

WEST KERN COMMUNITY COLLEGE DISTRICT  
AGENDA FOR REGULAR MEETING

August 12, 2020

**Cougar Room**

(Access Through the Library Entrance)

*No in-person public attendance permitted. Limited physical attendees must wear a mask. Must use the Zoom website link due to the Governor's Executive Order issued on March 19, 2020 placing limits on public congregation.*

Join Meeting at the Following Web Address:

Join Zoom Meeting

<https://cccconfer.zoom.us/j/95636417995> (Open Session Will Begin at 6 p.m.)

5:00 p.m.

29 Cougar Court  
Taft, California 93268

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

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

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

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

- 1. Agenda Items.** *If you wish to address the Board on an agenda item, please do so when that item is called. Presentations will be limited to a maximum of five (5) minutes. Time limitations are at the discretion of the Board President.*
- 2. Non-Agenda Items.** *Individuals have an opportunity to address the Board during the period set aside for Public Comment on Items of General Interest on topics within the subject matter jurisdiction of the Board **not** listed on the agenda. Presentations will be limited to a maximum of five (5) minutes, with a total of thirty (30) minutes designated for this portion of the agenda.*

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

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

1. CALL TO ORDER
2. PUBLIC COMMENT ON CLOSED SESSION ITEMS
3. ADJOURN TO CLOSED SESSION
  - A. Public Employee Appointment/Employment, Government Code Section 54957
  - B. Public Employee Performance Evaluations, Government Code Section 54957
  - C. Public Employee Discipline/Dismissal/Release/Complaint, 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 – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
  - 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
5. FLAG SALUTE
6. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
7. GENERAL COMMUNICATIONS
8. PRESENTATION – Quarterly Investment Reports
9. PRESENTATION – Strategic Action Plan
10. APPROVAL OF MINUTES – Regular Meeting Held July 8, 2020
11. NEW BUSINESS:
  - A. Request for Approval – Designation of Applicant’s Agent Resolution for Non-Stable Agencies (Cal OES 130)
  - B. Request for Approval – Resolution 2020/21-01 Notice of Layoff – Classified Employees – Reduction in Force Due to Lack of Funds and/or Lack of Work
  - C. Request for Approval – Four-Day Workweek
  - D. First Presentation – Title IX Board Policy Revisions and Implementation (No Action)

E. First Presentation – Board Policy Revisions (No Action)

BP #2355	Decorum
BP #2720	Communications Among Board Members
BP #3050	Institutional Code of Ethics
BP #3250	Institutional Planning
BP #3515	Reporting of Crimes
BP #5130	Financial Aid
BP #6350	Foundation and Fundraising
BP #7230	Classified Employees
BP #7260	Classified Administrators

F. First Presentation – Board Policy Review (No Action)

BP #2510	Participation in Local Decision-Making
BP #2610	Presentation of Initial Collective Bargaining Proposals
BP #2716	Political Activity
BP #2717	Personal Use of Public Resources
BP #2725	Board Member Compensation
BP #2750	Board Member Absence from the State
BP #3505	Emergency Response Plan

G. Information Item – Annual List of Board Policies and Administrative Procedures Action for 2019-20 (No Action)

12. CONSENT AGENDA (Items A - N)

- A. Request for Approval – Agreement with The Chancellor’s Office Tax Offset Program (COTOP); 10/1/20 – 12/31/2021
- B. Request for Approval – 2020-21 Non-Resident Scholarship “On Campus” Waiver
- C. Request for Approval – AMS.Net Cisco Flex Plan Five-Year Subscription Agreement, Quote #Q-00046739; 9/1/20 – 8/31/25; \$13,728.00 Annually
- D. Request for Approval – Agreement with Foundation for California Community Colleges (FCCC) to Provide Microsoft Campus Agreement 2020 with Computerland of Silicon Valley; 9/16/20 – 9/15/21; \$34,710.50
- E. Request for Approval – Contract with Strata Information Group (SIG) for consulting services for Financial Aid during the 2020-21 School Year; 80 Hours Remote and 44 hours Onsite; \$22,880.00
- F. Request for Approval – Adobe Creative Cloud Suite; 12 Months Effective Upon Approval; \$16,254.00

- G. Request for Ratification - Agreement with McNeil and Associates, LLC.; 7/1/20 - 6/30/21; \$3,150.00 per Month
- H. Request for Approval - Agreement with Dr. Idahlynn Karre - Consultant for Management and Leadership Training; Up to 8 Sessions; \$2,700.00 per Session
- I. Request for Ratification - Randy Witt Productions - 2020 Taft College Virtual Commencement Ceremony Video; \$9,500.00
- J. Request for Approval - Agreement with Valsoft Corporation, Inc. dba SARS Software Products, Inc. for Annual Renewal of Support License; 8/20/20 - 8/1/21; \$5,250.00
- K. Request for Approval - Contract for Professional Services with Chris Ruiz for Sports Information/Webmaster Services for the Taft College Athletics Programs/Website; 8/1/20 - 5/31/21; \$500.00 Monthly
- L. Request for Ratification - Service Agreement between BlueFrame Technology, LLC and Taft College 2020-2023 for Streaming Services; 7/1/20 - 6/30/23; \$3,300.00 for First Year and Annual Fee After of \$1,500.00
- M. Request for Ratification - Equitrac Support Software and Maintenance Annual Renewal; 6/19/20 - 6/18/21; \$2,640.00
- N. Ratification of the July 2020 Vendor Check & Purchase Order Registers

13. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST

14. EMPLOYMENT (Action)

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

15. REPORTS:

- A. Financial Reports (For Information)
  - 1. Revenue Accounts (Account Level 1) FY 2020/21
  - 2. Expenditure Accounts (Account Level 1) FY 2020/21
  - 3. Expenditure Detail of \$10,000.00 or Greater, July 2020
  - 4. Student Organization and Special Accounts, July 2020
  - 5. Funds Deposited in County Treasury, July 2020
  - 6. Employee Travel Report - July 2020
  - 7. Report of Investments as of the quarter ended June 30, 2020 held at U.S. Bank Global Corporate Trust Services
- B. Trustee Reports
- C. Academic Senate Report



D. Reports from Staff and Student Organizations

16. REPORT OF THE SUPERINTENDENT

17. NEXT MEETING DATE

The next regular meeting is scheduled for Wednesday, September 9, 2020, at 5:00 p.m.

18. ADJOURNMENT

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

**REGULAR MEETING**

**July 8, 2020**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:00 p.m. by President Dawn Cole. Secretary Emmanuel Campos and trustees Michael Long Dr. Kathy Orrin and Billy White were present. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were in attendance. To ensure clarity during the meeting held via Zoom online video.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were heard.

**CLOSED SESSION**

At 5:01 p.m. it was moved by Trustee Long, seconded by Trustee Orrin and unanimously carried, that the Board convene in Closed Session to discuss the District's position regarding the following matters:

- A. Public Employee Appointment/Employment, Government Code Section 54957
- B. Public Employee Performance Evaluations, Government Code Section 54957
- C. Public Employee Discipline/Dismissal/Release/Complaint, 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 - Potential Litigation, Pursuant to Paragraph (4) of  
Subdivision (d) of Government Code Section 54956.9
- F. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146,  
48900 et. Seq. and 48912(b)

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

At 6:14 p.m., it was moved by Trustee White, seconded by Trustee Long and unanimously carried, to reconvene in Public Session. President Cole reported there was no action taken in Closed Session.

**PLEDGE OF ALLEGIANCE**

President Cole led the pledge of allegiance.

**PUBLIC COMMENT ON OPEN SESSION ITEMS**

No comments were heard.

## GENERAL COMMUNICATIONS

There were no general communications.

## APPROVAL OF MINUTES

On a motion by Trustee Orrin, seconded by Trustee Long and unanimously carried, the minutes of the Regular Meeting held June 10, 2020 were approved.

## NEW BUSINESS

### **Second Presentation and Request for Approval - Taft College Faculty Association ("TCFA/CTA/NEA") 2020-2023 Collective Bargaining Agreement ("CBA")**

Dr. Daniels said that the agreement has been reviewed and updated to include MOUs that had since been approved from the previous CBA approval. Other minor corrections were made (copy attached to official minutes). On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the agreement was approved.

### **Second Presentation and Request for Approval - Taft College Classified School Employees Association ("CSEA"), Chapter #543 2020-2023 Collective Bargaining Agreement ("CBA")**

Dr. Daniels said that the agreement has been reviewed and updated to include MOUs that had since been approved from the previous CBA approval. Other minor corrections were made (copy attached to official minutes). On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the agreement was approved.

### **Second Presentation and Request for Approval - Taft College Classified School Employees Association Chapter #543 and West Kern Community College District - STEM and CTE Technician and Bookstore Clerk II Job Description Pay Scale**

Dr. Daniels explained that these two positions had gone through the appropriate process. The job description has been written by administration and the salary schedule placement has been approved by the reclassification committee. On a motion by Trustee White, seconded Secretary Campos and unanimously carried, the request was approved.

### **Second Presentation and Request for Approval - Taft College Classified School Employees Association Chapter #543 and West Kern Community College District - Vacation Accrual Process**

Dr. Daniels said the classified vacation accrual rates varied by employee type and the recommended rate agreed upon in bargaining would improve the ease of administration by identifying one rate of accrual (copy attached to official minutes). On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the agreement was approved.

### **Collective Bargaining - Public Hearing and Request for Approval (E-H):**

President Cole requested a public hearing be opened as mandated for Items E-H to allow for public participation. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the public hearing opened at 6:22 p.m.

President Cole called for public comment on items E-H. There were none.

On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the public hearing was closed at 6:24 p.m.

**First Presentation - Taft College Faculty Association CTA/NEA, Reopener for FY 2020/21**

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

**First Presentation - Taft College CSEA Chapter #543, Reopener for FY 2020/21 (No Action)**

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

**First Presentation - Taft College Faculty Association CTA/NEA Reopener with WKCCD (No Action)**

On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the item was approved (copy attached to official minutes).

**First Presentation - Taft College CSEA Chapter #543 Reopener with WKCCD (No Action)**

On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the item was approved (copy attached to official minutes).

**Request for Approval - Forefront Power PPA Final Rate/Solar Covered Parking Project**

Brock McMurray explained that additional costs were incurred upon review from the California Division of the State Architect to update facilities to current code standards. The agreement allows for the cost to be added to the program and to allow for no out-of-pocket charges towards the District at this time. On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval - West Kern Community College District 2022-2026 Five Year Capital Outlay Plan**

Mr. McMurray explained that this is annually reviewed and updated to remain current. The recommended plan is similar to the approved version from last year with a few minor changes. On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the plan was approved (copy attached to official minutes).

**Request for Approval – Final Project Proposal (FPP) – Vocational Center**

Mr. McMurray told the Board this proposal is a required step in order to have the opportunity to participate in state facility program for facility funding. On a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval – 2020-2021 West Kern Community College District Tentative Annual Budget**

Mr. McMurray shared specific information on the tentative annual budget via PowerPoint. This year's budget remains uncertain due to ongoing COVID-19 effects. There was discussion on the possible impacts of the pandemic and the need to track funding issues and related expenditures. On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the tentative budget was approved (copy attached to official minutes).

**CONSENT AGENDA:**

- A. Request for Approval – 2020-21 Contract Education Agreement between WESTEC and WKCCD; 7/1/20 – 6/30/21; 300-400 FTEs
- B. Request for Approval – Agreement with Gilbert “Gil” Garcia – Grant Writing for Transition to Independent Living Program; 6/1/20 – 7/31/20; \$12,000.00
- C. Request for Approval – ITSavvy LLC – CommVault Software Support Renewal, Quote #3372418; 9/1/20 – 8/31/21
- D. Request for Approval – Continuation of Subscription to Turnitin Feedback Studio; 8/1/20 – 7/31/21; \$9,491.90
- E. Request for Approval – GT Software NewCOBOL Maintenance Renewal, Quote #00013787; 9/1/20 – 8/31/21
- F. Ratification of the June 2020 Vendor Check & Purchase Order Registers

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

**PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST**

No comments were heard.

**EMPLOYMENT**

Dr. Daniels requested to amend the Academic employment piece to correct Kristy Richards pay scale placement information. On a motion by Trustee Long and seconded by Secretary Campos,

Employment Items A-C were approved as amended by the following vote (Employment Items *(Appendix I and II)* are attached to official minutes):

Yes: Dawn Cole, Emmanuel Campos, Michael Long, Billy White 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 2019/20
2. Expenditure Accounts (Account Level 1) FY 2019/20
3. Expenditure Detail of \$10,000.00 or Greater, June 2020
4. Student Organization and Special Accounts, June 2020
5. Funds Deposited in County Treasury, June 2020
6. Employee Travel Report - June 2020

### Trustee Reports

Trustee Orrin thanked College staff that attended the Taft Chamber's virtual Sit n' Sip. She noted it is nice to have the two entities support each other in the community. She also shared that as an event host she has worked within the ever-changing pandemic mandates and that it made her appreciate the many adaptations the College has made and continues to make to serve students smoothly.

Secretary Campos also thanked the administration and staff for their ability to serve students and remain flexible in an effort to protect student success.

Trustee Long noted he is disappointed in the postponement of the community Oildorado event and looks forward to the event in fall 2021.

### Academic Senate

There was no report.

### Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, reported on the status of the Student Center. The project has many areas progressing including interior framing, electrical and roofing. The solar project is working on the transfer of power and other final steps to complete the

project. Mr. McMurray shared that the asphalt parking lot project has been delayed but will begin in one month.

### **Instruction**

Dr. Leslie Minor, Vice President of Instruction, stated that work is ongoing in the effort to publish the list that will announce which courses will be in-person or online in fall. Distance Education continues to work with students and to train staff in online education. She shared that the Taft MCCF correctional facility will remain open and inmate population will be able to continue education. Dr. Minor told the Board that the sign ups for the online STEM youth campus is ongoing. In response to the sudden closure of campus' due to COVID-19 the College is working to prepare labs for students to have the ability to complete necessary spring hours. Dental Hygiene has begun seeing patients with COVID-19 screening processes being utilized.

### **Student Services**

Severo Balason, Vice President of Student Services, said that an estimated 360 students were found to be in need of funds from the emergency fund source due to COVID-19. Staff will continue to identify students in need as funds are made available.

### **Marketing and Community Relations**

Susan Groveman, Director of Marketing and Community Relations, is preparing for a virtual graduation ceremony. She will coordinate efforts with Student Services.

### **Foundation**

Sheri Horn-Bunk, Executive Director of the Foundation, announced that the Hutchison Engineering program had a successful year with many students transferring to prestigious universities. The process to screen 10 applicants for the fall semester is underway. Ms. Horn-Bunk also said that the Foundation Board and Dr. Daniels with special funding were able to fund a variety of innovation requests from College staff and faculty.

### **TIL**

Aaron Markovits, Director of Transition to Independent Living, thanked administration for the work to reopen campus. He also thanked Dr. Daniels and President Cole for their participation in the virtual end of year ceremonies. Staff are making preparations for fall semester under COVID-19 restrictions. Mr. Markovits is also working with grant writer Gil Garcia to prepare a federal grant application.

### **Institutional Research and Information Ser**

Xiaohong Li, Executive Director of Institutional Research, recently worked with Dr. Minor to survey students in connection with educational experience during the COVID-19 pandemic. She noted that the College faired well in the survey especially against national numbers and said that staff have diligently served students well during the transition to online. The IR department has begun preparations for the 2020-21 annual program review.

Information Technology Services is preparing classrooms for hybrid instruction. Staff will also begin training staff to use the hybrid equipment. The ITS staff continue to field numerous service requests as the College continues to utilize online education.

#### **REPORT OF THE SUPERINTENDENT/PRESIDENT**

Dr. Daniels told the Board that the first phase of returning employees to working from campus began this week. Administration is utilizing a screening process each day to protect employees as they come to work. While employees are returning to campus, the campus remains closed to the public. The necessary public interaction that must occur happens under the same screening process used for employees. All persons on campus must wear masks and practice social distancing. In fall classes will remain online except for lab-based classes. Preparation is being made to offer the lab-based courses safely.

Dr. Daniels noted Distance Education is now working with Taft Union High School staff to assist TUHS in offering distance education to their students.

#### **NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, August 12, 2020.

#### **RECONVENE IN CLOSED SESSION**

At 7:12 p.m., it was moved by Trustee Long, seconded by Trustee Orrin and unanimously carried, to reconvene in Closed Session.

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

At 8:04 p.m., it was moved by Trustee White, seconded by Trustee Orrin and unanimously carried, to reconvene in Public Session. President Cole reported there was no action taken in Closed Session.

#### **ADJOURNMENT**

At 8:05 p.m., on a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Emmanuel Campos, Secretary



**Date:** August 3, 2020  
**Submitted by:** Amanda Bauer, Executive Director of Fiscal Services  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Request for Approval



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**Board Meeting Date:** August 12, 2020

**Title of Board Item:**

Designation of Applicant's Agent Resolution for Non-State Agencies (Cal OES 130)

**Background:**


In order to receive Public Assistance funding through FEMA, the Designation of Applicant's Agent Resolution for non-state agencies is an application requirement. This is a disaster specific resolution and is effective for only disaster number 4482DR (COVID-19), which authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**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

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Trustees OF THE West Kern Community College District  
(Governing Body) (Name of Applicant)

THAT Dr. Debra Daniels, Superintendent/President OR  
(Title of Authorized Agent)

Brock McMurray, Executive Vice President, Administrative Services OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the West Kern Community College District, a public entity  
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the West Kern Community College District, a public entity established under the laws of the State of California,  
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) 4482DR

Passed and approved this 12 day of August, 2020

Dawn Cole, Board President  
(Name and Title of Governing Body Representative)

Emmanuel Campos, Board Secretary  
(Name and Title of Governing Body Representative)

Billy White, Board Trustee  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, Sarah Criss, duly appointed and Exec. Admin. Asst. to Supt./Pres. of  
(Name) (Title)

West Kern Community College District, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the Board of Trustees of the West Kern Community  
(Governing Body) (Name of Applicant)

on the 12th day of August, 20  .

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

Exec. Admin. Asst. to Supt./Pres.  
(Title)

**Cal OES Form 130 Instructions**

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a **minimum of three approving board** members need to be listed.

**Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")

Date: August 5, 2020  
Submitted by: Heather del Rosario, Vice President of Human Resources  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Request for Approval

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Board Meeting Date: August 12, 2020

Title of Board Item:

Request for Approval – Resolution 2020/21-01 Notice of Layoff -Classified Employees – Reduction in Force Due to Lack of Funds and/or Lack of Work

Background:

Due to a lack of work and/or lack of funds, West Kern Community College District has certain services that must be reduced for the upcoming school year effective October 14, 2020.

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

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

RESOLUTION NO. 2020/21-01

**NOTICE OF LAYOFF—CLASSIFIED EMPLOYEES—REDUCTION IN FORCE DUE TO  
LACK OF FUNDS AND/OR LACK OF WORK**

**WHEREAS**, Education Code sections 88014, 88017, 88117, and 88127 of the Education Code set forth the procedures for laying off and reemploying classified employees and authorize the West Kern Community College District (“District”) to layoff classified employees for lack of work and/or lack of funds upon sixty (60) days prior notice or, in the case of the year-end expiration of a special funded program, on or before April 29th; and

**WHEREAS**, due to a lack of work and/or lack of funds, certain services that the District now provides must be reduced for the upcoming school year effective October 14, 2020; and

**WHEREAS**, the Superintendent/President has recommended to this Board that the positions for the classified employees set forth in Exhibit A (attached hereto and incorporated herein by reference as though fully set forth) be reduced or eliminated on the specified effective date.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

That the Superintendent/President or designee is hereby authorized and directed to give notice of termination of employment to all affected employee(s) of the District pursuant to District rules and regulations and applicable provisions of the Education Code and shall have the authority to do all things necessary and proper to accomplishing the purposes of this Resolution.

The foregoing Resolution was adopted by the Governing Board of the West Kern Community College District on the 12<sup>th</sup> day of August, 2020 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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

I, Emmanuel Campos, Secretary to the Governing Board of the West Kern Community College District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on August 12, 2020.

\_\_\_\_\_  
Emmanuel Campos, Secretary  
Board of Trustees  
West Kern Community College District

EXHIBIT A

**NOTICE OF LAYOFF – CLASSIFIED EMPLOYEES – REDUCTION IN FORCE  
DUE TO LACK OF FUNDS AND/OR LACK OF WORK**

<u>Positions Eliminated</u>	<u>FTE</u>	<u>Hours/Day</u>
TIL Security Guard/Maintenance	(40%) FTE	3.2
General Worker	(25%) FTE	2.0
General Worker	(25%) FTE	2.0

Date: August 5, 2020  
Submitted by: Heather del Rosario, Vice President, Human Resources  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Request for Approval

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Board Meeting Date: August 12, 2020


Title of Board Item:  
Four-Day Workweek Policy

Background:  
The District would like to extend its current practice to implement a ten hour - four day summer workweek policy for all District faculty and staff in departments that are able to participate into the fall semester for the 2020-21 academic year. This schedule would be effective from Monday, August 17, 2020-December 18, 2020. The attached policy outlines the details of the change in the Districtwide work schedules during this time period. The attached policy also serves as a qualified alternative work schedule under the Classified Bargaining Agreement and under the Education Code. Any hourly classified employees working the ten hour - four day work schedule will not incur overtime for hours worked over 8 in the day for the standard overtime work schedule during this time period.

