/09/2017	WKCCD DEPOSIT		773.50
1.	78	BOOKSTORE SALES		31000-423-8841-69100	773.50
				ENTERED BY: MDJB UNAPPROVED	
				TOTAL AMOUNT	773.50
				DISTRICT TOTAL	773.50
				GRAND TOTAL	773.50

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
SEC.26900-26902 GOV.CODE

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Nov 09, 2017 10:13:47AM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
454555

DEPT NO.  
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$10,178.53**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$10,178.53	\$10,178.53

TOTAL DEPOSIT: **\$10,178.53**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$10,178.53 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #180073**

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: 11/09/2017 To 11/09/2017  
Transaction Number from: 180073 To 180073  
Date entered from: 00/00/0000 To 99/99/9999

J18441 DC0100 L.00.01 11/09/17 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
180073	11/09/2017	11/09/2017	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	10,178.53
				TOTAL AMOUNT	10,178.53
				DISTRICT TOTAL	10,178.53
				GRAND TOTAL	10,178.53

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Nov 09, 2017 10:15:11AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 454556

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 **\$606,138.68**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$1,885.15	\$1,885.15
RESTRICTED FUND	84097	0886	5490	\$599,145.73	\$599,145.73
CAFETERIA	84699	0886	5490	\$5,107.80	\$5,107.80

TOTAL DEPOSIT: **\$606,138.68**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$606,138.68 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
 NOTES: DEPOSIT #180074

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: 11/09/2017 To 11/09/2017  
 Transaction Number from: 180074 To 180074  
 Date entered from: 00/00/0000 To 99/99/9999

J18442 DC0100 L.00.01 11/09/17 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
180074	11/09/2017	11/09/2017	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	INSURANCE REIMBURSEMENTS		11000-412-8892-67300	593.50
2.	78	REIMBURSEMENT		11000-352-8892-69610	740.48
3.	78	SCANTRON SALES		11000-421-8892-67200	20.20
4.	78	TRANSCRIPT FEES		11000-301-8879-64900	530.97
5.	78	LIBRARY PROGRAMS		12201-203-8892-61200	355.00
6.	78	PELL		12000-353-8154-64600	598,790.73
7.	78	CAFETERIA SALES		32000-422-8841-69400	5,107.80
				TOTAL AMOUNT	606,138.68
				DISTRICT TOTAL	606,138.68
				GRAND TOTAL	606,138.68

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
SEC.26900-26902 GOV.CODE

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Nov 02, 2017 10:26:29AM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
453967

DEPT NO.  
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$5,891.83**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$5,891.83	\$5,891.83

TOTAL DEPOSIT: **\$5,891.83**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$5,891.83 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #180069

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: 11/02/2017 To 11/02/2017  
 Transaction Number from: 180069 To 180069  
 Date entered from: 00/00/0000 To 99/99/9999

J14307 DC0100 L.00.01 11/02/17 PAGI

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
180069	11/02/2017	11/02/2017	WKCCD DEPOSIT		5,891.83
1.	78	BOOKSTORE SALES		31000-423-8841-69100	5,891.83
				ENTERED BY: MDJB UNAPPROVED	
				TOTAL AMOUNT	5,891.83
				DISTRICT TOTAL	5,891.83
				GRAND TOTAL	5,891.83

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Nov 02, 2017 10:34:14AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 453972

DEPT NO.  
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$6,030.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$6,030.00	\$6,030.00

TOTAL DEPOSIT: **\$6,030.00**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$6,030.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #180070**

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: 11/02/2017 To 11/02/2017  
Transaction Number from: 180070 To 180070  
Date entered from: 00/00/0000 To 99/99/9999

J14308 DC0100 L.00.01 11/02/17 PAGI

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
180070	11/02/2017	11/02/2017	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	6,030.00
				TOTAL AMOUNT	6,030.00
				DISTRICT TOTAL	6,030.00
				GRAND TOTAL	6,030.00

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Nov 02, 2017 10:37:32AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO. 0886  
 EROD NO.  
 453976

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$3,950.26**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$617.62	\$617.62
RESTRICTED FUND	84097	0886	5490	\$295.00	\$295.00
CHILD DEVELOPMENT	84496	0886	5490	\$982.36	\$982.36
CAFETERIA	84699	0886	5490	\$2,055.28	\$2,055.28