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



## Four-Day Workweek Policy\*

(August 13, 2020 - December 27, 2020)

The four-day workweek will begin as of August 17, 2020 and end Thursday, December 18, 2020. All departments on the four-day week will remain open Monday through Thursday from 7:00 a.m. to 5:00 p.m. continuously during that period. The following procedures will remain in effect for this time period:

1. A 30-minute ON CAMPUS lunch break will be part of the 10-hour working day unless arrangements are made with the appropriate Supervising Administrator. The Supervising Administrator shall notify the Superintendent/ President of such arrangements.
2. a. A classified employee will be paid for a 10 hour work day, which includes a 30-minute ON CAMPUS lunch break. If a classified employee receives approval to take an OFF CAMPUS lunch break, this off campus lunch break will not be paid and would need to be taken in addition to the 10 hour ON CAMPUS work day. Employees will be required to report to campus for work Monday-Wednesday. Employees will work remotely on Thursday and will be off on Friday. It is the responsibility of the Supervising Administrator to ensure that all work objectives are met both during on campus and off campus duties.
3. It shall be the responsibility of the Supervising Administrator for the implementation of the 40-hour work time of all employees in their areas.
4. Any loss of time by employees will be deducted from the appropriate paid leave category.
5. Any excused time must have prior approval from the appropriate Supervising Administrator.
6. Personnel whose work assignment is less than 40 hours, or time assigned other than 7:00 a.m. to 5:00 p.m. are to arrange their schedule with the appropriate Supervising Administrator and approval of Superintendent/President.
7. Those departments whose work duties and schedule are better met by remaining to work on campus for the full 4-day or 5-day work week are exempted from this policy with the approval of the Superintendent/President.



Approved by the Board of Trustees: \_\_\_\_\_

**\*Dates subject to change to be consistent with the 2020/21 Academic Calendar and any related operating restriction due to Covid-19.**

Date: July 30, 2020  
Submitted by: Dr. Debra Daniels, Superintendent/President  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Information Item

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Board Meeting Date: August 12, 2020

Title of Board Item:  
First Reading - Title IX Board Policy Revisions and Implementation

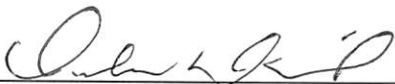
Background:  
The Board Policies listed below been revised and/or recommended for implementation. New legislation that goes into effect August 2020 requires the District to adapt policies to the updated legal standard. These policies have been reviewed and recommended by the CCLC Policy and Procedure Service to meet the new legal standard.

- BP #3430 Prohibition of Harassment
- BP #3433 Prohibition of Harassment under Title IX
- BP #3540 Sexual and Other Assaults on Campus

Terms (if applicable):  
N/A

Expense (if applicable):  
N/A

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

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

## BP 3430 Prohibition of Harassment

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### Reference:

*Education Code Sections 212.5, 44100, 66252, and 66281.5;*  
*Government Code Sections 12923, 12940 and 12950.1;*  
*Civil Code Section 51.9;*  
*Title 2 Sections 10500 et seq.;*  
*Title VII of the Civil Rights Act of 1964,*  
*42 U.S. Code Annotated Section 2000e*  
*Age Discrimination in Employment Act of 1967 (ADEA);*  
*Americans with Disabilities Act of 1990 (ADA)*

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All forms of harassment are contrary to basic standards of conduct between individuals ~~and are prohibited by s~~State and federal law, ~~as well as~~and this policy, ~~and will not be tolerated~~prohibit harassment, and the District will not tolerate harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of ~~sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other~~unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation ~~of any person~~, or military and veteran status, or because he/she/they is perceived to have one or more of the foregoing characteristics.

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The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. ~~All~~The District will investigate all allegations of retaliation ~~will be~~swiftly and thoroughly ~~investigated~~. If the District determines that someone has retaliat~~ed~~ion ~~has occurred~~, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, unpaid intern, or volunteer who believes that he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. The District requires Ssupervisors ~~are mandated to~~report all incidents of harassment and retaliation that come to their attention.

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This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education and training activities to counter ~~discrimination-harassment~~ and to prevent, minimize ~~and/or~~ eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent/President shall further establish procedures for employees, students, unpaid interns, volunteers and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. ~~All participants are protected from State and federal law and this policy prohibit~~ retaliatory acts by the District, its employees, students and agents.

~~This-The District will publish and publicize this~~ policy and related written procedures (including the procedure for making complaints) ~~shall be widely published and publicized~~ to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. ~~The District will make this policy and related written procedures (including the procedure for making complaints)-shall be~~ available for ~~students, employees, unpaid interns, and volunteers~~ in all administrative offices and ~~shall be will~~ posted ~~them~~ on the District website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the internship or other unpaid work experience program.

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# BP 3433 Prohibition of Sexual Harassment under Title IX

## Reference:

*Title IX of the Education Amendments Act of 1972;*  
*34 Code of Federal Regulations Part 106*

All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and the District will not tolerate sexual harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

The District seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal. There, the District also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation. The District will investigate all allegations of Title IX retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any employee, student, applicant for employment, or applicant for admission who believes he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3434. The District requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education and training activities to counter sexual harassment and to prevent, minimize, or eliminate any hostile conditions of employment.



The Superintendent/President shall establish procedures that define sexual harassment on campus. The Superintendent/President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment in violation of this policy, and procedures to resolve complaints of sexual harassment in violation of this policy. State and federal law and this policy prohibit retaliatory acts against all participants by the District, its employees, students, and agents.

The District will publish this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Volunteers or unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the volunteer assignment, internship, or other unpaid work experience program.

*See Administrative Procedure 3433 Prohibition of Sexual Harassment under Title IX*

## BP 3540 Sexual and Other Assaults on Campus

### Reference:

*Education Code Sections 67382, 67385, and 67386;*  
*20 U.S. Code Section 1092(f);*  
*34 Code of Federal Regulations Section 668.46(b)(11)*

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, that occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures consistent with state and federal law. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance. The Superintendent/President or designee shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law. The procedures shall meet the criteria contained in Education Code Sections 67385, 67385.7, and 67386 and 34 Code of Federal Regulations Section 668.46.

*See Administrative Procedures 3540*



**Date:** July 21, 2020  
**Submitted by:** Dr. Debra Daniels, Superintendent/President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Information Item

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**Board Meeting Date:** August 12, 2020

**Title of Board Item:**  
First Reading – Board Policy Revisions

**Background:**  
The Board Policies listed below been reviewed and revised to be consistent with District practice and current recommended practices from the Community College League of California’s Policy and Procedure Services as best practice.

- BP #2355 Decorum
- BP #2720 Communications Among Board Members
- BP #3050 Institutional Code of Ethics
- BP #3250 Institutional Planning
- BP #3515 Reporting of Crimes
- BP #5130 Financial Aid
- BP #6350 Foundation and Fundraising
- BP #7230 Classified Employees
- BP #7260 Classified Administrators

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

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

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

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

## BP 2355 Decorum

### Reference:

*Education Code Section 72121.5; Government Code Section 54954.3 subdivision  
(b)*

The following will be ruled out of order by the presiding officer:

- \* ~~Remarks or discussion in public meetings on charges or complaints which the Board has scheduled to consider in closed session.~~
- \* Profanity, obscenity and other offensive language. Disrupting, disturbing, or otherwise impeding the orderly conduct of the meeting.
- \* Physical violence and/or threats of physical violence directed towards any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Board. If the behavior continues, the person(s) may be removed by a vote of the Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

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WKCCD Board Policies & Procedures  
Revised 3/11/20 Revised ???/??/??  
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## BP 2720 Communications Among Board Members

Reference:

*Government Code Section 54952.2*

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board. In addition, no other person shall make serial communications to Board Members. A majority of the members of the Governing Board shall not, outside a regularly scheduled meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board. This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communications with members of the Board outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of Board, if that person does not communicate to members of the Board the comments or position of any other member or members of the Board.

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## BP 3050 Institutional Code of Ethics

### Reference:

*Accreditation Standard III.A.1.d.*

The *Code of Professional Ethics* is a public statement by the Board of Trustees and employees of the District that sets clear ethical expectations to guide and inspire professional excellence.

The District is comprised of professionals who are dedicated to promoting a climate which enhances the worth, dignity, potential, and uniqueness of each individual within the District community. The District's employees work in various settings and positions; the expectation of all is a commitment to protecting human rights, pursuing academic excellence, and supporting student success.

The conduct of District employees as "public employees" shall be worthy of the respect and confidence of the community the District serves. Employees must, therefore, avoid conduct which is in violation of the public trust or which creates a justifiable impression among the community that such trust is being violated.

All District employees shall exhibit openness and reliability in what is said and done as educational leaders, and shall address issues and people without prejudice. Further, all District employees shall do everything possible to demonstrate a commitment to excellence in education without compromise of the following principles of ethical behavior.

District employees shall:

1. Demonstrate personal and professional integrity in supporting the mission of the District and the College.
2. Be honest and accountable in all District actions and activities and be good stewards of District assets.
3. Contribute to the dynamics of positive interpersonal relationships when dealing with colleagues, students, and the public.
4. Be fair, inclusive, and collegial in all interactions with colleagues, students, and the public, regardless of differences in personal values or beliefs.
5. Adhere to the principles of nondiscrimination and equality without regard to race, color, sex, gender identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, genetic information, or other protected status.
6. Maintain an inclusive working and learning environment free from incivility, aggression, bullying and unlawful harassment.

*WKCCD Board Policies & Procedures*

*Revised ??/??/??*

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7. Act within applicable laws, codes, regulations, and District policies and procedures.
8. Avoid conflicts of interest, or even the appearance of conflict of interest, between their obligations to the District and private business or personal commitments and relationships.
9. Maintain confidentiality regarding information about students or employees obtained in the course of professional duties, as required by law.
10. Maintain and enhance job effectiveness and competency through continued professional development.

With respect to students, all District employees have the responsibility to:

1. Keep foremost in mind at all times that the College and District exist to serve students.
2. Dedicate themselves to the ideals and principles that will enable students to develop their talents and interests, and pursue their academic success.
3. Make every reasonable effort to create and promote an equal-access learning environment and equal access to the educational resources that will help students succeed.
4. Respect student dignity and individual freedom, and promote respect for students as individuals, as learners, and as independent decision-makers.
5. Understand, appreciate, and contribute to the dynamics of positive and professional interpersonal relationships when dealing with students.
6. Maintain high standards of professional, non-exploitative conduct, and act with integrity when working with students.

Addressing ethical violations:

Violations of the Code of Professional Ethics harm the District and its standing in the community. Ethical violations should be reported to the Superintendent/President. Suspected violations will be investigated. Any disciplinary action taken, based on violation of this Policy, shall be in accordance with applicable law and collective bargaining agreements.

## BP 3250 Institutional Planning

### Reference:

*Accreditation Standard I.B;  
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250,  
55510, and 56270 et seq.*

The Superintendent/President shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to:

1. Long Range Educational or Academic Master Plan, which shall be updated periodically as deemed necessary by the Governing Board
2. Facilities Plan
3. Equal Employment Opportunity Plan
4. Student Equity and Achievement Plan
- ~~5. Student Success and Support Program Plan~~
- ~~6.5. Transfer Center Plan~~
- ~~7.6. Cooperative Work Experience Plan~~
- ~~8.7. EOPS Plan~~
- ~~9.8. Technology Master Plan~~

The Superintendent/President shall submit those plans for which Board approval is required by Title 5 to the Board.

The Superintendent/President shall inform the Board about the status of planning and the various plans.

The Superintendent/President shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

*See Administrative Procedures AP 3250*

## BP 3515 Reporting of Crimes

### Reference:

*Education Code Section 67380*

The Superintendent/President shall assure that, as required by law, reports are prepared of all occurrences reported to the ~~Vice President of Student Services~~ Director of Campus Safety and Security, who serves as the Campus designated Public Safety Officer of arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Director of Campus Safety and Security will notify the Vice President of Student Services and the Superintendent/President of each crime occurrence on campus facilities.— The Superintendent/ President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

*See Administrative Procedures 3515*

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## BP 5130 Financial Aid

### References:

*Education Code Sections 66021.6, 76300*  
*20 U.S. Code Sections 1070 et seq.;*  
*34 Code of Federal Regulations Section 668;*  
*U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.*

A program of financial aid to students will be provided, which may include, but not limited to, scholarships, grants, waivers, loans and work and employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state and other applicable regulatory requirements.

The Superintendent/President shall establish, publicize, and apply satisfactory academic progress standards for participants in ~~Title IV~~any student aid programs.

### Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation" of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Superintendent/President shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the District's educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Superintendent/President shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Governing Board do not waive any defenses or governmental immunities by enacting this policy.

*See Administrative Procedures AP 5130*

*WKCCD Board Policies & Procedures*  
*Updated — Typographical Change Only 3/23/15 Revised ??/??/??*  
Page 1 of 1

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## BP 6350 Foundation and Fundraising

### Reference:

The Superintendent/President shall establish procedures for coordinating District fundraising activities through the Taft College Foundation.

All fundraising activities of any type at Taft College shall be coordinated through the Taft College Foundation as designated by the Superintendent/\_President.

Solicitation of gifts, funds, or property shall not be made by anyone in the name of or for any benefit for Taft College without communication with and approval of the Foundation.

In the case of fundraising activities sponsored by the Associated Student ~~Government~~ Organization or by other student groups, prior approval of the Vice President, Student Services is required as well as notification to the Foundation.

The purposes of coordinating all fundraising activities through the Foundation include:

- \* To avoid conflict and duplication of efforts in the fundraising programs;
- \* To maximize the contributions from each donor;
- \* To provide continuity for understanding of and support for funding needs throughout the District;
- \* To ensure that all gifts are properly acknowledged; and
- \* To ensure that accurate records of all gifts are maintained.

## BP 7230 Classified Employees

### Reference:

*Education Code Sections 88003; 88004; 88009; 88013*

Classified employees are those who are employed in positions that are not academic positions. The employees and positions shall be known as the classified service.

The classified service does not include:

- \* Substitute and short-term employees who are employed and paid for less than 75% of the fiscal year.
- \* Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.
- \* Full-time students employed part time, and part-time students employed part time in any college work-study program or in a work experience education program conducted by the District.

The Board shall fix and prescribe the duties of the members of the classified service. (See Board Policy 7110.)

The Superintendent/President shall establish procedures to assure that the requirements of state law and regulations regarding the classified service are met.

### Probationary Period

The probationary period for confidential employees shall be one year. Time spent on leave of absence without pay will not apply toward completion of the probationary period. A probationary employee may be demoted, suspended, or dismissed without cause at any time during the probationary period and such action shall not entitle the employee to a hearing before the Board of Trustees.

An employee who serves the required probationary period in a satisfactory period in a satisfactory manner shall be classified as a regular employee and shall be subject to discipline only for cause in accordance with District procedure.

*See Administrative Procedures [ # ]*

## BP 7260 ~~Classified Supervisors and Managers~~ Administrators

### Reference:

*Education Code Section 72411*

*Government Code Section 3540.1(g) and (m)*

Classified administrators are administrators who are not employed as educational administrators.

Classified ~~supervisors~~ administrators are those classified administrators, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Classified ~~managers~~ administrators are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Classified administrators may be employed in the same manner as the other members of the classified service. If a classified administrator is employed as a regular member of the classified service, employment shall be consistent with other provisions of these policies regarding employment of classified employees.

The probationary period for classified administrators shall be one year. Time spent on leave of absence without pay will not apply toward completions of the probationary period. A probationary employee may be demoted, suspended, or dismissed without cause at any time during the probationary period and such action shall not entitle the employee to a hearing before the Board of Trustees.

An employee who serves the required probationary period in a satisfactory manner shall be classified as a regular employee and shall be subject to discipline only for cause.

Date: July 21, 2020  
Submitted by: Dr. Debra Daniels, Superintendent/President  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Information Item

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**Board Meeting Date:** August 12, 2020

**Title of Board Item:**  
First Reading - Board Policy Review

**Background:**  
The following Board Policies have been reviewed and found to be consistent with District practice.

BP #2510	Participation in Local Decision-Making
BP #2610	Presentation of Initial Collective Bargaining Proposals
BP #2716	Political Activity
BP #2717	Personal Use of Public Resources
BP #2725	Board Member Compensation
BP #2750	Board Member Absence from the State
BP #3505	Emergency Response Plan

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

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

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

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

## **BP 2510 Participation in Local Decision-Making**

### **Reference:**

*Education Code Section 70902(b)(7);  
Title 5, Sections 53200 et seq., (Academic Senate), 51023.5 (Staff), and  
51023.7 (Students); ACCJC Accreditation Standard IV.A and IV.D.7*

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for the Superintendent/President action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

#### **Academic Senate(s) (Title 5 Sections 53200 – 53206)**

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

#### **Staff (Title 5 Section 51023.5)**

Staff shall be provided with opportunities to participate in the formulation and development of district policies and procedures that have a significant effect on staff. The opinions and recommendations of all staff groups will be given every reasonable consideration.

#### **Students (Title 5 Section 51023.7)**

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate

constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.

*See Administrative Procedure AP 2510*

# **BP 2610 Presentation of Initial Collective Bargaining Proposals**

## **Reference:**

*Government Code Section 3547*

The Superintendent/President is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration in accordance with the timelines prescribed by the rules and regulations of the California Public Employment Relations Board.

*See Administrative Procedures AP 2610*



## **BP 2716 Political Activity**

### **References:**

*Education Code Sections 7054, 7054.1, and 7056;*  
*Government Code Section 8314*

Members of the Board shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Governing Board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for information efforts regarding the possible effects of District bond issues or other ballot measures.

## **BP 2717 Personal Use of Public Resources**

**Reference:**

*Government Code Section 8314; Penal Code Section 424*

No trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

# **BP 2725 Board Member Compensation**

**Reference:**

*Education Code Section 72024*

Members of the Board receive no compensation for service as a Trustee.

## **BP 2750 Board Member Absence from the State**

### **Reference:**

*Government Code Section 1064*

No member of the Board shall be absent from the state for more than 60 days, except in any of the following situations:

- \* Upon business of community college district with the approval of the Board.
- \* With the consent of the Board for an additional period not to exceed a total absence of 90 days. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.
- \* For federal military deployment, not to exceed an absence of a total of six months, as a member of the Armed Forces of the United States or the California National Guard. If the absence of a member of the Board pursuant to this subdivision exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of the circumstances described in this subdivision, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities.
- \* The term of an interim member of the Board appointed as set forth above may not extend beyond the return of the absent member, nor may it extend beyond the next regularly scheduled election for that office.

# BP 3505 Emergency Response Plan

## References:

*Education Code Sections 32280 et seq. and 71095;*  
*Government Code Sections 3100 and 8607(a);*  
*Homeland Security Act of 2002;*  
*National Fire Protection Association 1600;*  
*Homeland Security Presidential Directive-5;*  
*Executive Order S-2-05;*  
*19 California Code of Regulations Sections 2400-2450;*  
*34 Code of Regulations 668.46(g)*

The District shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The Superintendent/President shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

1. Establishing disaster preparedness procedures or a plan.
2. Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines.
  - A. Training requirements vary based on job titles or assigned roles within the emergency plan.

College personnel must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The Superintendent/President should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive federal or state funding.

*See Administrative Procedures AP 3505*

Date: July 22, 2020  
Submitted by: Dr. Debra Daniels, Superintendent/President  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Information Item

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Board Meeting Date: August 12, 2020

Title of Board Item:

Annual list of Board Policies and Administrative Procedures Action for 2019-20

Background:

The purpose of this document is to inform which Board Policies and Administrative Procedures have been reviewed, revised and implemented on campus and posted onto our Taft College website.

Terms (if applicable):

Expense (if applicable):

Fiscal Impact Including Source of Funds (if applicable):

Approved:   
Dr. Debra Daniels, Superintendent/President

West Kern Community College District  
Administrative Procedures and Board Policies  
Reviewed, Revised, and Implemented  
7/1/19 through 6/30/20

<b>Administrative Procedures</b>		
<b>Number</b>	<b>Title</b>	<b>Implemented Revised Reviewed</b>
AP 3100	Organizational Structure	1/28/20
AP 3410	Nondiscrimination	8/15/19
AP 3415	Immigration Enforcement Activities	8/22/19
AP 3430	Prohibition of Harassment	8/12/19
AP 3435	Discrimination and Harassment Complaints and Investigations	10/16/19
AP 3437	Prohibition of Bullying of Students	8/15/19
AP 3438	Prohibition of Bullying District Employees	8/15/19
AP 3440	Service Animals	4/1/20
AP 3515	Reporting of Crimes	8/15/19
AP 3725	Information and Communications Technology Accessibility and Acceptable Use	11/7/19
AP 5013	Students in the Military	8/15/19
AP 5015	Residence Determination	8/15/19
AP 5017	Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information	8/15/19
AP 5020	Nonresident Tuition	8/15/19
AP 5030	Fees	8/15/19
AP 5040	Student Records, Directory Information, and Privacy	8/15/19
AP 5050	Student Success and Support Programs	8/22/19
AP 5130	Financial Aid	8/5/19
AP 5203	Lactation Accommodation	8/22/19
AP 5300	Student Equity	8/15/19
AP 6150	Designation of Authorized Signatures	3/26/20
AP 6200	Budget Preparation	3/11/20
AP 6250	Budget Management	3/11/20
AP 6324	Disclosure Procedures for Public Debt Obligations	3/19/20
AP 6331	Taft College Technology Purchase Procedures	3/11/20
AP 6331	Taft College Technology Purchase Procedures Appendix A	3/11/20
AP 6350	District Fundraising	4/1/20
AP 6365	Contracts – Accessibility of Information Technology	8/22/19
AP 6530	District Vehicles	4/1/20
AP 6550	Disposal of Property	4/1/20
AP 6620	Naming of District Facilities and Properties	2/10/20
AP 7110	Delegation of Authority, Human Resources	3/26/20
AP 7212	Temporary Faculty	3/26/20
AP 7233	Claims for Work Out of Classification	3/26/20
AP 7240	Confidential Employees	11/8/19
AP 7336	Certification of Freedom from Tuberculosis	3/11/20
AP 7337	Fingerprinting	3/13/20
AP 7346	Employees Called to Military Duty	12/20/19
AP 7348	Accommodations	3/26/20
AP 7350	Resignations	3/26/20
AP 7362	Discipline and Dismissals – Classified Supervisory/Confidential Management Employees	4/1/20
AP 7365	Discipline and Dismissal – Classified Employees	11/8/19
AP 7371	Personal Use of Public Resources	3/26/20



AP 7700	Whistleblower Protection	4/1/20
	<b>Board Policies</b>	
<b>Number</b>	<b>Title</b>	<b>Implemented Revised Reviewed</b>
BP 2015	Student Member(s)	3/11/20
BP 2100	Board Elections	10/16/19
BP 2200	Board Duties and Responsibilities	10/14/19
BP 2305	Annual Organization Meeting	3/11/20
BP 2310	Regular Meetings of the Board	3/11/20
BP 2320	Special and Emergency Meetings	3/11/20
BP 2350	Speakers	3/11/20
BP 2355	Decorum	3/11/20
BP 2360	Minutes	3/11/20
BP 2365	Recording	3/11/20
BP 2435	Evaluation of Superintendent/President	4/15/20
BP 2715	Code of Ethics/Standards of Practice	10/14/19
BP 3100	Organizational Structure	4/15/20
BP 3200	Accreditation	4/15/20
BP 3280	Grants	4/15/20
BP 3310	Records Retention and Destruction	5/13/20
BP 3430	Prohibition of Harassment	10/16/19
BP 3440	Service Animals	5/13/20
BP 3501	Campus Security and Access	5/13/20
BP 3502	Campus Security Cameras	7/9/19
BP 3503	Missing Student Notification	5/13/20
BP 3540	Sexual and Other Assaults on Campus	5/13/20
BP 3600	Auxiliary Organizations	4/15/20
BP 3710	Intellectual Property and Copyright	4/15/20
BP 3720	Computer and Network Use	4/15/20
BP 3725	Information and Communications Technology Accessibility and Acceptable Use	10/14/19
BP 3810	Claims Against the District	10/16/19
BP 4010	Academic Calendar	5/13/20
BP 4025	Philosophy & Criteria for Associate Degree and General Education	5/13/20
BP 4030	Academic Freedom	5/13/20
BP 4060	Delineation of Functions Agreements	5/13/20
BP 4100	Graduation Requirements for Degrees and Certifications	5/13/20
BP 4110	Honorary Degrees	5/13/20
BP 4230	Grading Symbols	5/13/20
BP 4231	Grade Changes	5/13/20
BP 4240	Academic Renewal	5/13/20
BP 4250	Probation, Dismissal and Readmission	10/16/19
BP 4260	Prerequisites and Co-Requisites	5/13/20
BP 4500	Partnership with WESTEC	5/13/20
BP 5015	Residence Determination	10/16/19
BP 5020	Non-Resident Tuition	10/16/19
BP 5050	Student Success and Support Program	10/16/19
BP 5110	Counseling	5/13/20
BP 5700	Intercollegiate Athletics	5/13/20
BP 6100	Delegation of Authority, Business & Fiscal Affairs	5/13/20
BP 6150	Designation of Authorized Signatures	5/13/20
BP 6324	Disclosure Policy for Public Debt Obligations	5/13/20
BP 6620	Naming of District Facilities and Properties	3/11/20

BP 7100	Commitment to Diversity	5/13/20
BP 7110	Delegation of Authority, Human Resources	5/13/20
BP 7130	Compensation	5/13/20
BP 7135	Substitute and Temporary Employees Paid Sick Leave	4/15/20
BP 7140	Collective Bargaining	5/13/20
BP 7210	Academic Employees	5/13/20
BP 7240	Confidential Employees	5/13/20
BP 7340	Leaves	10/16/19
BP 7345	Catastrophic Leave Program	5/13/20
BP 7350	Resignations	5/13/20
BP 7365	Discipline and Dismissals – Classified Employees	12/16/19
BP 7370	Political Activity	5/13/20
BP 7510	Domestic Partners	5/13/20

**Date:** July 14, 2020  
**Submitted by:** Amanda Bauer, Executive Director Fiscal Services  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Request for Approval



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**Board Meeting Date:** August 12, 2020

**Title of Board Item:**

Request for Approval of Agreement with The Chancellor's Office Tax Offset Program (COTOP)

**Background:**

WKCCD has participated in COTOP for many years as an effective means for recovering outstanding student debts owed to the college, such as enrollment fees, uncollected non-resident tuition, library fines, personal checks written with non-sufficient funds, student loans, financial aid overpayments and other approved debts.

Under the COTOP program, the Chancellor's Office requests the Franchise Tax Board to offset (deduct) the amount owed to a district from the student / debtor's personal state income tax refund, lottery winnings, or other state refund. The Franchise Tax Board remits any amounts offset to the Chancellor's Office, which then authorizes the State Controller to disburse the offset amount, minus a 25 percent (25%) administrative fee, to the participating local districts.

It is my recommendation that the Board approve the agreement with the Chancellor's Office for continued participation in COTOP.

**Terms (if applicable):**


October 1, 2020 – December 31, 2021

**Expense (if applicable):**

The Chancellor's Office collects a fee equal to 25% of the amount collected through COTOP.

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

Not applicable.

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



AGREEMENT NUMBER
2020690


	TITLE	Bus. Unit	Ref No	Fund	FISCAL Prgm	Sub Task	Reporting Structure (Index)	Account (Object)	Funding Fiscal Year (Enactment Year)	Chapter	Statute	AGREEMENT AMOUNT
1	Tax Offset Student Default Collection	6870	908	0942001	9990000	729	68705218	5432000	19/20			
2												
3												

<b>AGREEMENT TOTAL:</b>	\$ -
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<b>AMOUNT TO ENCUMBER BY THIS DOCUMENT:</b>
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<b>PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT:</b>	\$ 0
--	------

<b>TOTAL AMOUNT ENCUMBERED TO DATE:</b>	\$ 0
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<i>I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.</i>	
SIGNATURE OF ACCOUNTING OFFICER	DATE SIGNED (Do not type)
	

**EXHIBIT A  
(Interagency Agreement)**

**SCOPE OF WORK**

**1. Services to Be Provided**

The California Community Colleges Chancellor's Office ("Chancellor's Office") agrees to provide West Kern Community College District services to implement and administer the Contractor's participation in the California Franchise Tax Board's (FTB) Interagency Intercept Collection (IIC) Program authorized by Government Code sections 12419.2 *et seq.*

The services to be provided by the Chancellor's Office as well as the Contractor's obligations under this Agreement are more fully described in the Chancellor's Office Tax Offset Program (COTOP), Program Description and Scope of Work, attached to and fully incorporated into this Agreement by reference as Exhibit A-1.

The Parties agree that they will abide by the obligations set forth in this Agreement, including, but not limited to, Exhibit A-1 and any attachments or appendices referenced therein.

**2. Project Representatives**

The project representatives during the term of this agreement are:

Chancellor's Office: Project Monitor	Contractor: Project Director
Name: Terence Gardner	Name:
Phone: (916) 322-7412	Phone:
Email: tgardner@cccco.edu	Email:

**3. Contractor's Project Director and Key Personnel**

Contractor shall notify the Chancellor's Office of any change in the Project Director.

**4. Chancellor's Office Project Monitor**

The Project Monitor is responsible for overseeing the project as a whole. All questions or problems relating to the project, including the terms or conditions of this Agreement, should be directed to the Project Monitor. The Chancellor's Office shall notify the Contractor of any change in the Project Monitor.



## EXHIBIT A-1

### CHANCELLOR'S OFFICE TAX OFFSET PROGRAM

#### PROGRAM DESCRIPTION AND SCOPE OF WORK

##### I. Background

The California Franchise Tax Board (FTB) administers the Interagency Intercept Collection Program (IIC) as authorized by Government Code sections 12419.2 *et seq.* The purpose of the IIC program is to collect funds owed by individuals to government agencies by intercepting amounts owed from state payments such as personal income tax refunds, unclaimed property, or California State Lottery winnings, that would otherwise be made to the individuals.

Education Code section 71094 authorizes the Chancellor of the California Community Colleges (hereinafter "the Chancellor") to enter into contracts with community college districts to perform administrative services on their behalf to facilitate their participation in the IIC program, authorized by Government Code section 12419.7, in exchange for a fee.

Pursuant to its authority under Education Code section 71094, the Chancellor has established the Chancellor's Office Tax Offset Program (COTOP) for the purpose of facilitating and administering the IIC on behalf of contracting community college districts (individually referred to herein as "Contractor" or "District").

##### II. General Provisions

- A. The Chancellor agrees to act on behalf of the District by participating in the IIC Program for the purpose of collecting outstanding student financial aid and proper non-financial aid obligations owed to the District.
- B. The Parties' obligations pursuant to this Agreement shall conform with and be undertaken pursuant to Government Code Sections 12419.2, 12419.5, 12419.7, 12419.9, and 12419.10 and related rules, regulations, and/or guidance from the FTB applicable to its IIC Program.
- C. The District agrees to pay to the Chancellor an amount equal to 25 percent (25%) of the amount which the Chancellor collects on behalf of the District from the FTB through the IIC program.
- D. The District acknowledges and agrees that, if a debtor owes an obligation to more than one college or district that participates in COTOP, the Chancellor is authorized to eliminate the name of that debtor from the college(s) or district(s) to which the debtor owes the smaller obligation(s).

##### III. District's Obligations

- A. The District agrees to provide the Chancellor with all information necessary to administer the District's participation in COTOP in the manner the Chancellor, through its designated agent, shall require.

- B. The District agrees to enter its *initial* COTOP debtor data to the Chancellor's Office Tax Offset Program web-based system no later than November 22, 2019. The District may make modifications to accounts (adds/changes/deletes) until November 22, 2019. The District may not make modifications to accounts between November 22 and January 2, 2020. Thereafter, the District may resume making additional modifications (add/changes/deletes) to accounts beginning on January 2, 2020.
- C. The Chancellor will perform only those administrative services necessary to submit and collect student financial aid and proper non-financial aid obligations owed to the District and recoverable through the FTB's IIC program. **It is the responsibility of the District to verify that all information submitted to the Chancellor is accurate and up to date.**
- D. The District may submit requests for deletions or revisions to its unpaid account balances to the Chancellor at any time and as often as needed, within the parameters of paragraph III.B. above.
- E. The District acknowledges that there may be a delay between its submission of revisions to its unpaid account balances and the entering of such revisions in the FTB's IIC system. The District agrees that if an offset occurs prior to the entry of the revised information by the FTB, it will be the responsibility of the District to make restitution directly to the debtor as required by paragraph IV.F, below.
- F. The District acknowledges and agrees that the Chancellor or the Franchise Tax Board will delete from the current year's COTOP/IIC system all names which cannot be processed by the Chancellor's Office or the Franchise Tax Board in that year.

#### IV. District's Specific COTOP Obligations

The District agrees that it shall:

- A. Submit a single record for each debtor as specified in paragraph IV.C, below, in accordance with the format and specifications set forth in Appendices A and B, which are attached hereto and incorporated in their entirety into this Agreement.
- B. Notify those debtors whose names will be submitted for collection through the COTOP program of the District's intent to submit their debt for collection through COTOP no later than 30 days prior to the District's submission of those names to the Chancellor's Office. Such notification shall be sent at a minimum to the debtor's last known address and include notice that the debtor may lodge an objection and request a review of the decision to collect the debt by the offset procedure within 30 days from the date of the notification letter. The District may fulfill its obligation under this paragraph by sending a notice substantially in the form of the sample notification attached as Appendix C.
  - 1. If the debtor requests such a review within the 30-day period, the District may not submit the debt for collection through the COTOP program until it has completed such review, notified the debtor of its determination, and made any adjustments to the debtors account warranted by the review, if any.
  - 2. The District's review of any objections lodged by a debtor shall be afforded a level of due process appropriate under the circumstances and shall, at minimum, comply with the review process described in the sample notification letter attached as Appendix C.



3. The District shall promptly submit to the Chancellor's Office any modifications to the amount or deletions of any record found to be submitted in error, as necessary, as a result of the review. The written notice must be sent at least 30 days prior to Franchise Tax Board receiving the offset request. The District must retain copies of the notifications in the district/college file.
- C. Submit for collection through the COTOP program only the following types of debtor obligations:
1. Defaulted Perkins, Nursing, Emergency and Extended Opportunity Programs and Services (EOPS) loans;
  2. Campus financial aid funds; EOPS Grants and Board of Governors Enrollment Fee Waivers for which the student was ineligible;
  3. Other financial aid obligations.
  4. Proper student non-financial aid obligations, which are limited to: non-resident tuition; enrollment fees; library fines; library replacement material charges; parking fees; parking fines (incurred within 3 years of date submitted for collection only); residence hall rent contracts; cafeteria meal contracts; telephone bills; drop fees (incurred prior to January 1992); personal checks returned for non-sufficient funds (limited to bookstore and other charges listed in this section only); returned check service charges; child care charges; instructional equipment breakage/replacement charges; health fees; transcript fees; foreign student insurance charges; dental health center charges; community services fees; lost key charges; transportation charges/fees; audit fees; contract class charges; instructional material fees; damage to campus facilities/equipment charges; personal checks written to "Cash" returned for non-sufficient funds (including returned check service fee); auto repair costs (including parts, lab fee, sales tax on parts); student representation fee; student center fee.
- D. Comply with the collections procedure set forth in State Administrative Manual (SAM) section 8776.6 (attached as Appendix D) for debts totaling more than \$25.00. These procedures require the sending of three (3) collection letters to debtors at a minimum of 30-day intervals and providing notification of the District's intent to charge for costs of collection in addition to the amount of the debt owed if payment is not made prior to the initiation of collection procedures through COTOP. For amounts owed less than or equal to \$25.00, the District must send only one collection letter as authorized by SAM section 8776.6. These letters must at minimum be sent to the debtor's last known address and contain the contact information of the responsible District employee.
- E. Refrain from submitting names of any debtors whom the District knows or should know are:
1. Not in default; or
  2. In litigation regarding the debt(s) in question; or
  3. In bankruptcy proceedings.
- F. Refund to debtors any overpayments or amounts collected in error resulting from collection through COTOP within 30 days from notification of offset by the Chancellor.

- G. Submit for collection only amounts which it is legally entitled to collect through the COTOP program.
- H. Respond to all debtor complaints received by the Chancellor related to the District's participation in this program.
- I. Provide the Chancellor with accurate information to facilitate its participation in the COTOP program, including, but not limited to, the names and/or other identifying information of debtors, information regarding the District's compliance with notification requirements, and amounts owed by debtors. The District further acknowledges and agrees that in administering the COTOP program, the Chancellor is acting in reliance on the accuracy of information supplied by the District.

V. Independent Action

The Parties acknowledge and agree that the District and its officers, agents, and employees, while in the performance of this Agreement, shall act in an independent capacity and not as officers, employees or agents of the Chancellor or of the State of California.

VI. Term

The term of this contract shall be from October 1, 2020 through December 31, 2021, which as defined by the Franchise Tax Board, is the end of the 2020 interagency program processing year.

APPENDIX A - Page 1 of 2  
Data Submittal Specifications  
New Accounts File

Data Format:

Please note: Multiple debts owed by the debtor, whether to a single campus or multiple campuses within the same district, must be combined into one account.

**IMPORTANT: DATA SHOULD BE IN ASCII TXT FORMAT.**

**Record length must be 47 characters for New Accounts File.**

The data for each individual account in the file should include all of the following data elements, formatted as follows:

<u>DATA ITEM</u>	<u>POSITION</u>	<u>DATA TYPE</u>
MIS District Code	1-3	Char 3
Last Name	4-18	Char 15
First Name	19-28	Char 10
Middel Initial (optional)	29	Char 1
Individual's SSN	30-38	Char 9
Requested Amount*	39-45	Num 7
Debt Type (See Appendix E)**	46-47	Char 2

**\*IMPORTANT: REQUESTED AMOUNT MUST BE RIGHT JUSTIFIED, I.E. INCLUDE ANY LEADING ZEROS OR SPACE PADDED AND OMIT DECIMAL POINT, E.G. \$350.75 MUST BE ENTERED AS 0035075 or 35075**

**\*\* DEBT TYPE DATA ELEMENT FIELD (COLUMNS 46-47) MUST BE LEFT JUSTIFIED AND IF THERE IS ONLY ONE CHARACTER IN COLUMN 46 (for financial aid debts owed), COLUMN 47 MUST BE A SPACE. NON FINANCIAL AID DEBTS ARE ALWAYS 2 CHARACTERS IN LENGTH.**

Page 2 continued below.

APPENDIX A - Page 2 of 2  
Data Submittal Specifications  
Change or Delete Accounts File

Record length must be 27 characters for Changes or Deletions File.

<u>DATA ITEM</u>	<u>POSITION</u>	<u>DATA TYPE</u>
COTOP Year	1-4	Char 4
MIS District Code	5-7	Char 3
First 4 Letters of Last Name	8-11	Char 4
Individual's SSN	12-20	Char 9
Requested Amount*	21-27	Num 7

**\*IMPORTANT: IF THE FILE IS A CHANGE ACCOUNT FILE, REQUESTED AMOUNT MUST BE RIGHT JUSTIFIED, I.E. INCLUDE ANY LEADING ZEROS OR SPACE PADDED AND OMIT DECIMAL POINT, E.G. \$350.75 MUST BE ENTERED AS 0035075 or 35075**

**IF THE FILE IS A DELETE ACCOUNT FILE, REQUESTED AMOUNT MUST BE ALL ZEROS (7 DIGITS).**

**APPENDIX B**  
**Transmittal Document**

**District Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

District contact person for **data** processing technical problems:

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Phone #:** ( ) \_\_\_\_\_

District contact person to **receive** COTOP reports and take student/debtor referral phone calls:

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone #:** ( ) \_\_\_\_\_ **Fax #:** ( ) \_\_\_\_\_ **Email Address:** \_\_\_\_\_

District contact person's supervisor for Chancellor's Office COTOP staff to **contact when contact person is unavailable:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone #:** ( ) \_\_\_\_\_ **Fax #:** ( ) \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**District/College:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Note:** Please return this form by US mail or email to be received on or before October 1 to:

COTOP Program  
California Community Colleges, Chancellor's Office  
1102 Q Street, Sacramento, CA 95811

**APPENDIX C**  
**Sample of Required Notification to Debtor**

**(Notification(s) to debtors must be sent pursuant to Section IV.D of the Agreement and Appendix D, as applicable. Letters returned as undeliverable should be retained as verification that notification was attempted.)**

**This letter may be modified to suit your purposes (you may reword to give it a softer tone), however, the information below must be included. You must also include a contact name, telephone number and/or address for the debtor to inquire or correct misinformation regarding the outstanding debt.**

**Distribution of this letter via email (in the event you have an email address for this former student) can be in addition to...and not in place of...using the US Postal Service.**

**Sample Debtor Notification Letter:**

Date:

Salutation (Example: Dear Mr./Mrs./Ms. \_\_\_\_\_,)

Our records show that you have a delinquent debt due to (name of district/college). Unless this issue is resolved within the next 30 days, we will be forwarding your name for collection to the California Franchise Tax Board (FTB) in the event you are owed a state tax refund, win a California Lottery prize or have unclaimed property to be distributed to you by the State of CA Controller's Office for the upcoming tax year.

California State Government Code Sections 12419.2, 12419.7, 12419.9, 12419.10 and 12419.11 authorize the Office of the State Controller and the FTB to collect money owed to individuals and then redirect these funds to pay the individuals' debts owed to the agencies/colleges.

Our records show that the total amount now due and payable to (name of district/college) is \$(enter amount) for (enter liability). You have 30 days to pay voluntarily before we submit your name to the Franchise Tax Board for an intercept.

You may submit objections and any relevant documentation to this action personally or in writing to (name of contact person, address, and/or telephone number) within 30 days from the date of this letter. Upon receipt of your objections, a college representative will review your case. If the representative finds that the offset is in error, the offset request will be withdrawn or the amount corrected. If no objections are submitted or if the objections are considered to be insufficient, we will proceed with this action. You may also contact this person for instructions on how to make payment.

Sincerely,

**SAM-MISCELLANEOUS ACCOUNTING PROCEDURES****NONEMPLOYEE ACCOUNTS RECEIVABLE**

8776.6

(Revised 06/2016)

Each department will develop collection procedures that will assure prompt follow-up on receivables. Departments will use the following procedures and guidelines for the collection of amounts owed to the state from nonemployees. These procedures are in accordance with the Accounts Receivable Management Act as provided in Government Code (GC) sections [16580-16586](#).

**Locating Debtor**

When the address of the debtor is unknown, departments will attempt to obtain a current address. Departments may use Internet search engines and/or a data research service. Departments should perform a cost benefit analysis to determine if procuring services to locate debtors would be cost beneficial. Another alternative is to request the debtor's address from the Department of Motor Vehicles by completing a Gov't Agency Request for Driver License/Identification Record Information form, INF 254. For this alternative, the debtor's date of birth or driver's license/identification number is required.

**Collection Letters**

Departments are advised to use collection practices that are cost effective and consistent with their program goals and legal authority. Three documented letters should be made to collect on nonemployee delinquent accounts. However, departments have the option of making one documented letter before proceeding to the discharge of accountability process for nonemployee accounts receivable of \$25 and under. This threshold applies to the total amount owed by the debtor, not to each invoice. The Discharge of Accountability section below provides more information regarding this process.

For the collection letter process, the department will send a sequence of three collection letters at a minimum of 30 day intervals. If a reply or payment is not received within 30 days after sending the first letter, the department will send a second letter. This follow-up letter will reference the original request for payment letter and will be stated in a stronger tone. If a response is still not received from the debtor, a third letter will be sent 30 days later. This last letter will include references to prior letters and will state what further actions, including collection fees, may be taken in the collection process.

(Continued)



## SAM-MISCELLANEOUS ACCOUNTING PROCEDURES

(Continued)

### NONEMPLOYEE ACCOUNTS RECEIVABLE

8776.6 (Cont. 1)

(Revised 06/2016)

#### Collection Fee

GC section [16583.1](#) allows departments to charge a reasonable fee, not to exceed the actual costs incurred by the department, to recover the department's collection costs on past due ARs.

If a department plans to recover costs pursuant to this section, departments should consider actual costs incurred, including, but not limited to, staff time to send out collection letters, postage, equipment costs, and contingency fees for private collectors.

Departments will record this fee as revenue, Source Code 162100, Delinquent Receivables – Cost Recoveries.

#### Collection Actions Review

If the three collection letters are unsuccessful, departments will prepare a cost benefit analysis to determine the most efficient and effective collection method by initiating one or more of the following actions:

1. Offset Procedures—An offset, is the interception and collection from amounts owed by other state departments to the debtor. For more offset information, see SAM section 8790.
2. Court Settlements—There may be instances where it would be cost effective for departments to seek court judgments against debtors. Departments should consider the possibility of filing action in small claims courts. For larger sums, department counsel should be consulted for advice.