TOTAL DEPOSIT: **\$3,950.26**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$3,950.26 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #180071**

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: 11/02/2017 To 11/02/2017  
 Transaction Number from: 180071 To 180071  
 Date entered from: 00/00/0000 To 99/99/9999

J14309 DC0100 L.00.01 11/02/17 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
180071	11/02/2017	11/02/2017	WKCCD DEPOSIT		
1.	78	INSURANCE REIMBURSEMENTS		11000-412-8892-67300	277.84
2.	78	RESTROOM DISPENCER REVENUE		11000-000-8876-00000	4.00
3.	78	REIMBURSEMENT		11000-411-8892-67300	250.00
4.	78	REIMBURSEMENT		11000-000-8892-00000	85.78
5.	78	LIBRARY PROGRAMS		12201-203-8892-61200	295.00
6.	78	CAFETERIA SALES		32000-422-8841-69400	2,055.28
7.	78	REIMBURSEMENT		33428-310-8892-69200	982.36
TOTAL AMOUNT					3,950.26
DISTRICT TOTAL					3,950.26
GRAND TOTAL					3,950.26

ENTERED BY: MDJB UNAPPROVED

**Disbursement Register of Expenditures Greater than \$10,000  
For the Month of November 2017**

Check Number	Check Date	Vendor Name	Description	Net Amount
78031992	11/01/2017	American Express	American Express - Sept. 2017 Invoice	22,212.20
78031993	11/01/2017	AMS.NET	17-18 CISCO Network Hardware Ann. Support Coverage	16,795.80
78031994	11/01/2017	AP Architects	AP Architects - Sept. 2017 Invoicing	29,181.36
78032019	11/01/2017	Computerland of Silicon Valley	2017 FCCC Microsoft Campus Agreement	29,204.50
78032092	11/01/2017	Sysco Food Service of Ventura	paper 179280622, 179285900, 179293986	21,143.84
78032105	11/01/2017	Three-Way Chevrolet-Cadillac	Van purchase - Transportation	30,942.86
78032107	11/01/2017	U.S. Foods	paper 4912122, 4896775	13,073.09
78032111	11/01/2017	Vavrinek, Trine, Day & Co., LLP	2016/2017 District & Bond Audit	32,300.00
78032707	11/14/2017	Clifford Moss LLC	Open PO Clifford Moss	12,000.00
78032717	11/14/2017	Ernest Packaging Solutions	Annual janitorial order	15,305.83
78032723	11/14/2017	FM3	FM3 Contract consulting	13,400.00
78032749	11/14/2017	P. G. & E.	PG&E - District, TIL, and CDC Electric - Open PO	56,864.89
78032770	11/14/2017	Sysco Food Service of Ventura	paper 179259860, 179264221, 179267483	10,960.34
78032865	11/17/2017	AARP Health Care Options	2017-18 Retiree Supplemental Insurance	18,792.73
78032887	11/17/2017	California Averland Construction, Inc.	Student Center - Cal Averland Pay App 14	187,775.10
78032897	11/17/2017	CTK Instruments LLC	CEED_Axiovert_1A_MAT_Equipment 2nd Order	56,888.75
78032920	11/17/2017	John Karwoski	John Karwoski Inspection Svcs - Open PO	10,920.00
78032922	11/17/2017	Kern County Supt. of Schools	2017-2018 KCSOS/KCCDHN CLAIMS	38,012.44
78032926	11/17/2017	LAB Corporation	CEED - Lab Equipment	38,325.00
78032942	11/17/2017	Paton Group	CEED - Stratasys 3D Printer	34,160.81
78032942	11/17/2017	Paton Group	CEED - Roland MDX 50 CNC Mill	18,418.41
78032959	11/17/2017	United Healthcare Insurance Company	Retiree Health Supplemental Ins 2017-18	22,416.43
78032966	11/17/2017	West Kern Adult Education Network JPA	Disbursement of 2016-2017 Carryover Funds to JPA	146,379.26
78032968	11/17/2017	Westec	WESTEC Contract FTES Open PO (Less July Invoice)	88,331.25
78032968	11/17/2017	Westec	WESTEC Contract FTES Open PO (Less July Invoice)	88,331.25
				<b>1,052,136.14</b>