(Continued)



## SAM-MISCELLANEOUS ACCOUNTING PROCEDURES

(Continued)

### NONEMPLOYEE ACCOUNTS RECEIVABLE

8776.6 (Cont. 2)

(Revised 06/2016)

1. Collection Agencies—Departments may consider contracting with another department that has a collection unit or with an outside collection agency.

The [State Contracting Manual](#), the Public Contract Code section applicable to contracts for services, and GC section [19130](#) should be reviewed when a department is considering contracting with a collection agency. Any contract made with a collection agency must specify that all funds collected on behalf of a department will be remitted to that department. The collection agency can then be paid in one of several ways for its services - by a set fee per collection, on an hourly basis, or on a percentage basis, in arrears, based on services rendered.

Prior to assigning the debt to a collection agency, departments are required by law to notify the debtor in writing at the address of record that the alleged AR debt will be turned over for private collection unless the debt is paid or appealed within a specified time period.

Sale of ARs—Departments are authorized to sell ARs to private persons or entities. Departments will record the net income from the sale in their accounting records. Specific accounting entries for the sale of ARs are detailed in SAM section 10536, Standard Entry No. 36.

Prior to selling the debt, departments are required by law to notify the debtor in writing, at the address of record, that the alleged AR debt will be turned over for private collection unless the debt is paid or appealed within a specified time period.

Departments will select the collection actions that are likely to generate the highest net income and do not compromise future state income collections. In addition, departments should consult with the Franchise Tax Board or any other state department that has successfully established an effective AR collection system to develop methods for improving their collection rate.

(Continued)

## SAM-MISCELLANEOUS ACCOUNTING PROCEDURES

(Continued)

### **NONEMPLOYEE ACCOUNTS RECEIVABLE**

**8776.6** (Cont. 3)

(Revised 06/2016)

#### **Discharge from Accountability**

If all reasonable collection procedures do not result in payment, departments may request discharge from accountability of uncollectable amounts due from private entities. Departments will review their AR, no less than quarterly, to identify receivables for discharge. If departments have identified receivables for discharge, departments will file an Application for Discharge from Accountability form, [STD. 27](#), with the SCO, Division of Accounting and Reporting. Applications for Discharge from Accountability of uncollectable amounts of more than \$10,000 will be filed separately from applications for amounts of \$10,000 or less. The \$10,000 amount applies to the total of all amounts owed by the debtor, not to each invoice. The application for discharge shall include:

1. Statement of the nature of the amount due
2. Name(s) of the person(s) liable
3. Estimated cost of collection
4. Any other fact(s) supporting the request, including offset attempts (See SAM section 8790)
5. If the discharge from accountability is due to bankruptcy, the supporting documentation must include a copy of the court's final discharge of the debtor and evidence that the specific department is included in the petition for bankruptcy.
6. Signature, phone number, printed name, and title of person completing the STD. 27
7. Signature, printed name, and title of manager authorizing the STD. 27

(Continued)

## SAM-MISCELLANEOUS ACCOUNTING PROCEDURES

(Continued)

### NONEMPLOYEE ACCOUNTS RECEIVABLE

8776.6 (Cont. 4)

(Revised 06/2016)

The individual authorizing the Application for Discharge from Accountability should be at a level at least equivalent to that of manager of the accounting office.

For AR amounts of \$500 or less, GC section [12438](#) authorizes state departments to refrain from collecting the AR provided that:

1. Attempts to collect these ARs are in accordance with SAM section 8776.6
2. Departments will discharge only those debts that have been determined uncollectible or it is not cost beneficial to continue pursuing collection
3. Departments understand the discharge from accountability does not release the debtor from the debt owed to the state

The \$500 limitation applies to the total of all amounts owed by the debtor, not to each invoice.

The California State Universities must refer to Education Code section [89750.5](#) for application limitations.



**EXHIBIT B  
(Interagency Agreement)**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. Payments and Invoicing**

- a. For services satisfactorily rendered Contractor agrees to compensate the Chancellor's Office in an amount equal to 25% of the amount the Chancellor's Office collects on behalf of Contractor from the FTB through the IIC program, in accordance with Section II.C. of the Chancellor's Office Tax Offset Program (COTOP), Program Description and Scope of Work, attached hereto as Exhibit A-1.
- b. Contractor acknowledges and agrees that the Chancellor's Office may take the payment due under this section in any manner most convenient to the Chancellor's Office, including, but not limited to, direct withholding of the amount due from any offsets collected on the Contractor's behalf.
- c. Reserved
- d. Reserved
- e. The parties to this interagency agreement may agree to the advancing of funds as provided in Government Code Sections 11257 through 11263.
- f. Reserved

**2. Reserved**

**3. Budget Contingency Clause**

- a. In order to avoid program and fiscal delays, it is mutually understood that for the mutual benefit of both parties this Agreement may have been written before ascertaining the availability of state or federal funds.
- b. If a state or federal budget for the current fiscal year and/or any subsequent fiscal years covered by this Agreement does not appropriate sufficient funds for the program, this Agreement shall have no force or effect. In this event, the Chancellor's Office shall have no liability or responsibility to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement, and Contractor shall not be obligated to perform any provisions of this Agreement.
- c. If funding for any fiscal year is reduced or deleted by the state or federal budget for purposes of this program, the Chancellor's Office shall have the option to either cancel this Agreement with no liability occurring to the Chancellor's Office, or offer an Agreement Amendment to Contractor to reflect the reduced amount.
- d. Contractor shall inform any subcontractors that any work performed prior to approval of the state or federal budget, as applicable, will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized.
- e. This Agreement is subject to any additional restrictions, limitations or conditions enacted in the state or federal budget and/or laws and Executive Orders that may affect the provisions, term, or funding of this Agreement in any manner.

**EXHIBIT C  
(Interagency Agreement)**

**GENERAL TERMS AND CONDITIONS**

**1. Amendment**

No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in this Agreement is binding on any of the parties.

**2. Audit**

Contractor agrees that the Chancellor's Office, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of record retention is stipulated.

**3. Indemnification**

Contractor agrees to indemnify, defend and save harmless the State, the Board of Governors of the California Community Colleges, the Chancellor's Office, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all employees, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.

The Chancellor's Office will notify Contractor of any such claim in writing and tender the defense thereof within a reasonable time. Contractor will have sole control of the defense of any action on such claim and all negotiations for its settlement or compromise; provided that:

- a. When substantial principles of government or public law are involved, when litigation might create precedent affecting future Chancellor's Office operations or liability, or when involvement of the Chancellor's Office is otherwise mandated by law, the Chancellor's Office may participate in such action at its own expense with respect to attorneys' fees and costs (but not liability);
- b. The Chancellor's Office will have the right to approve or disapprove any settlement or compromise, which approval will not unreasonably be withheld or delayed; and
- c. The Chancellor's Office will reasonably cooperate in the defense and in any related settlement negotiations.

**4. Disputes**

In the event of a dispute that cannot be informally resolved, Contractor shall deliver to the Project Monitor a "Notice of Dispute" within ten (10) days of the discovery of the problem. Within ten (10) days of receiving the Notice, the Chancellor, or his or her designee, shall meet with Contractor and the Project Monitor for purposes of resolving the dispute. The decision of the Chancellor, or his or her designee, shall be final. Contractor shall continue with the responsibilities under this Agreement during any dispute.

**5. Termination**

The Chancellor's Office may, at its option, terminate this Agreement at any time upon giving thirty (30) days' advance notice in writing to Contractor in the manner herein specified. In such event, both parties agree to use all reasonable efforts to mitigate their expenses and obligations under this Agreement. In such event, the Chancellor's Office shall pay Contractor for all satisfactory services rendered and expenses incurred prior to such termination which could not be reasonable

EXHIBIT C  
(Interagency Agreement)

GENERAL TERMS AND CONDITIONS

efforts of Contractor have been avoided, but not in excess of the maximum payable under this Agreement.

**6. Timeliness**

Time is of the essence in this Agreement.

**7. Unenforceable Provision**

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby

# BOARD AGENDA ITEM

**Date:** August 5, 2020  
**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:** August 5, 2020

**Title of Board Item:**

2020-21 Non-Resident Scholarship "On Campus" Waiver


**Background:**

Due to COVID-19, nearly all coursework will be online for Fall semester and the dorm is closed. Consequently, out of district students will not qualify for the non-resident scholarship because it stipulates that they must take classes on campus. Because this causes an unintended consequence of reduced scholarship money for out-of-district students, the College recommends that the "on campus" stipulation be waived for the 2020-21 academic year.

**Terms (if applicable):**

**Expense (if applicable):**

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

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



Date: July 25, 2020  
Submitted by: Xiaohong Li, Interim Executive Director of Information Technology  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Request for Approval

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**Board Meeting Date:** August 12, 2020

**Title of Board Item:**

AMS.Net Cisco Flex Plan Five-Year Subscription Agreement, Quote # Q-00046739

**Background:**

The Cisco Flex Plan will cover Taft College's Unity and Call Manager software licenses. Unity is the voice mail server and Call Manager is the management application for all district telephones. Currently, the campus pays \$13,906.55 per year for Unity, Call Manager and e911. Cisco will increase our yearly cost by ~10% a year with our current software agreement. By switching to the Flex agreement, the campus' yearly cost will be reduced to \$12,698.40 a year for the next 5 years. This cost will not go up as we will be set with this cost. Along with current software licenses, the campus will also gain licensing for WebEx, and the ability to have software phones using the application called Cisco Jabber.

**Terms (if applicable):**

If approved, the five-year flex plan will be valid from 9/1/2020 - 8/31/2025.

**Expense (if applicable):**

The total cost of the support coverage over five years will be \$68,640.00; however, this expense will be billed annually at \$13,728.00.

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

This cost is included in the IT budget.

Approved:   
Dr. Debra Daniels, Superintendent/President





**AMS.NET**  
Technology Solution Provider

**CISCO FLEX PLAN SUBSCRIPTION AGREEMENT:  
Cisco Flex Plan Subscription - 5 Year**

**West Kern Community College District  
Quote #Q-00046739**



**AMS.NET**  
Technology Solution Provider

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Exhibit B: Complete Offer Description .....	Pg. 11-18

## INTRODUCTION

Cloud services offered in the plan include: Webex Cloud Calling, Webex Teams (*if purchased*), Webex Teams File Storage (*if purchased*), Cloud Video Device Registration (*if purchased, including Webex Board*), Webex Hybrid Services (*if purchased*) and Webex Meetings (*if purchased*).

In an on-premised deployment, Cisco offers: Webex Teams (*if purchased*), Webex Teams File Storage (*if purchased*), Cloud Video Device Registration (*if purchased*), Webex Hybrid Services (*if purchased*) and Webex Meetings (*if purchased*), Cisco Unified Communications Manager, Cisco Unity Connections, Cisco Emergency Responder, Cisco Expressway, Cisco Jabber, Cisco Unified Attendant Consoles, and Common Area Device License.

### Cisco Collaboration Flex Plan Features

Features Included in Collaboration Flex	Cloud	On-Premise
Cloud Calling	✓	-
Webex Teams ( <i>if purchased</i> )	✓	✓
Webex Meetings ( <i>if purchased</i> )	✓	✓
Webex Teams File Storage ( <i>if purchased</i> )	20GB	✓
Cloud Video Device Registration ( <i>if purchased</i> )	✓	✓
Webex Hybrid Services ( <i>if purchased</i> )	✓	✓
Cisco Unified Communications Manager	-	✓
Cisco Unity Connections	-	✓
Cisco Emergency Responder	-	✓
Cisco Expressway	-	✓
Cisco Jabber	-	✓
Cisco Unified Attendant Consoles	-	✓
Common Area Device License	✓	✓



**Billing Information:**

AMS.NET will invoice against the contract once Purchase order is received and processed by AMS.NET. Failure to pay invoices may lead to cancellation of manufacturer subscription and early termination penalty.

**SaaS Contract Cost Summary:**

Contract Term	5 Year
Billing Term	Annual

Monthly Total	\$1,144.00
Annual Total	\$13,728.00
Total	\$68,640.00

***Current agreement/subscription will auto renew at the end of the initial term. Customer must notify AMS.NET, Mike Bruington at mbruington@ams.net, in writing 30-day prior to end-of term to avoid cancellation penalty. Customer is subject to early termination fees for the remaining value on contract if contract is terminated before the contract end date.***

**Customer Responsibilities:**



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- Customer must provide minimum 10MB internet connection, with access to Cisco Webex Cloud
- Customer must allow Cisco Webex traffic through firewall
- Customer must provide hardware/VMWare environment for all on-premise applications
- Customer is responsible for PSTN access
  - Cloud deployments must use one of Cisco Preferred Partners
  - On-premise PSTN access supports SIP, PRI and Analog Integrations
- Customer responsible for updating E911 information
- Customer responsible for proper network configuration to support VoIP including but not limited to: QoS, VLAN, routing, etc.
- Customer responsible for any certificates that may be required

AMS.NET is not responsible for service or SLA agreement degradation delays due to lack of customer compliance with the above items





**AMS.NET**  
Technology Solution Provider

## Customer Price Quote

### Customer

West Kern Community College District  
29 Cougar Court  
Taft CA, 93268 US  
ATTN: Mark Gibson

### Quote Description

Cisco Flex Plan Subscription - 5 Year

### Quote #

#Q-00046739

Contract Start	9/1/2020
Contract Expiration	8/31/2025
Contract Term	5 Year
Billing Term	Annual
Modified	7/29/2020
Account Mgr.	Sean Harrington
AM Phone	(925) 245-4769
AM Email	sharrington@ams.net
Inside Account Mgr.	Mike Bruington
IAM Phone	(925) 245-6165
IAM Email	mbruington@ams.net

Line	Item Description	Qty	Service Term	Unit Price	Qty Months	Extended Price
1	A-FLEX Collaboration Flex Plan	1	5 Year	\$0.00	60	\$0.00
2	SVS-SPK-SUPT-BAS Basic Support for Cisco Spark	1	5 Year	\$0.00	60	\$0.00
3	A-FLEX-CUCME Communications Manager Express (1)	312	5 Year	\$0.00	60	\$0.00
4	A-FLEX-CME Communications Manager Express (1)	26	5 Year	\$0.00	60	\$0.00
5	A-FLEX-P-UCM-11X Unified Communications Manager v11 License (1)	312	5 Year	\$0.00	60	\$0.00
6	A-FLEX-P-ER-11X Emergency Responder v11 License (1)	780	5 Year	\$0.00	60	\$0.00
7	A-FLEX-UCM-PAK UCM Product Authorization Key (1)	1	5 Year	\$0.00	60	\$0.00
8	A-FLEX-EXP-SERIES Enable Expressway Series Feature Set (1)	4	5 Year	\$0.00	60	\$0.00



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9	<b>A-FLEX-P-TPRM-11X</b> Telepresence Room v11 License (1)	3	5 Year	\$0.00	60	\$0.00
10	<b>A-FLEX-EXP-TURN</b> 1800 TURN Relay Option (1)	2	5 Year	\$0.00	60	\$0.00
11	<b>A-FLEX-EXP-KEY</b> Expressway Release Key (1)	4	5 Year	\$0.00	60	\$0.00
12	<b>A-FLEX-P-ESS-11X</b> Essential v11 License (1)	26	5 Year	\$0.00	60	\$0.00
13	<b>A-FLEX-EA-PRO-PK</b> EA Pro Pack for Cisco Webex Control Hub (1)	260	5 Year	\$0.00	60	\$0.00
14	<b>A-FLEX-FILESTG-ENT</b> File Storage Entitlement	6240	5 Year	\$0.00	60	\$0.00
15	<b>A-FLEX-SRST-EP</b> SRST Endpoints (1)	1	5 Year	\$0.00	60	\$0.00
16	<b>A-FLEX-EXP-AN</b> Enable Advanced Networking Option (1)	2	5 Year	\$0.00	60	\$0.00
17	<b>A-FLEX-DEVREG-ENT</b> Cloud Device Registration Entitlement	312	5 Year	\$0.00	60	\$0.00
18	<b>A-FLEX-ER-11X-K9</b> Emergency Responder SW Bundle v11 (1)	1	5 Year	\$0.00	60	\$0.00
19	<b>A-FLEX-P-COMMON11X</b> Common Area v11 License (1)	52	5 Year	\$0.00	60	\$0.00
20	<b>A-FLEX-SW-11X-K9</b> On-Premises & Partner Hosted Calling SW Bundle v11 (1)	1	5 Year	\$0.00	60	\$0.00
21	<b>A-FLEX-MSG-ENT</b> Messaging Entitlement	312	5 Year	\$0.00	60	\$0.00
22	<b>A-FLEX-CUE-VM</b> Unity Express with VoiceMail (1)	26	5 Year	\$0.00	60	\$0.00
23	<b>A-FLEX-EXP-DESK</b> Expressway Deskphone Registration (1)	364	5 Year	\$0.00	60	\$0.00
24	<b>A-FLEX-EXP-GW</b> Enable GW Feature (H323-SIP) (1)	4	5 Year	\$0.00	60	\$0.00
25	<b>A-FLEX-SRSTEP</b> SRST Endpoints (1)	312	5 Year	\$0.00	60	\$0.00



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26	<b>A-FLEX-EXP-RMS</b> Expressway Rich Media Session (1)	13	5 Year	\$0.00	60	\$0.00
27	<b>A-FLEX-P-UCXN-11X</b> Unity Connection v11 License (1)	312	5 Year	\$0.00	60	\$0.00
28	<b>A-FLEX-EXP-PAK</b> Expressway Product Authorization Key (1)	1	5 Year	\$0.00	60	\$0.00
29	<b>A-FLEX-JABBER</b> Jabber (1)	130	5 Year	\$0.00	60	\$0.00
30	<b>A-FLEX-EXP-ROOM</b> Expressway Room Registration (1)	2	5 Year	\$0.00	60	\$0.00
31	<b>A-FLEX-EAPL1</b> EA On-Premises Calling Tier 1 (1)	260	5 Year	\$4.40	60	\$68,640.00
32	<b>A-FLEX-CUCILYNC</b> CUCILYNC (1)	32	5 Year	\$0.00	60	\$0.00
33	<b>A-FLEX-SME-11X</b> Session Manager v11 (1)	104	5 Year	\$0.00	60	\$0.00
34	<b>A-FLEX-P-PLMENC-K9</b> Unified Communications Manager Encryption License (1)	1	5 Year	\$0.00	60	\$0.00
35	<b>A-FLEX-EXP-E</b> Enable Expressway-E Feature Set (1)	2	5 Year	\$0.00	60	\$0.00

## Order Summary

<b>Monthly Total</b>	<b>\$1,144.00</b>
<b>Total</b>	<b>\$68,640.00</b>





Sign and return this page to your account manager to accept this proposal for Cisco Flex Plan Subscription.

I, the undersigned ("Customer"), hereby accept this Proposal for SaaS Services(s) as detailed in the quote number Q-00046739. I also agree to the following:

**Terms and Conditions**

Payment Conditions	
<input type="checkbox"/>	Yes, Customer chooses to purchase SaaS services from AMS.NET. Customer understands that Customer will be responsible to pay the full costs of the services until contract has expired. Fees are non-refundable and payment obligations are non-cancelable, except as provided in your purchase terms or where prohibited by law.

**Term: 5 Year**

Customer has the option to renew after this contract expires using the terms of the Master Services Agreement. The Cisco Systems Universal Cloud Agreement includes the applicable Offer Description(s) located at [www.cisco.com/go/cloudterms](http://www.cisco.com/go/cloudterms) (collectively "Agreement"). Both the terms in this Agreement and the Agreement between you and Cisco Systems for the Cloud Service(s) must be accepted.

Year 5 Cost - Quote Total	Qty	Service Term	Unit Price	Qty Months	Extended Price
A-FLEX Collaboration Flex Plan	1	5 Year	\$0.00	60	\$0.00
SVS-SPK-SUPT-BAS Basic Support for Cisco Spark	1	5 Year	\$0.00	60	\$0.00
A-FLEX-CUCME Communications Manager Express (1)	312	5 Year	\$0.00	60	\$0.00
A-FLEX-CME Communications Manager Express (1)	26	5 Year	\$0.00	60	\$0.00
A-FLEX-P-UCM-11X Unified Communications Manager v11 License (1)	312	5 Year	\$0.00	60	\$0.00
A-FLEX-P-ER-11X Emergency Responder v11 License (1)	780	5 Year	\$0.00	60	\$0.00
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A-FLEX-EXP-SERIES	4	5 Year	\$0.00	60	\$0.00



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Enable Expressway Series Feature Set (1)					
<b>A-FLEX-P-TPRM-11X</b> Telepresence Room v11 License (1)	3	5 Year	\$0.00	60	\$0.00
<b>A-FLEX-EXP-TURN</b> 1800 TURN Relay Option (1)	2	5 Year	\$0.00	60	\$0.00
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<b>A-FLEX-P-ESS-11X</b> Essential v11 License (1)	26	5 Year	\$0.00	60	\$0.00
<b>A-FLEX-EA-PRO-PK</b> EA Pro Pack for Cisco Webex Control Hub (1)	260	5 Year	\$0.00	60	\$0.00
<b>A-FLEX-FILESTG-ENT</b> File Storage Entitlement	6240	5 Year	\$0.00	60	\$0.00
<b>A-FLEX-SRST-EP</b> SRST Endpoints (1)	1	5 Year	\$0.00	60	\$0.00
<b>A-FLEX-EXP-AN</b> Enable Advanced Networking Option (1)	2	5 Year	\$0.00	60	\$0.00
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# AMS.NET

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<b>A-FLEX-CUCILYNC</b> CUCILYNC (1)	32	5 Year	\$0.00	60	\$0.00
<b>A-FLEX-SME-11X</b> Session Manager v11 (1)	104	5 Year	\$0.00	60	\$0.00
<b>A-FLEX-P-PLMENC-K9</b> Unified Communications Manager Encryption License (1)	1	5 Year	\$0.00	60	\$0.00
<b>A-FLEX-EXP-E</b> Enable Expressway-E Feature Set (1)	2	5 Year	\$0.00	60	\$0.00

Monthly Total	\$1,144.00
Annual Total	\$13,728.00
<b>Total</b>	<b>\$68,640.00</b>





**AMS.NET**  
Technology Solution Provider

This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same instrument. Delivery of an executed counterpart of a signature page to this Agreement by facsimile, .pdf or other electronic means will be as binding and effective as delivery of a manually executed counterpart to the Agreement.

By signing below, each of the Parties, intending to be legally bound thereby, agrees to the terms of this Agreement.

Submitted by	Acknowledged and Agreed
AMS.NET, Inc.	West Kern Community College District
Signature	Signature
_____	_____
Name	Name
_____	_____
Title	Title
_____	_____
Date	Date
_____	_____

**Payment Terms and Conditions:**

1. AMS.NET will require a Purchase Order referencing this Quote # and an authorized representative must sign this proposal.
2. Payment Terms are NET 30. Payments made beyond 30 days are subject to a finance charge of 1.5% per month. Customer agrees to pay all collection costs and attorney fees or late payments if applicable. . In the event that a site's readiness is delayed by the customer, customer agrees to accept and pay invoices that reflect services already received.
3. Shipping charges and sales tax will not be added to this order as these services on non-taxable.
4. The laws of the State of California will apply to this sale.
5. The term "start date" means the first business day on which the service starts. Minor omissions or variances in performance of the System that do not materially or adversely affect the operation of the system, shall not be deemed to have postponed the start date. Seller shall use its best efforts to make timely delivery of start date. HOWEVER, ALL STATED DELIVERY AND START DATES ARE APPROXIMATE AND EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, SELLER SHALL, UNDER NO CIRCUMSTANCE, BE DEEMED TO BE IN DEFAULT HEREUNDER OR BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL OR SPECIAL DAMAGES OR COMMERCIAL LOSS RESULTING FROM DELAYS IN DELIVERY OF START DATE.
6. Early Terminate Fee (ETF): Customer is subject to Early Termination fees for the remaining value on contract if contract is terminated before the contract end date. AMS will deduct contract total minus total paid by customer to calculate value of the ETF. ETF Payment terms are subject to same payment terms listed above.
7. Cisco Cloud services purchased from AMS.NET requires customer to accept Cisco's Universal Cloud agreement located on Cisco Systems' Website. This Universal Cloud Agreement describes the rights and responsibilities related to the Cloud Service(s) You purchase from Cisco or an Approved Source and is between You and Cisco. The Universal Cloud



# AMS.NET

Technology Solution Provider

Agreement includes the applicable Offer Description(s) located at [www.cisco.com/go/cloudterms](http://www.cisco.com/go/cloudterms) (collectively "Agreement"). By clicking 'accept,' or using the Cloud Service, You agree to the terms of this Agreement. If You do not have authority to enter into this Agreement, or if You do not agree with its terms, do not click 'accept' and do not use the Cloud Service. If You determine that You cannot comply with the terms of this Agreement after You have paid for the Cloud Service, You may terminate Your access to the Cloud Service for a full refund provided You do so within thirty (30) days of Your purchase.

8. AMS.NET will invoice against the contract once Purchase order is received and processed by AMS.NET. Failure to pay invoices may lead to cancellation of manufacturer subscription and early termination penalty. Current agreement/subscription will auto renew at the end of the initial term. Customer must notify AMS.NET, Mike Bruington at [mbruington@ams.net](mailto:mbruington@ams.net), in writing 30-day prior to end-of term to avoid cancellation penalty. Customer is subject to early termination fees for the remaining value on contract if contract is terminated before the contract end date.

AMS.NET Tax ID: 94-3291626  
C7 License: 763508



# Offer Description : Cisco Collaboration Flex Plan

This Offer Description (the “**Offer Description**”) describes Cisco Collaboration Flex Plan. Your subscription is governed by this Offer Description and the Cisco Universal Cloud Agreement located at [www.cisco.com/go/uca](http://www.cisco.com/go/uca) (or similar terms existing between You and Cisco) (the “**Agreement**”), and any Software You install is licensed under the Cisco End User License Agreement located at [www.cisco.com/go/eula](http://www.cisco.com/go/eula) (the “**EULA**”). Capitalized terms used in this Offer Description and/or the Order not otherwise defined herein have the meaning given to them in the Agreement.

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## 1. Offer Description.

### 1.1. Cisco Collaboration Flex Plan.

A Cisco Collaboration Flex Plan subscription allows You to flexibly deploy various Cisco-hosted software-as-a-service offerings (“**Cloud Services**”) and licensed software (“**Software**”) for on-premises or partner-hosted deployments. Cloud Services offered in the plan include: Webex Meetings, Webex Calling, Webex Calling (formerly Cisco Spark Call), BroadCloud Calling, and Webex Teams. In an on-premises or partner-hosted deployment, Cisco offers the following Software: Cisco Meeting Server, Cisco Unified Communications Manager, and HCS. Note that when You choose an on-premises or partner-hosted deployment, You will also receive Webex Teams (a Cloud Service).



The Cloud Services and Software are available under license models for named user (customer is obligated to pay per user), active user (customer is obligated to pay for actual usage), enterprise agreement (customer is obligated to pay for enterprise-wide use), or shared meetings (customer is obligated to pre-purchase a fixed number of meetings). Each license model is further described in Section 2 of this Offer Description and reflected on the Order You place with Your Approved Source.

### 1.2. Education End Users.

Cisco offers the Cloud Services and Software to Education End Users, as described in Exhibit A of this Offer Description.

## 2. License Model Terms.

### 2.1. Named User.

Your payment obligation and Your right to use the Cloud Services and Software is based on the number of Named Users on Your Order, regardless of usage. A **“Named User”** is an employee or contractor given access to the Cloud Services and Software. Each Named User receives a unique account that may not be shared or used by anyone other than the designated employee or contractor. A Named User’s account may not be transferred to another person, except upon: (a) termination of the Named User’s employment or (b) Cisco’s prior written approval. You are solely responsible for the acts and omissions of, or any fees incurred by, Your Named Users.

### 2.2. Active User.

Your payment obligation is based on the number of Knowledge Workers that access the Cloud Services and Software and that host at least one Meeting (**“Active Users”**). **“Knowledge Workers”** means Your employees and contractors who use computing or communications devices capable of running the Cloud Services and Software as part of their job duties performed on Your behalf. Your Knowledge Worker count also includes the employees of any affiliate that is included on Your Order. A **“Meeting”** is a meeting initiated: (a) in Webex Meetings, Webex Teams, or Cisco Meeting Server; or (b) by phone using a Webex personal conferencing number regardless of whether Webex Meetings, Webex Teams, or Cisco Meeting Server is launched. An unscheduled meeting launched from a Webex Teams one-on-one space will not count as a Meeting.

Your Order must reflect at least 250 Knowledge Workers and the greater of the following number of Active Users: (c) 40 Active Users; (d) 15% of Your Knowledge Workers; or (e) if You are migrating from an existing subscription, the number of Active Users on the Order associated with Your existing subscription.

A **“True Forward”** is the process to determine the additional fees due for Average Active Users that exceed the Active Users on Your Order. **“Average Active Users”** means the average number of Active Users per month in months nine (9), ten (10), and eleven (11) of Your previous subscription year. Under the active user license model, a True Forward is conducted annually beginning in the second year of Your subscription term. If Your Average Active Users exceed the Active Users on Your Order, Your Approved Source will bill You for the excess Active Users. Your minimum payment obligation for the remainder of Your subscription term will also increase to reflect the higher Active User count. A True Forward will never result in a reduction of Your Active User count.

### 2.3. Enterprise Agreement.

The enterprise agreement license model is governed by the Cisco Enterprise Agreement Program Terms, which are provided to You and require Your acknowledgment when You place Your Order.

## 2.4. Shared Meetings.

Your payment obligation and Your right to use the Cloud Services and Software is based on the Concurrent Meetings Cap on Your Order. The **“Concurrent Meetings Cap”** is the maximum number of cloud and on-premises meetings You are entitled to host simultaneously. You may host an unlimited number of meetings during Your subscription term, provided that You do not exceed the Concurrent Meetings Cap. If You exceed the Concurrent Meetings Cap, You must pay for the additional meetings pursuant to the True Forward process below. You must purchase a Concurrent Meetings Cap of at least one (1) but no more than twenty-five (25) combined cloud and on-premises meetings. No more than 250 of Your employees may be given access to Your cloud meetings.

A **“True Forward”** is the process to determine the fees due for Peak Concurrent Meetings that exceed the Concurrent Meetings Cap on Your Order. **“Peak Concurrent Meetings”** means the greatest number of meetings hosted simultaneously during the previous subscription quarter. Under the shared meetings license model, a True Forward is conducted quarterly beginning in the second quarter of Your subscription term. If Your Peak Concurrent Meetings exceed the Concurrent Meetings Cap on Your Order, Your Approved Source will bill You for the excess meetings. Your minimum payment obligation for the remainder of Your subscription term will also increase to reflect the higher Peak Concurrent Meetings. A True Forward will never result in a reduction of Your Concurrent Meetings Cap.

## 3. Supplemental Terms and Conditions.

### 3.1. Term.

The initial term starts on the earlier of (a) the date the Software is made available for download or installation; or (b)(1) thirty (30) days from the date Cisco notifies You that any portion of the Cloud Service is ready for You to start provisioning; or (b)(2) the date any portion of the Cloud Service has been provisioned, and lasts for the period stated in the Order.

### 3.2. Restrictions on Use by Minor Children.

The Cloud Service is not intended for use by persons younger than the age of consent in their relevant jurisdiction (e.g., 13 years old in the United States under the US Children’s Online Privacy Protection Act of 1998, or 16 or 13 years old in the European Union as per Member State law) (**“Minor Children”**). Minor Children are not permitted to create an account to use the Cloud Service, and You will not authorize Minor Children to access the Cloud Service.

### 3.3. Service Suspension.

In addition to the termination rights set forth in the Agreement, Cisco may temporarily suspend Your access to the Cloud Service immediately upon notice to You (in accordance with the notice provisions set forth in the Agreement) if there is an unusual spike or increase in Your use of the Cloud Service and we determine that such traffic or use is fraudulent.

### 3.4. Third-Party Products.

There are integrated applications and bots that You can download and use with the Cloud Service. Many of these integrated applications and bots are third-party products. Cisco does not support or warrant third-party products and disclaims all responsibility and liability for third-party products used with the Cloud Service. If You use a third-party product, the terms of use for that third-party product are between You and the provider. Some third-party products may contain tracking technology. Accordingly, it is Your responsibility to read the third party’s disclosures, terms of use, and privacy policy before using such third-party products with the Cloud Service.



### 3.5. Geographic Terms and Restrictions.

In accordance with global telecommunications law and regulations, the Cloud Service is currently available in the countries listed [here](#). If the Cloud Service is not available in a country, purchases will be restricted.

#### a. Pakistan.

If You access the Cloud Service in Pakistan using integrated VoIP, You are responsible, and Cisco has no liability for, ensuring that Your internet service provider has the necessary authorizations to provide VoIP.

#### b. Russia.

If You use the Cloud Service in Russia, You acknowledge that You are the data operator as defined under Russian law for purposes of Your users' personal data that is collected and processed in connection with the Cloud Service.

### 3.6. PSTN Requirement and Emergency Response Disclaimer.

#### a. PSTN Requirement.

In order to use Webex Calling, Webex Calling (formerly Cisco Spark Call), or BroadCloud Calling, You must purchase a PSTN local, long-distance, emergency dialing, and direct-inward-dial service from a Cisco-approved third-party service provider to be combined with the Cloud Service. Once You have deployed the Cloud Service combined with PSTN from a Cisco-approved service provider, the emergency response location for Your Authorized Users, for purposes of their emergency calls to national or state-designated emergency numbers, will be limited to Your company address, regardless of their calling device, line, and location, unless they are directly provisioned and registered to the Cloud Service using their private address.

#### b. Emergency Response Disclaimer.

YOUR EMERGENCY RESPONSE LOCATION FOR PURPOSES OF EMERGENCY CALLS IS LIMITED TO YOUR COMPANY ADDRESS. IT IS YOUR RESPONSIBILITY TO ADVISE YOUR AUTHORIZED USERS TO ALWAYS PROVIDE THEIR CURRENT LOCATION WHEN CALLING EMERGENCY SERVICES. IF YOUR BROADBAND CONNECTION, PSTN SERVICE, OR ELECTRICAL POWER FAILS OR IS TEMPORARILY SUSPENDED OR INTERRUPTED, OR ANY OTHER ISSUE INTERRUPTS YOUR NETWORK CONNECTIVITY, THE CLOUD SERVICE (INCLUDING EMERGENCY CALLS) WILL ALSO FAIL. CISCO WILL NOT BE LIABLE FOR ANY CLAIMS ARISING FROM FAILURE OF YOUR NETWORK CONNECTIVITY.

### 3.7. Cisco Webex Hybrid Services.

Cisco Webex Hybrid Services allow You to connect Your existing on-premises infrastructure with the Webex cloud platform. If You choose to use Cisco Webex Hybrid Services, You will be required to download and install software applications on Your premises to enable integration with Cisco Webex ("**Hybrid Software**"). You will exercise exclusive control over the Hybrid Software in Your environment. You will maintain the Hybrid Software in a secured environment accessible only to Your authorized employees and agents. You will implement and maintain appropriate technical and organizational measures designed to protect the Hybrid Software against accidental loss, destruction or alteration, unauthorized access, or unlawful destruction. You also represent and warrant that You: (i) have an information security program that complies with generally applicable data privacy and security laws and regulations and is appropriate to the nature and scope of Your activities and services; (ii) conduct routine risk assessments of Your (or Your subcontractor's) information security program; (iii) regularly employ a current version of industry leading virus and malware protection software; and (iv) otherwise follow industry best practices to protect Your network environment.

Some countries may consider operation of the Hybrid Software a regulated activity. You represent and warrant that You have obtained all requisite authority to operate the Hybrid Software. You agree that You will operate the Hybrid Software only in those countries where the Cloud Service is available and unrestricted as set forth in Section 3.5 above.

You hereby hold Cisco (and its officers, directors, employees, shareholders, customers, agents, successors, and assigns) harmless from and against any and all loss, damages, liabilities, settlement, costs, and expenses (including legal expenses and the expenses of other professionals) as incurred, resulting from Your breach of this Section 3.7.

#### **4. Data Protection.**

Cisco's data protection obligations are set forth in the Agreement. Additionally, the Webex Teams, Webex Meetings, Webex Calling, and BroadCloud Calling [Privacy Data Sheets](#) supplement the Cisco Privacy Statement and describe the Personal Data that Cisco collects and processes as part of the delivery of the Cloud Service to You.

##### **4.1. Cooperation with Law Enforcement.**

If required by law, Cisco may cooperate with law enforcement authorities in the investigation of suspected or alleged illegal or other activities. This may include, but is not limited to, disclosure, where possible, to the relevant law enforcement authorities of Your Personal Data, Your content, and the content of Your transmissions through the Cloud Service.

##### **4.2. Accounts for Personal Use.**

If You create an account to use to the Cloud Service for personal use, Your employer's policies will not apply to the data that You share while using the Cloud Service. However, if You use Your employer-issued email address and Your employer later purchases the Cloud Service from Cisco, You will be required to update the email address associated with Your account to a personal email address. Cisco recommends that You use Your personal email address to access the Cloud Service for personal use. If You want to change Your email address, You can do so by following these [instructions](#). If You do nothing, Your account and Personal Data will be controlled by Your employer and Your use will be subject to Your employer's policies.

#### **5. Support & Maintenance.**

The Cloud Service and Software include basic online support and phone support. Support will be provided by Cisco, except for BroadCloud Calling and HCS, in which case support will be provided by Your third-party service provider. When support is being provided by Cisco, Cisco will respond as set forth in the table below and may require information from You to resolve service issues. You agree to provide the information requested and understand that a delay in providing the information to Cisco may delay resolution and response time.

Online Support allows access for support and troubleshooting via online tools, email and web case submission only. No telephone access is provided. Case severity or escalation guidelines are not applicable. Cisco will respond to a submitted case no later than the next business day during standard business hours.

Phone Support provides Cisco Technical Assistance Center (TAC) access 24 hours per day, 7 days per week to assist by telephone, or web case submission and online tools with use and troubleshooting issues. Cisco will respond within one (1) hour for Severity 1 and 2 calls received. For Severity 3 and 4 calls, Cisco will respond no later than the next business day.



You will also have access to Cisco.com, which provides helpful technical and general information about Cisco products, as well as access to Cisco's on-line knowledge base and forums. Please note that access restrictions identified by Cisco from time to time may apply.

For Software, Cisco will provide (i) work-around solutions or patches to reported problems and (ii) major, minor, and maintenance releases of the licensed Software version, which can be accessed on Cisco Software Central. You may be required to update to the latest Software release to correct a reported Software problem.

The below table outlines Cisco's response objectives for submitted cases based on case severity. Cisco may adjust assigned case severity to align with the Severity definitions below.

Software Support Service	Technical Support Coverage	Response Time Objective for Case Severity 1 or 2	Response Time Objective for Case Severity 3 or 4
Basic with Phone Support	24x7 via Phone & Web	Response within 1 hour	Response within next Business Day
Basic with Online Support	Web	Response to all cases within next Business Day during Standard Business Hours	

The following definitions apply to this Section 5:

**Response Time** means the time between case submission in the case management system to support engineer contact.

**Severity 1** means the Cloud Service or Software is unavailable or down or there is a critical impact to a significant impact to Your business operation. You and Cisco both will commit full-time resources to resolve the situation.

**Severity 2** means the Cloud Service or Software is degraded or significant aspects of Your business operation are negatively impacted by unacceptable software performance. You and Cisco both will commit full-time resources during Standard Business Hours to resolve the situation.

**Severity 3** means the Cloud Service or Software is impaired, although most business operations remain functional. You and Cisco both are willing to commit resources during Standard Business Hours to resolve the situation.

**Severity 4** means minor intermittent functionality or performance issue, or information is required on the Cloud Service or Software. There is little or no impact to Your business operation. You and Cisco both are willing to provide resources during Standard Business Hours to provide assistance or information as requested.

**Business Day** means the generally accepted days of operation per week within the relevant region where the support will be performed, excluding local holidays as observed by Cisco.

**Local Time** means Central European Time for support provided in Europe, Middle East and Africa, Australia's Eastern Standard Time for support provided in Australia, Japan's Standard Time for support provided in Japan, and Pacific Standard Time for support provided in all other locations.

**Standard Business Hours** means 8am to 5pm Local Time (relative to the location of the Cisco TAC) on Business Days.

# Exhibit A Offer Description Supplement for Education End Users

## 1. Supplemental Terms and Conditions.

In the main body of the Offer Description, the following paragraphs are inserted at the end of Section 3:

### 1.1. Education End Users.

Cisco Collaboration Flex Plan for Education is intended for use by public or private institutions considered a school, college, university, or other education provider, under applicable law, regulation, or other government policy (“Education End Users”).

#### a. Obligations with Respect to Minor Children.

As between Cisco and Education End User:

Education End User is solely responsible for providing notices to and obtaining appropriate consents from parents and guardians of Minor Children for the collection, use, and processing of Personal Information by Education End User and Cisco in connection with the delivery of the Cloud Service;

Education End User will provide such notices and obtain such consents before any collection, use, or other processing of Personal Information of Minor Children, and upon reasonable request will provide evidence of such notices and consents to Cisco in a timely manner; and

Education End User will provide parents and guardians with the ability to request access, correction, deletion, or suppression of the Personal Information collected from Minor Children.

Date: July 27, 2020

Submitted by: Xiaohong Li, Interim Executive Director Information Technology Services

Area Administrator: Dr. Debra Daniels, Superintendent/President

Subject: Request for Approval

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Board Meeting Date: August 12, 2020

**Title of Board Item:**

Agreement with Foundation for California Community Colleges (FCCC) to provide Microsoft Campus Agreement 2020 with Computerland of Silicon Valley.

**Background:**

Taft College, a member of the Foundation for California Community Colleges, participates in the Microsoft Campus Agreement. This Agreement allows for reduced costs for licensing Microsoft products used by campus departments and classrooms.

**Terms (if applicable):**

Terms of the agreement are from September 16, 2020 – September 15, 2021

**Expense (if applicable):**

Annual Cost of this agreement is \$34,710.50

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

Cost of this agreement is included in the ITS budget.

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



Dr. Debra Daniels, Superintendent/President



 [PRINT](#)  
**➤ Renewal Worksheet of Taft College**
**Validated Renewal Worksheet for Campus Agreement Licensing**
**Taft College**  
**Foundation for California Community Colleges (FCCC)**  
**Microsoft Campus Agreement 2020 (Year 1 of 4)**

Please use this quote to generate and submit your PO no later than **Monday, 14-Sep-2020** to insure a timely renewal for everyone.

Purchase Order to be made payable to:      Submit Purchase Order by fax or e-mail:

ComputerLand Silicon Valley  
 482 West San Carlos Str.  
 San Jose, CA 95110  
 Federal Tax ID 77-0269631

by FAX: **408-519-3260**  
 by E-mail: [syork@cland.com](mailto:syork@cland.com)

**• Choose a Desktop Bundle for Faculty and Staff**

	Desktop Bundle for Faculty & Staff	Item Price (per EQU)	Select	EQU Count	Ext. Price
1.	Microsoft 365 A3 per faculty/staff Education Qualified User (EQU)	\$61.00	✓	315	\$19,215.00

**• Choose Optional Products Licensed Organization-Wide for Faculty/Staff**

	Optional Products Licensed Organization-Wide	Part Number	Item Price (per EQU)	Select	EQU Count	Ext. Price
1.	SQL Server CAL	359-00765CF	\$7.25	✓	315	\$2,283.75
2.	Windows Remote Desktop Services CAL (formerly Terminal Svs CAL)	6VC-01251CF	\$7.25	✓	315	\$2,283.75

**• Choose Optional Products Licensed per User or Device for Faculty/Staff**

	Optional Products Licensed per User or Device	Part Number	Item Price per User/Device	Number of Users/Devices	Ext. Price
1.	Office 365 Pro Plus for Devices - add-on to Microsoft 365 for deployment of Office 365 Pro Plus on shared machines like classrooms and labs.	RQL-00001CFU	\$0.00	1500	\$0.00
2.	Visio Online P2 per fac/staff user	P4U-00001CFU	\$27.00	7	\$189.00
3.	Visual Studio Enterprise with MSDN per user	MX3-00115CFU	\$375.00	3	\$1,125.00

**• Choose Optional Products Licensed per User or Device for Students**

	Optional Products Licensed per User or Device	Part Number	Item Price per User/Device	Number of Users/Devices	Ext. Price
1.	Exchange Online Plan 1 for alumni per user	5RS-00002CSU	\$0.00	12000	\$0.00

2.	Microsoft 365 A3 Student Use Benefit - must license all faculty and staff with M365 A3	<b>AAD-38397CSU</b>	\$0.00	<b>12000</b>	<b>\$0.00</b>
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**• Server License Options**

	Server License	Part Number	Item Price per License	Number of Licenses	Ext. Price
1.	Core Infrastructure Server (CIS) Suite Datacenter - 16 core license pack. Combination of Windows Server Datacenter and System Center Datacenter license. Licensed per physical core, with unlimited server VMs allowed on the licensed device. Must licen	<b>9GS-00128CF</b>	\$560.00	<b>8</b>	<b>\$4,480.00</b>
2.	SQL Server Enterprise Core - 2 Core license pack. You must license 4 cores minimum per physical processor on a standalone machine or 4 virtual cores minimum on a VM. License all physical cores to achieve maximum virtualization on the licensed machine, all	<b>7JQ-00341CF</b>	\$1,335.00	<b>2</b>	<b>\$2,670.00</b>
3.	SQL Server Standard per Server (requires SQL CALs for all clients)	<b>228-04437CF</b>	\$88.00	<b>8</b>	<b>\$704.00</b>
4.	Windows Server External Connector - per physical host (needed for all Windows servers facing the internet OR, if student Windows Server CALs are not subscribed, needed for servers accessed by students off-campus or authenticating students on-campus or off	<b>R39-00374CF</b>	\$196.00	<b>5</b>	<b>\$980.00</b>
5.	Windows Server Standard Core - 16 core license pack. Licensed per physical core, with 2 VMs allowed on the licensed device. Must license 8 core minimum per processor, 2 processor minimum per physical server (16 core minimum per physical server).	<b>9EM-00265CF</b>	\$52.00	<b>15</b>	<b>\$780.00</b>

**TOTAL \$34,710.50**

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 • Browser requirement: [Firefox 29.x](#), Internet Explorer 10, or higher. • Minimum screen resolution 1280 x 800 pixels.

# BOARD AGENDA ITEM

**Date:** August 5, 2020  
**Submitted by:** Barbara Amerio, Director of Financial Aid & Scholarships  
**Area Administrator:** Severo Balason, VP of Student Services  
**Subject:** Request for Approval

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**Board Meeting Date:** August 12, 2020

**Title of Board Item:**

Contract with Strata Information Group (SIG) for consulting services for Financial Aid during the 2020-2021 academic year.

**Background:**

To maximize the Banner and Degree Works Systems, the Financial Aid & Scholarships department will utilize the consulting services of Gary Davis, through SIG, to review processes and create greater efficiencies for our students and staff. A couple projects I will be working on are the New Year Set-up for the 2021-2022 Academic Year done manually each year. In addition, the creation of population selections to extract information to serve our students better in completing their financial aid files, which will lead to increased numbers of students receiving aid. Although we have made huge progress there is more we can implement to advance our goals.

**Terms (if applicable):**


Three weeks (80 hours remote: 40 in fall, 40 next summer, and 44 hours onsite in the spring if possible)

**Expense (if applicable):**

\$ 22,880 (Will confirm final number with receipt of the Statement of Work Agreement)

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

Our Financial Aid Technology funding allocation will cover the cost of the consulting services. No impact to District funds.

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





**Strata Information Group  
Statement of Work  
(TAFTCOLLEGE-SOW117-FINAID2021)  
August 5, 2020**

<b>Taft College</b>	<b>Degree Works™ Upgrade to 5.0.3</b>
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Under the terms of the Agreement dated January 5, 2009, and last amended July 1, 2019, Strata Information Group (SIG) will provide consulting services for the staff of Taft College (Taft) as directed, to perform the following work.

**Description of Work:**

Taft has requested a proposal for Banner® Financial Aid consulting for FY2021. Agenda will be provided prior to each weekly engagement.

**Proposed Services:**

Tasks	Remote Hours	On-site Hours	# of Trips
Banner® functional consulting for Financial Aid	80	44	1
<b>Totals:</b>	<b>80</b>	<b>44</b>	<b>1</b>

**Summary of Estimated Costs:**

Remote Labor:	On-site Labor:	Travel Expenses:	Total Cost:
\$13,600	\$7,480	\$1,800	\$22,880

**Notes:**

- Rate: \$170/hour for on-site and remote delivered services.
- Actual travel expenses may be lower or higher than estimated. Costs may be adjusted between the labor and travel expense categories to accommodate this as long as the total cost is not exceeded.
- SIG will invoice monthly for the consulting hours provided and travel expenses incurred.
- The hours estimate includes project management, preparation time, travel time, on-site and remote labor, and the development of trip reports.
- Travel expenses, if applicable:
  - Travel time is capped at 8 hours per trip.
  - Travel expenses are estimated at \$1,800 per consultant, per trip.
  - SIG will make every attempt to reduce travel costs, including coach airfares and the use of the client's recommended lodging.
- Costs exclude all state taxes, if applicable.
- SIG will invoice for meals and incidental expenses on a per diem basis. Receipts will not be provided. Per diem rates are generally based on GSA guidelines. Per diem rates are: \$61 per full on-site day \$45.75 per partial day.

For Taft College:

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
(Please print name and title)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
(Please print name and title)

For Strata Information Group:

DocuSigned by:  
  
420EAC80C4C2492...  
Henry A. Eimstad  
President

Aug-05-2020

Date

DS



## BOARD AGENDA ITEM

Date: July 23, 2020  
Submitted by: Severo M. Balason, Jr., Vice President of Student Services  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Request for Approval

A handwritten signature in blue ink, appearing to be 'S. Balason', written vertically to the right of the 'Submitted by' line.

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**Board Meeting Date:** August 12, 2020

**Title of Board Item:**

Adobe Creative Cloud Suite

**Background:**

Adobe Creative Cloud is a set of applications from Adobe Systems that provides access to a collection of software used for video editing, web development, and PDF creation. The college will dramatically benefit from the software package in several areas across campus, including Instruction, Student Support Services, and Distance Education. This software would also help the institution remain in compliance with mandated accessibility standards.

**Terms (if applicable):**

The term of the agreement is for a period of 12 months effective the day of purchase upon approval.

**Expense (if applicable):**

The annual site license subscription fee is \$16,254.

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

The Guided Pathways Grant funds and Rural Technology Grant fund will be utilized and have been included in the 2020-2021 budget projections for this service.

Approved:   
Dr. Debra Daniels, Superintendent/President



482 West San Carlos St  
 San Jose, CA 95110 Telephone : 408-519-3200  
 www.cland.com Fax .....: 408-519-3260

**Quotation**

**Ship to** Taft College  
 dhicks@taftcollege.edu  
 29 Cougar Court  
 Taft, CA 93268

**Salesperson** Sheri York  
 syork@cland.com  
 Director, Software & Licensing  
 Phone : 800-639-1319  
 Phone : 408-519-3221 direct  
 Fax ....: 408-519-3260

**Date** .....: 6/11/2020  
**Number** .....: 166232-1  
**Page** .....: 1 of 1  
**Sales order** .....: 166232  
**Payment** .....: Net 15  
**Purchase order** .....

**Bill to** Taft College  
 dhicks@taftcollege.edu  
 29 Cougar Court  
 Taft, CA 93268

**Contact** Mark Gibson  
 mgibson@taftcollege.edu  
 661/763-7737

Item number	Description	Quantity	Unit price	Amount
65290666	CREATIVE CLOUD ALL APPS HIGHER ED ETLA SITE LICENSE	252.00	64.50	16,254.00
65272755	ADOBE SIGN FOR ENTERPRISE EDU ETLA SITE LICENSE	252.00		0.00

Hi Mark,

Here is the quote for your Adobe ETLA year 2 of 3 anniversary order. Since the FTE count reported through the Chancellor's Office was more than 5% higher than your year 1 order, please sign and date the attached Growth Report form and return that form. Please submit your PO no later than July 20th.

Please let me know if you have any questions.

Warm Regards,  
 Zabrina

Subtotal .....: 16,254.00  
 Tax .....: 0.00  
 Shipping & handling : 0.00  
 Total .....: 16,254.00

Date: July 8, 2020  
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: August 12, 2020

Title of Board Item:  
Agreement with McNeil and Associates, LLC.

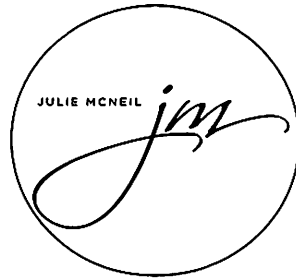
Background:  
This proposal provides Executive Coaching for key team members of the College. Coaching will be provided by Julie McNeil, a certified Integrative Wellness Life Coach and Professional Development Consultant.

Terms (if applicable):  
Effective July 1, 2020 through June 30, 2021

Expense (if applicable):  
\$3,150.00 per Month; Coaching Assessment Tools as Necessary at Cost; Face-to-Face Session/Meetings for Up to \$3,000.00 for One Day of Service to be Scheduled (Travel Expenses Inclusive)

Fiscal Impact Including Source of Funds (if applicable):  
This is included in the 2020-21 District Budget.

Approved:   
Dr. Debra Daniels, Superintendent/President



**Coaching Proposal  
For  
Taft College  
July 8, 2020**

**Purpose and Commitment**

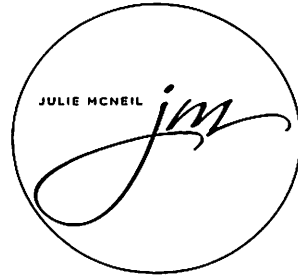
McNeil and Associates, LLC is submitting this proposal at the request of Taft College to provide Executive Coaching for key team members of the college. Coaching will be provided by Julie McNeil a certified, Integrative Wellness Life Coach and Professional Development Consultant.

**Scope of Work**

The Coaching format will include monthly or bi-monthly 60 minutes (depending on the assignment) one on one coaching sessions via phone and when necessary through either Zoom Meeting (or similar free platforms) in order to screen share. This allows for freedom for full completion of the work and some integration time as well. This will be a 12-month contract with evaluation check points after 3 months in order to track outcomes, adjust goals and make any modifications needed to ensure effectiveness of the coaching process.

**Coaching Approach**

Coaching sessions will be conducted in a holistic manor. First identifying role, function, perspectives and business and personal goals/vision within Taft College. Next, the focus will be to identify core beliefs in relation to both the role within the college and to identify and address barriers to achieving career and personal goals. We will also review and examine the mental, emotional physical and spiritual (MEPS) systems integrating them with each of the major areas of life, career and finance, family & relationships, health & wellness, and self-development & spirituality to work toward achievement of defined goals. Leadership and skills assessment tools may be utilized as needed to assist in identifying developmental needs and opportunities for growth.



## **Goals & Results**

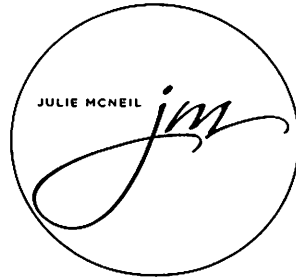
The goal is to improve self-awareness, gain clarity, build confidence, develop work life balance and to identify strategies to achieve excellence in both professional and personal life. The take-away for each team member will be both personal and professional growth and expansion.

## **Time frame**

This agreement is effective July 1, 2020 ending June 30, 2021. The college will establish starting dates for employees that corresponds to the needs of the business.

## **Scheduling**

It is anticipated that employees will demonstrate personal accountability for their participation in the coaching sessions. In order to ensure effectiveness of the coaching process employees should provide a minimum of 24-hours prior notice of a need to cancel or reschedule a coaching session. A reasonable accommodation will be provided to meet the employee scheduling needs.



**Payment Terms**

Package 1: 1- 7 employees bi-monthly or equivalent 60 minute @ \$3150.00/month

Coaching Assessment tools if utilized will be billed at cost.

If the client elects to provide coaching participants with a ½ day face-to-face group wellness training and to allocate a ½ day to individualized coaching with mentees the cost will not exceed \$3000 with all travel expenses inclusive.

Upon acceptance of this proposal, McNeil and Associates, LLC agrees to commit all resources to complete the work, as described in this proposal, in an effective manner. McNeil and Associates, LLC will commit resources to perform services using due diligence, best efforts and commercially reasonable judgment, but unless delineated in writing, guarantees no specific outcome to the client. Taft College agrees to pay McNeil and Associates, LLC for performing work outlined in the contract according to the cost structure stated above. McNeil and Associates, LLC and its representatives agree to hold confidential all information received, viewed directly or exposed to regarding Taft College that is not public knowledge.

An invoice for services rendered will be billed monthly. Payments will be made to McNeil and Associates, LLC c/o Julie McNeil.

**The undersigned complies with and agrees to the terms and conditions as defined above.**

---

Dr. Debra Daniels

Date

President and Superintendent, Taft College

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Julie McNeil

Principal McNeil and Associates, LLC

Date



Date: July 13, 2020  
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: August 12, 2020

Title of Board Item:

Agreement with Dr. Idahlynn Karre - Consultant for Management and Leadership Training

Background:

Dr. Idahlynn Karre is the facilitator for the PALM Leadership training program for all administrators. We will continue our programming with the addition of new administrators.

Terms (if applicable):

N/A

Expense (if applicable):

\$2,700.00 per Session for Up to 8 Sessions (Includes Travel and Expenses). District will pay for hotel accommodations.

Fiscal Impact Including Source of Funds (if applicable):

This is included in the 2019-20 District Budget.

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



Dr. Debra Daniels, Superintendent/President



**WEST KERN COMMUNITY COLLEGE DISTRICT  
CONTRACT FOR PROFESSIONAL SERVICES**

This agreement is entered into by and between the WEST KERN COMMUNITY COLLEGE DISTRICT ("District") and Dr. Idahlynn Karre ("Independent Contractor"). The agreement is effective August 13, 2020.

**Recitals**

1. District desires to obtain the services of a consultant especially trained and experienced in rendering the following services:

Professional development and leadership training for management and leaders in an 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 Professional Development (name) as specified in this Agreement as an Independent Contractor, as available, and not as an employee of the District.

**Terms**

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Recitals Approved.** The above recitals are true and correct.
2. **Terms of Agreement.** Independent Contractor shall provide the services in the form of up to eight (8) days/sessions.
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:

Training/meeting facilitation

4. **Service Days.** Independent Contractor may determine which days services shall be rendered unless specifically requested by District.
5. **Compensation.** Independent Contractor shall be paid the sum not to exceed: \$2,700.00 per Session (includes travel and expenses) Hotel will be paid for by the District.

**Independent Contractor Agreement**

Page 2

6. **Hold Harmless Agreement.** Any amounts paid under this Agreement constitute the total compensation for all services rendered by Independent Contractor. The Independent Contractor agrees to pay all Social Security and other income taxes which may accrue by reason of this Agreement, and to indemnify, defend, and hold the District, its officers, agents, and employees harmless from all claims, penalties, damages, liabilities, costs, and expenses including attorney fees, related to Independent Contractor's failure to pay these and similar obligations. Further, since Independent Contractor is acting solely in an Independent Contractor capacity, the Independent Contractor and its staff will not be entitled to and shall not by reason of this Independent Contractor arrangement receive any employee benefits from the District.

7. **Monthly Service Report.** Upon request, Independent Contractor shall submit a monthly service report in writing to the District which shall include a journal indicating days and service rendered.

8. **Travel Expenses/Mileage Reimbursement.** The District shall reimburse Independent Contractor for travel expenses/mileage to a maximum of  0  for the entire term at the established rate paid to District employees.

9. **Standards of Ethical Conduct and Confidentiality.** Standards of ethical conduct and confidentiality shall be maintained, and Independent Contractor will not engage in inappropriate contacts or professional conflicts of interest.

10. **Earlier Termination.** District or Independent Contractor may terminate this Agreement upon providing 15 days prior written notice of such termination.

Executed at  Taft,  California, on the dates shown below.

Date of District Board Approval:

West Kern Community College District:

Independent Contractor:

By:  [Signature]   
(Signature)

[Signature]   
(Signature)

Dr. Debra Daniels

Superintendent/President

Date: July 16, 2020  
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: August 12, 2020

Title of Board Item:  
Randy Witt Productions

Background:  
In light of the COVID-19 pandemic, the College has elected to host a virtual graduation ceremony to celebrate the Class of 2020. We have entered into an agreement with Randy Witt Productions to prepare, produce and edit the 2020 Taft College Virtual Commencement Ceremony video.

Terms (if applicable):  
N/A

Expense (if applicable):  
\$9,500.00 (Half to be Paid Upon Accepting Agreement)

Fiscal Impact Including Source of Funds (if applicable):  
District funds will be used to cover the expense.

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



## AGREEMENT

Taft College ("Client"), located at 29 Cougar Court, Taft, CA 93268, and Randy Witt Productions ("RWP"), office at 5121 Van Nuys Blvd., Ste. 222, Sherman Oaks, CA 91403, agree as follows:

1. RWP will provide the video production services (pre-production, production, and post-production) described below to Client for a package price of \$9,500:
  - RWP will produce the 2020 Taft College Virtual Commencement Ceremony video (expected to be about 1-1 ½ hours long, and roughly based on the revised Run of Show provided by Client)
  - Production services for the video in this package deal include:
    - Pre-production – scripting as needed or requested by Client in collaboration with Client's representative and President Dr. Daniels (except that Ceremony speakers will write their own remarks); scheduling as needed (in collaboration with Client); shot lists, scouting shooting sites on campus if needed
    - Production – one to two days of shooting on Client's campus (includes onsite scouting) in hi-def or 4K (of speakers Client has identified and some campus shots, plus any voiceover Client desires), all necessary equipment and camera crew with director, with teleprompter provided as needed; collecting, downloading, and importing photos or other assets provided by Client for use in the video
    - RWP may shoot and use aerial drone footage at no additional charge
    - Post-production – editing, graphics, stock and/or public domain music, audio sweetening, and color correction.
2. Production may utilize RWP's and/or Client's existing footage or stock footage where applicable. Photos, digital, printed, and/or other material provided by Client or other sources may be used as applicable, depending on quality.
3. RWP will provide stock and/or public domain music for the video as needed. If Client chooses to use other copyrighted music, Client is responsible for acquiring proper rights and clearances, as needed. If Client does not do so, Client releases RWP from, and will defend and indemnify RWP for, any liability resulting from the use of such other copyrighted music.
4. Client gives permission to RWP and those acting on its behalf to record images and sounds at and of Client's property for this video, and the irrevocable right to use such recordings, images, sounds and videos in any media for any lawful purpose in perpetuity, releasing RWP from any liability arising out of such recording and use. Client will obtain releases from any individuals it wants RWP to shoot at its facilities, including those in b-roll shots, and provide copies to RWP. RWP reserves the right to obtain its own releases, including but not limited to posting notice of shooting and release at Client's facilities.
5. Client will have the right to use the video, and to use any usable footage shot for this video, in

any way in perpetuity upon receipt of payment in full. Usable relates to industry standards for video and/or sound quality, as determined by RWP. Any expense for cataloging, locating, and duplicating such footage by RWP will be paid by Client at a written, agreed-upon rate between Client and RWP, to be paid before the usable footage is delivered. RWP retains all rights including copyright, to the video, to any footage shot for the video, and to any other pre-existing RWP footage incorporated into the video. RWP will retain possession of any footage shot for the video.

6. Client agrees to provide scripts/remarks for teleprompter at least two days in advance of shooting, and to promptly provide information, assistance, and any existing material, photos, graphics, or footage it wants included in the video. Client will provide as soon as possible identifying information regarding graduates and speakers, which may include photos, that it wants included in the video, and warrants it and RWP have permission to include and use the information and photos provided.

7. RWP shall not be liable for any incidental or consequential damages or lost income or lost profits due to any breach of this contract. RWP shall not be liable for any damages resulting from the negligence of RWP or its agents, independent contractors, or employees. Client's exclusive remedy for any breach of this contract shall be a refund of any amount paid for services not yet rendered. Payments made for work already completed are non-refundable.

8. RWP reserves the right to use independent contractors on, and to assign or subcontract, any part of the work covered by this Agreement.

9. The invalidity or unenforceability of any of the terms or conditions of this Agreement shall not affect the validity or enforceability of the remaining terms and conditions.

10. Any modification or amendment to this Agreement must be in writing to be effective.

11. This agreement shall be governed by the laws of the State of California.

12. The package price of \$9,500 for the production services described in this Agreement is payable as follows:

\$4,750 with signed agreement  
\$4,750 on completion of production

---

ACCEPTED AND AGREED:

Taft College

RANDY WITT PRODUCTIONS

By: \_\_\_\_\_  
Dr. Debra Daniels  
President

By: \_\_\_\_\_  
Randy Witt  
Owner

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

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

**Date:** July 9, 2020  
**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:** August 12, 2020

**Title of Board Item:**

Agreement with Valsoft Corporation, Inc. dba SARS Software Products, Inc. for Annual Renewal of Support License 2020-2021

**Background:**

Taft College utilizes SARS as the main scheduling tool for student scheduling and data needs within Student Services. Taft College would like to renew the annual SARS Support License for SARS GRID Anywhere and SARS Messages (E-mail only).

**Terms (if applicable):**


The terms and conditions of the Software License Agreement SARS Software Products and Taft College last dated August 15, 2008, shall apply to SARS annual renewal effective 8/20/2020 - 8/19/2021.

**Expense (if applicable):**

The annual renewal cost for SARS GRID Anywhere and SARS Messages is \$5,250.00 for one year of service.

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

Categorical funds (SEAP) will be used to support the cost of the renewal, and have been included in the 2020-2021 budget.

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





Valsoft Corporation, Inc. dba SARS Software Products  
7405 Transcanada Hwy #100  
Montreal, Quebec, H4T 1Z2  
Office: (415) 226-0040  
Fax: (415) 226-0038  
HQ: (514) 316-7647  
Email: [accounting@sarsgrid.com](mailto:accounting@sarsgrid.com)

## Invoice

INVOICE #: INV-000759-SARS  
DATE: 08-01-2020

**Billing Address**  
Taft College  
29 Emmons Park Drive  
Taft, CA 93268

CUSTOMER REFERENCE		PAYMENT TERMS	DUE DATE
Annual Renewal		Net30	08-31-2020
QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Annual Renewal of SARS Anywhere Support License Term: 08/20/2020 - 08/19/2021	\$4,200.00	\$4,200.00
1	Annual Renewal of SARS Messages Support License Type: E-mail Only Term: 08/20/2020 - 08/19/2021	\$1,050.00	\$1,050.00
SUBTOTAL			\$5,250.00
APPLICABLE TAXES			\$0.00
TOTAL			\$5,250.00
Invoice Currency			USD

### ACH PAYMENTS

Institution: Valley National Bank  
Routing: 021201383  
Account: 42083435

or CHEQUES must be made payable to Valsoft Corporation Inc.

# BOARD AGENDA ITEM

**Date:** July 16, 2020  
**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:** May 13, 2020

**Title of Board Item:**

Contract for Professional Services with Chris Ruiz for Sports Information/Webmaster Services for the Taft College Athletics Programs/Website

**Background:**

The Athletics Department of Taft College would like to utilize the professional services of Chris Ruiz to assist in setting up new sports seasons, writing game articles and other news/special events for posting on the website, and general updating of the website. These services would provide more timely and updated sports/athletics information for our students, staff, faculty, and the general public.

**Terms (if applicable):**

The effective dates are August 1, 2020 through May 31, 2021.

**Expense (if applicable):**

The independent contractor shall receive \$500 per month for a total of \$5,000.

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

This will be paid for by 2020-2021 Rural Technology Technical Assistance Grant Allocations.

**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 Chris Ruiz ("Independent Contractor"). The agreement is effective August 1, 2020.

**Recitals**

1. District desires to obtain the services of an education consultant especially trained and experienced in rendering the following services: Sports Information/Webmaster (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 as specified in this Agreement as an Independent Contractor, as available, and not as an employee of the District.

**Terms**

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Recitals Approved.** The above recitals are true and correct.
2. **Length of Agreement.** Independent Contractor shall provide the services August 1, 2020 through May 31, 2021.
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:
  - a. **Set up new sport seasons:**
    - Input schedules
    - Input team rosters/Input team rosters
    - Update links on main navigation bars and specific team page navigation bars
    - Upload team photos to roster page
    - Upload student-athlete/coaches photos to bio pages
    - Upload coaches' information to bio pages
    - Archive previous season's schedules/results, statistics, roster, and news page

- b. Write game stories from completed games/events:**
    - Will Use game statistics uploaded by coaches to CAA/PrestoSports Website to write game recap
    - Will upload the stories to the Taft Athletics website, usually within 24 hours, to keep the site updated with new content
  - c. Write other news/special events stories for posting on website as requested:**
    - Athletic Director and coaches may email me directly with new they would like featured on the site and on their team pages. Examples of this would include awards, signing and transfers, new hires, and community involvement.
    - Special event stories could also be featured, which could include fundraising events, golf tournament, Hall of Fame, Coaches vs. Cancer/Dig Pink, and camps/clinics
  - d. General updating of the site and other items:**
    - Keep staff directory up to date
    - Upload additional PDFs (team media guides/programs, recruiting documents) to site
    - Can create email lists and newsletters for distribution
    - Can create email interest forms for first contact by potential student-athletes to coaches
    - Can assist with maintenance of social media accounts (Twitter, Facebook)
4. **Compensation.** Independent Contractor shall be paid the sum of **\$500.00 per month**.
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 the Independent Contractor is acting solely in an Independent Contractor capacity, the Independent Contractor and their 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, the 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 not have a need to reimburse Independent Contractor for travel expenses or mileage.

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:

Budget Code:  
12582-301-5510-67800

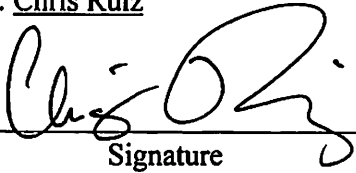
West Kern Community College District:

Independent Contractor:

By: Dr. Debra S. Daniels

By: Chris Ruiz

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature



## BOARD AGENDA ITEM

Date: July 8, 2020  
Submitted by: Severo Balason, VP of Student Services  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Request for Ratification

---

**Board Meeting Date:** August 12, 2020

**Title of Board Item:**

Service Agreement between BlueFrame Technology, LLC and Taft College 2020-2023 for Streaming Services

**Background:**

As the college moves forward with athletic competitions for the 2021 Spring semester, the intent is to participate without fans. BlueFrame will provide live streaming, content management, and software services for Taft College that will provide fans the opportunity to watch the teams play. We will use the pay per view option with a very reasonable price which will pay for itself in the end.

**Terms (if applicable):**

The term is for July 1, 2020 through June 30, 2023.

**Expense (if applicable):**

The cost for this service is an initial fee of \$3,300 for the first year for the Entry HD+ service plan starter kit for equipment plus an annual fee for services of \$1,500 per year (3-year agreement).

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

We have received a Foundation grant for half of the cost for equipment and athletics will pay the remaining balance plus the annual fee of \$1,500 each year.

Approved:   
Dr. Debra Daniels, Superintendent/President

## Invoice Information

Invoice #: poBbiF2435

Payment Terms: Due upon receipt

**Payment Due Date: 07/21/2020**

To pay this invoice online, go to <https://vcloud.blueframetech.com/admin/billing/invoice/pay/2435>

---

## Items

Description	Unit Cost	Qty	Price
Streaming Starter Kit - Includes the following: (1) - JVC GY-HM180 Ultra HD 4K Camcorder with HD-SDI; (1) - Magnus VT-3000 Professional High Performance Tripod; (1) - AOC 20E1H 19.5" 16:9 LCD Monitor; (1) - Apple Mac Mini (Late 2018) - 3.6 GHz Intel i3 Quad Core - 8 GB RAM - 128 GB Hard Drive; (1) - Blackmagic Design UltraStudio Mini Recorder; (1) Eylar Large Case; (1) Apple Brand Thunderbolt 2 cable + Thunderbolt 2-3 adapter; (1) Wireless Keyboard and (1) Mouse; (1) Amazon Basics - 6-outlet surge protector power strip; 50' of SDI cabling	\$3,000.00	1.00	\$3,000.00
Shipping	\$300.00	1.00	\$300.00
		<b>Total</b>	<b>\$3,300.00</b>

Make all checks payable to BlueFrame Technology, LLC.

Thank you for your business!



1910 Harrodsburg Rd Suite #104 • Lexington, Kentucky 40503  
Phone (855) 812-2740 - Email [sales@blueframetech.com](mailto:sales@blueframetech.com)

To: Kanoë Bandy, Taft College  
From: Mark Krug, BlueFrame Technology  
Date: May 15, 2020  
RE: BlueFrame Summary of Services & Pricing

BlueFrame Technology, LLC ("BlueFrame") will provide live streaming, content management, and software services to Taft College ("Client") for a period effective as of July 1, 2020 until June 30, 2023 under the terms outlined in this Pricing Sheet and the adjoining Services Agreement.

## Pricing Sheet

### Features

The Client will purchase the selected streaming plan as chosen in the 'Pricing' section. All available streaming plans include the following features:

- All live and archived events can be viewed on a Pay-per-View basis or by a paid Access Pass subscription, at the discretion of the Client and BlueFrame rep.
- Client's content can be exclusively shown on a custom portal webpage, provided and hosted by BlueFrame at a domain of Client's choice (subject to availability).
  - Purchasing domains already privately owned by an additional party would be the Client's responsibility.
  - Content will also be made available on BlueFrame's Team1Sports.com page and associated apps.
- BlueFrame's proprietary production software, Production Truck® Pro, is included.

### Pricing

Client will be provided service in accordance with the selected plan below. All plan pricing is based on a yearly commitment and annual payment. Automatic month-to-month contract pricing is available with additional surcharges; please ask your BlueFrame representative for more information.

#### □ ENTRY HD+ up to 720p at 30 fps/2.0 Mbps (ABR)

- 500 GB of storage for archive recordings
- \$0 annual fee
- All live athletic broadcasts are ppv
- Taft receives 70% revenue share for revenues over \$1,500
  - BlueFrame will send quarterly revenue updates to Taft College
  - PPV prices will be set in consultation with BlueFrame and Taft College

#### □ PREMIUM HD+ up to 1080p at 60 fps/4.0 Mbps (ABR)

- 1 TB of storage for archive recordings
- \$0 annual fee
- All live athletic broadcasts are ppv
- Taft receives 70% revenue share for revenues over \$3,000
  - BlueFrame will send quarterly revenue updates to Taft College
  - PPV prices will be set in consultation with BlueFrame and Taft College





## Service Agreement

### 1. Terms of Service

- 1.1. Client will adhere to all items mentioned in BlueFrame's Terms of Use (<http://www.blueframetech.com/terms-of-use/>).
- 1.2. BlueFrame's streaming service provides unlimited domestic viewership.
- 1.3. BlueFrame will provide live phone and email support to producers for all broadcasts which are scheduled in vCloud at least 5 business days in advance of the live event.
- 1.4. All live events will automatically be archived after 1 hour of the completion of the broadcast.
  - 1.4.1. Complementary storage for archived events will be provided by BlueFrame in accordance with the streaming service selected.
  - 1.4.2. BlueFrame will evaluate Client's archives once per calendar year. Once Client archives have surpassed the contracted limit, Client will have the option of purchasing additional storage at \$0.60/GB/year or delete archives to reduce their storage under the limit.
- 1.5. **Production is the sole responsibility of the Client.** Client acknowledges BlueFrame's recommended list of equipment to ensure the highest quality broadcast. Client is free to use their own equipment; however, BlueFrame cannot ensure the highest quality broadcast with unsupported equipment.
- 1.6. BlueFrame cannot be held responsible for Client's Internet connection strength. BlueFrame can advise Client on the appropriate coverage & bandwidth required, but maintaining a network to successfully use BlueFrame services is entirely the Client's responsibility.
- 1.7. Streaming plans which are not entirely subsidized by Pay-per-view revenue are services purchased by the Client for use at the Client's discretion, without any expectation from BlueFrame as to the amount of streamed content. Therefore, the Client's inability to stream, or exercised decision against streaming, does not postpone, pause or otherwise alter the term and payment responsibilities of this Agreement.
- 1.8. BlueFrame will train and support Client's staff remotely to effectively use BlueFrame's service.
- 1.9. Pricing plans only cover streaming of Client's events. **Any attempt to share broadcasting services or software licenses outside of the contracted Client's organization(s) will be considered a breach of contract**, and may be subject to penalties up to, and including, immediate and non-refundable termination of service.
  - 1.9.1. Furthermore, Client organizations are considered to be in-kind to the signatory's departmental association (i.e. Athletic Directors represent Athletic Departments). Using streaming and software services outside of the intended contracted use (i.e. athletic events) should be restricted to no more than 10 uses per year. Should the Client wish to utilize BlueFrame's services beyond its scope more frequently, please contact your BlueFrame representative for options.
- 1.10. Client may upgrade its BlueFrame service or add additional features at anytime during the agreement Term. Mid-term upgrades and/or additional features will be charged at a prorated schedule for the first year. Client may not downgrade or remove previously contracted additional features until agreement renewal.
- 1.11. Client agrees to add ads.txt and app-ads.txt files to its website domain, if they do not already exist. Client agrees to add BlueFrame as a qualified publisher to its website's ads.txt and app-ads.txt files for the entirety of Client's streaming service.
- 1.12. Client acknowledges BlueFrame's permission to use Client as a listed customer for the duration of Client's active BlueFrame service.



## 2. Revenue Share Details

- 2.1. Client has the option to accrue revenue share credits through Pay-Per-View fees (including AccessPass subscriptions), Pay-Per-Download fees, and/or ad impression revenue generated by Client content at 100% of the total earned value.
- 2.2. Client has the option to apply its revenue share credit towards its BlueFrame software and streaming service fees for its upcoming renewal at 100% of the accrued value. Remaining funds can then be applied to additional BlueFrame services, such as apps or additional upgrade features, or to any of BlueFrame's partner services at 100% of the accrued value.
- 2.3. At the end of each calendar quarter, Client may elect to withdraw its revenue share credit as a cash value payment, minus a 30% fee retained by BlueFrame.
- 2.4. Any Client revenue share credit left unredeemed will not expire and will continue to be accessible until credit redemption, cash payout or service termination.
- 2.5. Upon service termination, any revenue share credit left unused will be distributed as cash value, pursuant to the terms outlined herein.
- 2.6. Any redemption of Client's revenue share credits shall be considered final and may not be refunded, at BlueFrame's sole discretion.
- 2.7. Processing and transaction fees do not contribute to Client's revenue share credit.
- 2.8. Viewer refunds will be provided at BlueFrame's discretion and in accordance with our Viewer Terms of Use ([www.blueframetech.com/viewer-terms](http://www.blueframetech.com/viewer-terms))
  - 2.8.1. In the unlikely scenario more than 25% of event purchases are refunded due to production errors, including but not limited to inadequate Internet bandwidth, poor camera angles cutting off action, or audio issues for a substantial portion of the event, BlueFrame reserves the right to subtract an amount equal to or less than its lost revenue share of refunded purchases from Client's earned credits or payout.
    - 2.8.1.1. BlueFrame reserves the right to decide which situations warrant a "production error". BlueFrame may discuss its decision with the Client prior to a final payout.
  - 2.8.2. Conversely, if viewer refunds are given to more than 25% of purchases due to issues resulting from BlueFrame software or services, BlueFrame will reimburse the Client for its lost revenue share from the refunded purchases resulting from the difficulties.

## 3. Billing & Payment

- 3.1. Client has the choice to pay the annual rate for BlueFrame services upfront or through auto-billed monthly credit card schedule. Monthly payment plans may incur applicable monthly surcharges.
- 3.2. The annual rates identified in the adjoined Pricing Sheet will remain in effect for the entirety of the Agreement.
- 3.3. Billing is due as scheduled, regardless of the Client's use of software and/or services. The Client's decision to cancel any event(s) or season(s), including cancellations as a result of Acts of God, shall not alter the payment terms. BlueFrame retains sole discretion to accept, apply or reject any modifications to the payment amount, terms or schedule.
- 3.4. All payments are due within 30 days of issuance. Any unpaid balances will incur a monthly late fee of 1.5%, inclusive of previously assessed fees.



## 4. Contract Period and Renewal

- 4.1. This agreement shall be in effect for the entirety of the period of time outlined herein, unless terminated as provided in the terms within BlueFrame Terms of Use or Section 5. Termination of this Agreement.
- 4.1. BlueFrame may submit a contract renewal to Client. The contract renewal may offer different pricing or services to be selected by Client at that time. In the event any terms of the renewal conflict with the terms of this agreement, the renewal terms will supersede; however, all other terms of this agreement will still apply to subsequent renewals.

## 5. Termination

- 5.1. Client may terminate this Agreement for BlueFrame's breach of any obligations, covenants, representations, payment of fees or warranties in this Agreement, if such breach is not cured within sixty (60) days of written notice to BlueFrame of said breach.
- 5.2. Unless the uncured breach is a result of a change to BlueFrame software or services that occurred during the term of this agreement, all fees incurred after the written notice and before the date of contract termination will remain valid and due in accordance with the payment terms outlined herein.
- 5.3. In the event of Agreement termination, Client will responsible for a termination fee equal to the lesser of 6 months of service or the remaining contract year's fees. If Client has paid for their year in full, they will be entitled to a prorated refund minus applicable termination fees.
- 5.4. BlueFrame's guidelines for service termination are outlined in the Terms of Use (<http://www.blueframetech.com/terms-of-use/>).





## Acceptance

By signing this Agreement, Client accepts the terms outlined within the entirety of this Service Agreement and adjoining Pricing Sheet.

### BlueFrame Technology, LLC

### Taft College

Signature: *Mark Krug*

Signature: \_\_\_\_\_

Name: Mark Krug

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

Title: Director of Partnerships

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

Date: 5/15/2020

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

**Date:** July 29, 2020  
**Submitted by:** Xiaohong Li, Interim Executive Director Information Technology Services  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Ratification

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**Board Meeting Date:** August 12, 2020

**Title of Board Item:**

Equitrac Support Software and Maintenance Annual Renewal

**Background:**

This was part of the agreement that was approved last year. Equitrac is the print management product used by the library to allow students to print from library desktop computers in the past, and the proceeds the library receives from printing provides a revenue source for the library to cover the costs of supplies and support. The software and service contract is now campus-wide and extends to faculty, administration, and classified departments. The centralized printing encourages optimal and efficient usage of printing resources in a networked environment.

**Terms (if applicable):**

Terms from the contract are from June 19, 2020 – June 18, 2021

**Expense (if applicable):**

Total cost of the 2020-2021 Equitrac renewal is \$2,640.00

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

Budget responsibility TBD.

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



office technologies • document solutions

4352 N. Brawley Ave. Suite 101  
Fresno, CA 93722

559-275-4977

**Branch** Bakersfield 661-397-4081  
**Offices** Modesto 209-525-9848  
Stockton 209-957-6022

Bill To			Ship To		
Taft College			Taft College		
Street Address <b>29 Cougar St</b>			Street Address <b>29 Cougar St</b>		
State <b>CA</b>	Zip <b>93268</b>		State <b>CA</b>	Zip <b>93268</b>	
Telephone Number <b>559.763.7779</b>		E-mail	Telephone Number <b>559.763.7779</b>		Contacts <b>Andrew Prestage</b>

Hardware							
Cust. PO	Date	Terms	Req./Del./Via				
	<b>4.15.2020</b>	<b>Net 30</b>					
Qty	Description	Unit Price	Amount	Qty	Description	Unit Price	Amount
	Equitrac Small Campus V5 Support		\$2,640.00				
	Equitrac Emedded Support						
	Nuance Output Manager Mobile Print						
	PCC Card Reader						
						Sub-total	\$0.00
						Sales Tax	
						Total	
<b>General Maintenance Agreement</b>							
<b>Special Instructions/Remarks</b>							
				<b>Received 6/2/2020</b>			
		Sub Total					
Sales Manager		Roger Yoder	Sales Tax				
Account Executive		Jacqui Mills, Paul T	Shipping/Delivery				
			Connection Fees				
Customer Name (Print)			Trade-In				
Customer Signature			Balance				

By signing this agreement, customer acknowledges that he/she has read and understood all the terms and conditions of this agreement.  
All terms and conditions on the reverse side hereof are a part of this agreement.



## TERMS AND CONDITIONS

- 1. Limited Warranty.** The seller warrants that the goods to be delivered will be of the kind and quality described in this Agreement and will be free of defects in workmanship or material. Should any failure to conform to this warranty appear within ninety (90) days after the initial date of installation in the case of new goods or thirty (30) days after the initial date of installation in the case of used or reconditioned goods, the Seller at its option, shall correct such defects by suitable repair or replacement at its own expense, upon notification thereof and substantiation that the goods have been stored, installed, maintained, and operated in accordance with the Seller's recommendations or standard industry practice.

The foregoing warranty does not apply to consumable parts such as, but not limited to, drums, cleaning brushes, filters, developer, toner, heat and oiler tubes, pressure pads, lamps, lens and fuses.

**THIS WARRANTY IS EXCLUSIVE AND IS IN LIEU OF ANY WARRANTY OF MERCHANTABILITY. FITNESS FOR A PARTICULAR PURPOSE OR OTHER WARRANTY OF QUALITY, WHETHER EXPRESS OR IMPLIED, EXCEPT OF TITLE AND AGAINST PATENT INFRINGEMENT.** Correction of non-conformities, in the manner and for the period of time provided above, shall constitute fulfillment of all liabilities of the Seller to the Customer with respect to, or arising out of the goods, whether based on contract, negligence, strict tort liability or otherwise.

- 2. Limitation of Liability.** The Seller shall not under any circumstances be liable for special or consequential damages, such as, but not limited to, damage or loss of other property or equipment, loss of profits or revenue, cost of capital, cost of purchase or replacement goods, or expense or inconvenience caused by service interruptions. **The remedies of the customer set forth herein are exclusive, and the liability of Seller with respect to any contract, or anything done in connection therewith such as the performance or breach thereof, or from the manufacture sale, delivery, resale installation or use of any goods covered by or furnished under this Agreement whether arising out of contract, negligence, strict tort liability or under any warranty, or otherwise, shall not, except as expressly provided herein, exceed the price of the goods upon which such liability is based.**
- 3. Entire Agreement.** This writing, in combination with Seller's Installment Sales Contract, rental or lease agreement, MMPP contract, Regional or National Contract or Seller's other contract forms, as and if the case may be, constitutes the final written expression of all the terms of this Agreement and they are a complete and exclusive statement of those terms. No agent, employee or representative of Seller has any authority to bind the Seller to any affirmation, representation, promise, or warranty concerning the goods described on the reverse side of this Agreement. **Any and all representations, promises, warranties, or statements by seller's agent, employee or representative that differ in any way from the terms of this written agreement shall be given no force or effect.**
- 4. Security Interest.** Customer agrees that to secure payment of the purchase price of the goods described on the reverse side hereof, the Seller has retained title to the goods and has and shall continue to have, until the purchase price is paid in full, a purchase

money security interest in such goods and in all substitutions thereof or therefore or any part thereof, and in all equipment, accessories, parts and supplies at any time installed or added or affixed to such goods.

- 5. This order shall become binding when it has been accepted by an authorized manager of the seller.**
- 6. Taxes.** Any tax imposed by federal, state, or other governmental authority on the sale of the goods described herein shall be paid by Customer in addition to the purchase price.
- 7. All Modifications to be in Writing.** This Agreement may be modified or rescinded only by a writing signed by the duly authorized agents of Seller and Customer
- 8. Waiver.** No claim nor right arising out of a breach of this Agreement, can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.
- 9. Default.** If Customer fails to make payments as agreed, or if Customer becomes insolvent, ceases to do business as a going concern, makes an assignment for the benefit of creditors, or if a petition for a receiver or in bankruptcy, or for an arrangement of reorganization is filed by or against Customer, or if any property of Customer is attached, or Customer breaches any of the terms or conditions of this Agreement, the entire unpaid balance shall at once become due and payable with interest at the highest lawful rate from date of this Agreement at the election of Seller. Seller may, without notice or demand, by process of law or otherwise, take possession of the goods free from all claims of the Customer and retain all payments made by the Customer for the reasonable rental of the goods. The Customer waives all claims and rights of action for trespass or damages by reason of such entry, taking of possession or removal. The remedies provided in the paragraph are in addition to those provided aggrieved Sellers under the Uniform Commercial Code.
- 10. Attorney Fees.** In the event that Seller finds it necessary to enforce any right under this Agreement, Seller shall be entitled to reasonable attorney fees and court costs.
- 11. Assignment.** Any assignment of this Agreement without the prior written consent of seller shall be void.
- 12. Severability.** If any provision or clause of this Agreement or application thereof to any person or circumstance is held invalid or unconscionable such invalidity or unconscionability shall not affect other provisions or applications on the Agreement which can be given effect without the invalid or unconscionable provision or application, and to this end, the provisions of this Agreement are declared to be severable.
- 13. Effect of Headings.** The subject headings of the paragraphs of this Agreement are included for purpose of convenience only, and shall not affect construction or interpretation of any of its provisions.

C.A. Reding Company, Inc.

**Taft College Check Register Report**

**01-July-20 through 31-July-20**

**FY 20-21**

78048406	07/14/2020	A00202515ACCCA	I0062245	BISHOP	11000	224	5710	60200	550.00
78048407	07/14/2020	A00200026Accrediting Commission for C	I0062265	3957	11000	110	5415	66003	25,593.00
78048408	07/14/2020	A00202408ACCT	I0062268	83651	11000	110	5210	66003	4,573.00
78048409	07/14/2020	A00200043American Express	I0062247	11005062	11000	000	7211	00000	3,641.41
78048410	07/14/2020	A00202445AT&T Mobility	I0062258	061820	39000	314	5840	64991	187.42
78048411	07/14/2020	A00200107Bright House Networks	I0062254	061220	39000	314	5840	64991	79.74
78048412	07/14/2020	A00200107Bright House Networks	I0062255	061820	39000	314	5840	64991	94.98
78048413	07/14/2020	A00200107Bright House Networks	I0062256	06/19/20	39000	314	5840	64991	74.99
78048414	07/14/2020	A00200107Bright House Networks	I0062257	06/18/20	39000	314	5840	64991	63.00
78048415	07/14/2020	A00283035CCCLC	I0062267	12053	11000	110	5210	66003	2,000.00
78048416	07/14/2020	A00284647CCS Disaster Recovery Servic	I0062263	6351	11000	113	5644	67801	3,420.00
78048417	07/14/2020	A00313072Colombo Construction Co., In	I0062282	PAY REQ	43100	000	6211	71003	1,378,879.62
78048418	07/14/2020	A00264649Convergint Technologies, LLC	I0062259	W913160	35000	360	5880	67701	1,098.00
78048419	07/14/2020	A00200219CSMI	I0062269	131515	11000	352	4310	69619	250.00
78048420	07/14/2020	A00312575CUPA-HR	I0062281	2643-202	12571	411	5210	67300	1,265.00
78048421	07/14/2020	A00202356Department of Veteran's Affa	I0062274	56293256	11990	000	7413	73900	552.00
			I0062275	60686387	11990	000	7413	73900	552.00
			I0062276	44323473	11990	000	7413	73900	462.00
78048422	07/14/2020	A00200995Educause	I0062260	EDU-7242	11000	113	5642	67801	77.00
78048423	07/14/2020	A00200308Federal Express Corporation	I0062264	7-049-94	11000	401	5940	67705	25.53
78048424	07/14/2020	A00259082Lozano Smith, LLP	I0062266	070720	11000	110	5430	66003	15,000.00
78048425	07/14/2020	A00285810National Emergency Number As	I0062261	30001148	11000	113	5840	67801	255.00
78048426	07/14/2020	A00200498Office Depot	I0062243	50980684	12000	353	4310	64600	156.38
78048427	07/14/2020	A00200508P. G. & E.	I0062248	062820	39000	314	5830	64991	13.27
78048428	07/14/2020	A00200508P. G. & E.	I0062249	06/28/20	39000	314	5830	64991	34.99
78048429	07/14/2020	A00200508P. G. & E.	I0062250	070120	39000	314	5830	64991	25.48
78048430	07/14/2020	A00200508P. G. & E.	I0062251	07/01/20	39000	314	5830	64991	23.64
78048431	07/14/2020	A00317424Quadient Finance USA, Inc.	I0062273	81200611	11000	411	5950	67300	5,000.00
78048432	07/14/2020	A00317367Quadient Leasing USA, Inc.	I0062271	N8336824	11000	411	5950	67300	1,063.62
78048433	07/14/2020	A00200393Sparkletts	I0062280	061820	11000	209	4310	49999	3.00
78048434	07/14/2020	A00237176SSD Systems	I0062262	R-001914	11000	113	5641	67801	647.85
					11000	205	5641	12042	75.00
78048435	07/14/2020	A00201787Standard Insurance Company	I0062272	JUN 20	11000	411	3410	67300	442.68
					11000	411	3420	67300	1,303.17
78048436	07/14/2020	A00211077Strata Information Group	I0062253	34162	12582	301	5510	67800	15,470.00
78048437	07/14/2020	A00200419T.C. Clearing Account	I0062277	050120	11000	421	5912	67200	803.10
78048438	07/14/2020	A00200862Taft College Bookstore	I0062270	7777.	12495	319	4110	61900	93.31
78048439	07/14/2020	A00200862Taft College Bookstore	I0062278	4088	12700	421	5971	67900	37.22
78048440	07/14/2020	A00200862Taft College Bookstore	I0062279	4097	12700	421	5971	67900	28.96
78048441	07/14/2020	A00200338Verizon Wireless	I0062246	98574368	11000	113	5840	67801	76.02
					12551	353	6415	64600	38.01
78048442	07/14/2020	A00247325WESTOP	I0062242	20007300	12000	340	5210	64951	375.00
78048443	07/14/2020	A00201081Westside Waste Management Co	I0062244	06X00522	39000	314	5850	64991	97.53
78048444	07/14/2020	A00308239WEX Inc.	I0062252	66038611	11000	432	4316	67703	75.00
78048445	07/15/2020	A00308117Abernathy, Madeline G.	S0049711		11000		9526		1,000.00
78048446	07/15/2020	A00306499Alfaro, Erik	S0049712		11000		9526		138.00
78048447	07/15/2020	A00278378Avila, Breanna J.	S0049713		11000		9526		184.00
78048448	07/15/2020	A00288608Bangloy, Dean A.	S0049714		11000		9526		138.00
78048449	07/15/2020	A00288971Benskin, Delila D.	S0049715		11000		9526		138.00
78048450	07/15/2020	A00298878Billings, Kaylyn N.	S0049716		11000		9526		2.00
78048451	07/15/2020	A00303019Brown, Carter J.	S0049717		11000		9526		136.00

**Taft College Check Register Report**

**01-July-20 through 31-July-20**

**FY 20-21**

78048452	07/15/2020	A00279323	Burke, Jase E.	S0049718	11000	9526	188.00
78048453	07/15/2020	A00304487	Bush, Juliana M.	S0049719	11000	9526	207.00
78048454	07/15/2020	A00317698	Castaneda, Monica A.	S0049720	11000	9526	184.00
78048455	07/15/2020	A00280883	Celedon, Alisa D.	S0049721	11000	9526	138.00
78048456	07/15/2020	A00301214	Cerruti, Karlie	S0049722	11000	9526	425.00
78048457	07/15/2020	A00300526	Cortez, Nikolas A.	S0049723	11000	9526	138.00
78048458	07/15/2020	A00312322	Dao, Zachary W.	S0049724	11000	9526	138.00
78048459	07/15/2020	A00269831	Davis, Bradley A.	S0049725	11000	9526	46.00
78048460	07/15/2020	A00273471	Dye, Marilia L.	S0049726	11000	9526	138.00
78048461	07/15/2020	A00086803	Elfstrom, Lana C.	S0049727	11000	9526	184.00
78048462	07/15/2020	A00306574	Estrada, Ahilyn P.	S0049728	11000	9526	136.00
78048463	07/15/2020	A00017708	Falcon, Luigi	S0049729	11000	9526	2.00
78048464	07/15/2020	A00282450	Gamez, Gabriel A.	S0049730	11000	9526	184.00
78048465	07/15/2020	A00309710	Garcia, Brianna G.	S0049731	11000	9526	460.00
78048466	07/15/2020	A00296598	Garcia, Jenasse R.	S0049732	11000	9526	112.00
78048467	07/15/2020	A00105942	Gonzalez, Nathan E.	S0049733	11000	9526	138.00
78048468	07/15/2020	A00297088	Gutierrez Saldivar, Zithlaly	S0049734	11000	9526	138.00
78048469	07/15/2020	A00290141	Hall, Jason D.	S0049735	11000	9526	188.00
78048470	07/15/2020	A00290130	Hartwick, Anne E.	S0049675	11000	9526	276.00
78048471	07/15/2020	A00292919	Harvey, Rachel M.	S0049676	11000	9526	138.00
78048472	07/15/2020	A00302943	Herrera, Zachary G.	S0049677	11000	9526	322.00
78048473	07/15/2020	A00311411	Huisjen, Parker D.	S0049678	11000	9526	188.00
78048474	07/15/2020	A00274247	Khangura, Jagveer S.	S0049679	11000	9526	62.00
78048475	07/15/2020	A00282194	Larimer, Bria J.	S0049680	11000	9526	184.00
78048476	07/15/2020	A00106325	Lonza, Andrew	S0049681	11000	9526	2.00
78048477	07/15/2020	A00200941	Lopez, Valerie	S0049682	11000	9526	370.00
78048478	07/15/2020	A00313488	Marquez, Joelissa K.	S0049683	11000	9526	138.00
78048479	07/15/2020	A00203636	Martinez, Anthony R.	S0049684	11000	9526	2.00
78048480	07/15/2020	A00311379	Martinez, Carolina M.	S0049685	11000	9526	138.00
78048481	07/15/2020	A00290117	McDonald, Riley D.	S0049686	11000	9526	230.00
78048482	07/15/2020	A00210261	Mendoza, Maricela	S0049687	11000	9526	2.00
78048483	07/15/2020	A00214529	Midkiff, Jeremy R.	S0049688	11000	9526	2.00
78048484	07/15/2020	A00309888	Muro, Moises	S0049689	11000	9526	50.00
78048485	07/15/2020	A00239569	Ogundare, Victoria O.	S0049690	11000	9526	184.00
78048486	07/15/2020	A00308186	Orozco, Cristian D.	S0049691	11000	9526	138.00
78048487	07/15/2020	A00312898	Ortega, Clarissa A.	S0049692	11000	9526	230.00
78048488	07/15/2020	A00280965	Pena, Andres	S0049693	11000	9526	184.00
78048489	07/15/2020	A00310225	Perez, Israel	S0049694	11000	9526	50.00
78048490	07/15/2020	A00305461	Perez, Jacqueline M.	S0049695	11000	9526	138.00
78048491	07/15/2020	A00290817	Pilgrim, Sierra D.	S0049696	11000	9526	1,048.00
78048492	07/15/2020	A00310284	Raleigh, Maysan A.	S0049697	11000	9526	184.00
78048493	07/15/2020	A00279243	Richardson, Camryn B.	S0049698	11000	9526	50.00
78048494	07/15/2020	A00244583	Rivas, Luis M.	S0049699	11000	9526	2.00
78048495	07/15/2020	A00298202	Rivera, Joseph M.	S0049700	11000	9526	184.00
78048496	07/15/2020	A00096068	Roach, Billy	S0049701	11000	9526	2.00
78048497	07/15/2020	A00281771	Saindon, John Paul R.	S0049702	11000	9526	506.00
78048498	07/15/2020	A00309506	Slawter, Alyson E.	S0049703	11000	9526	1,652.50
78048499	07/15/2020	A00289037	Sloan, Kyle R.	S0049704	11000	9526	184.00
78048500	07/15/2020	A00308488	Steen, Josiah	S0049705	11000	9526	276.00
78048501	07/15/2020	A00201521	Thompson, Ashly N.	S0049706	11000	9526	138.00
78048502	07/15/2020	A00311412	Uribe, Francisco A.	S0049707	11000	9526	1,090.00

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78048503	07/15/2020	A00304030Valdivia, Roman	S0049708		11000		9526		138.00
78048504	07/15/2020	A00230653Wisehart, Michael J.	S0049709		11000		9526		2.00
78048505	07/15/2020	A00250040Woodruff, Lindsey S.	S0049736		11000		9526		94.00
78048506	07/15/2020	A00271063Zaragoza, Jacqueline J.	S0049710		11000		9526		460.00
78048507	07/16/2020	A00243588AARP Health Care Options	I0062342	JUL 20	11000	412	3350	59100	19,036.45
78048508	07/16/2020	A00043526Albayeros, Hilda	I0062283	202020	12427	210	5990	69200	77.88
78048509	07/16/2020	A00288646Amazon Web Services, Inc.	I0062304	48395719	11000	113	5644	67801	667.84
78048510	07/16/2020	A00200376Amerio, Barbara J.	I0062320	060620	11000	353	5940	64600	39.10
78048511	07/16/2020	A00200052AP Architects	I0062330	11707	42350	000	5510	71003	15,614.58
78048512	07/16/2020	A00200063Austin's Pest Control, Inc.	I0062316	JUN 20	11000	431	5860	65100	380.00
78048513	07/16/2020	A00200066Bacsco	I0062318	5585300	11000	431	4312	65100	584.15
78048514	07/16/2020	A00200105Brandco	I0062325	22811	11000	431	4320	65100	9.92
78048515	07/16/2020	A00228501Camacho, Valerie D.	I0062284	202020	12427	210	5990	69200	77.88
78048516	07/16/2020	A00200139Card Integrators	I0062303	00001174	11000	113	5643	67801	2,284.00
78048517	07/16/2020	A00200153CCCCIO	I0062307	2021	11000	202	5210	60100	300.00
78048518	07/16/2020	A00283035CCCL	I0062321	12250	11000	110	5210	66003	9,461.00
			I0062338	2021081	11000	110	5430	66003	5,600.00
78048519	07/16/2020	A00201051Central Sanitary Supply	I0062301	1086486	12700	421	4310	67900	208.87
			I0062317	1086490	12700	421	4310	67900	912.17
78048520	07/16/2020	A00200167Central Valley Conference	I0062346	2008	11000	352	5210	69610	7,000.00
78048521	07/16/2020	A00200181City of Taft	I0062306	080120	11000	431	5850	65700	5,829.78
					11000	431	5850	65500	118.97
78048522	07/16/2020	A00284437Council for Opportunity in E	I0062345	14870416	12000	340	5210	64951	3,250.00
78048523	07/16/2020	A00286770Crandall, Zoe K.	I0062285	202020	12427	210	5990	69200	233.64
78048524	07/16/2020	A00306852DeWalt Corporation	I0062313	1087872	42350	000	6110	71002	780.00
78048525	07/16/2020	A00225717Estrada, Gloria	I0062286	202020	12427	210	5990	69200	77.88
78048526	07/16/2020	A00200308Federal Express Corporation	I0062349	7-056-35	33428	310	5950	69200	46.45
78048527	07/16/2020	A00283264Frontier California Inc.	I0062308	57030707	11000	431	5840	65700	146.69
78048528	07/16/2020	A00283264Frontier California Inc.	I0062332	79000628	11000	431	5840	65700	1,043.26
78048529	07/16/2020	A00283264Frontier California Inc.	I0062333	77000628	11000	431	5840	65700	1,022.28
78048530	07/16/2020	A00067004Furman, Cynthia A.	I0062287	202020	12427	210	5990	69200	77.88
78048531	07/16/2020	A00107372Gonzalez, Erika	I0062288	202020	12427	210	5990	69200	155.76
			I0062289	201950	12427	210	5990	69200	103.84
78048532	07/16/2020	A00200655Henry Schein, Inc.	I0062309	79404066	12651	205	4311	12042	250.45
78048533	07/16/2020	A00200704Karwoski, John	I0062331	JUL 20	43100	000	5510	71002	10,920.00
78048534	07/16/2020	A00200715Kern Electric Distributors	I0062315	575572	11000	431	4310	65100	86.77
78048535	07/16/2020	A00239526Livescribe, Inc.	I0062344	00002003	12000	311	4311	64200	3,859.93
78048536	07/16/2020	A00291974Martinez, Elizabeth Z.	I0062290	202020	12427	210	5990	69200	155.76
78048537	07/16/2020	A00294618McNeil and Associates, LLC	I0062305	29	11000	110	5510	66003	3,150.00
78048538	07/16/2020	A00308756Montgomery Hardware Co.	I0062314	727574	11000	431	4310	65100	315.61
78048539	07/16/2020	A00290824Moseley, Jessica D.	I0062291	201950	12427	210	5990	69200	337.48
			I0062292	202020	12427	210	5990	69200	259.60
78048540	07/16/2020	A00205869NISOD	I0062337	8940	11000	202	5210	60100	1,125.00
78048541	07/16/2020	A00271462OCLC, Inc.	I0062323	10000544	12477	203	5643	61200	6,000.00
78048542	07/16/2020	A00242322Ortiz, Leesa F.	I0062293	202020	12427	210	5990	69200	311.52
78048543	07/16/2020	A00200508P. G. & E.	I0062310	070220	39000	314	5830	64991	212.02
78048544	07/16/2020	A00200508P. G. & E.	I0062311	07/02/20	39000	314	5830	64991	21.33
78048545	07/16/2020	A00200508P. G. & E.	I0062327	07-02-20	39000	314	5830	64991	142.51
78048546	07/16/2020	A00200508P. G. & E.	I0062328	07.02.20	39000	314	5830	64991	22.84
78048547	07/16/2020	A00200508P. G. & E.	I0062329	07-01-20	11000	431	5830	65700	21,718.85
78048548	07/16/2020	A00202373Phillips, Sheri F.	I0062294	202020	12427	210	5990	69200	77.88

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78048549	07/16/2020	A00205819Proquest LLC	I0062322	70629558	12477	203	5642	61200	6,150.50
78048550	07/16/2020	A00270674Public Agency Law Group	I0062335	061420	42350	000	5430	71003	3,059.10
			I0062336	070420	42350	000	5430	71003	370.80
78048551	07/16/2020	A00254632Rosas, Miriam L.	I0062295	202020	12427	210	5990	69200	285.56
78048552	07/16/2020	A00016830Ruiz, Alba Y.	I0062296	202020	12427	210	5990	69200	77.88
78048553	07/16/2020	A00202046Salinas, Cassie L.	I0062297	201950	12427	210	5990	69200	77.88
			I0062298	202020	12427	210	5990	69200	77.88
78048554	07/16/2020	A00202968San Joaquin Chemicals, Inc.	I0062312	131795	11000	431	5641	65100	1,175.00
78048555	07/16/2020	A00202436Simonek, Sheri A.	I0062300	202020	12427	210	5990	69200	77.88
78048556	07/16/2020	A00200393Sparkletts	I0062340	062520	11000	301	5810	64500	4.00
78048557	07/16/2020	A00200396Spurr	I0062348	107361	11000	431	5820	65700	1,106.99
							35827	69700	122.56
							33428	69200	40.67
							33528	69200	40.67
							33588	69200	40.67
78048558	07/16/2020	A00200794State Board of Equalization	I0062350	0-013-21	11000	000	5915	00000	888.00
							31000	69100	49,807.00
							32000	00000	2,760.00
78048559	07/16/2020	A00211077Strata Information Group	I0062347	36203	12569	353	5510	64600	5,440.00
78048560	07/16/2020	A00200430Taft Plaza, LLC	I0062343	AUG 20	31000	423	5611	69100	1,907.00
78048561	07/16/2020	A00203989Tipton Cash, Heather M.	I0062341	JUN 20	11000	224	4316	60200	20.70
78048562	07/16/2020	A00200282True Value Home Center	I0062302	427886	12700	421	4310	67900	355.10
							11000	65100	11.79
78048563	07/16/2020	A00243587United Healthcare Insurance	I0062339	JUL 20	11000	412	3350	59100	25,030.30
78048564	07/16/2020	A00300455Vasquez, Neftaly J.	I0062299	202020	12427	210	5990	69200	415.36
78048565	07/16/2020	A00200338Verizon Wireless	I0062326	98574397	11000	431	5840	65100	97.86
78048566	07/16/2020	A00275443WestAir Gases & Equipment In	I0062319	80319272	12560	223	4311	09565	103.40
78048567	07/16/2020	A00200360Westec	I0062334	27357	11450	204	5641	09543	43,029.00
78048568	07/16/2020	A00201081Westside Waste Management Co	I0062324	07100357	11000	431	5850	69200	46.21
							11000	69400	124.17
78048569	07/20/2020	A00200017A.P.I. Plumbing	I0062374	16395	11000	431	5633	65500	167.22
							11000	65100	16.09
78048570	07/20/2020	A00272600Beard Family Trust	I0062362	JUL 20	12560	223	5610	09565	3,500.00
78048571	07/20/2020	A00200112BSK & Associates, Inc.	I0062355	0091286	43100	000	5510	71002	3,503.39
78048571	07/20/2020	A00200112BSK & Associates, Inc.	I0062379	0091563	43100	000	5510	71002	3,301.38
78048572	07/20/2020	A00200119C.A. Reding Company, Inc.	I0062367	559910	11000	207	5641	49999	122.64
78048573	07/20/2020	A00201685Cengage Learning	I0062375	70760312	12477	203	6310	61200	314.08
78048574	07/20/2020	A00200307Farmer Bros. Company	I0062356	70030113	32000	422	4410	69400	94.06
78048575	07/20/2020	A00200629Grainger	I0062376	95748363	11000	431	4310	65100	190.67
78048576	07/20/2020	A00200655Henry Schein, Inc.	I0062371	78936584	11000	205	4311	12042	127.69
			I0062372	78624424	11000	205	4311	12042	56.61
78048577	07/20/2020	A00244581Independent Fire and Safety,	I0062364	46692	11000	431	5631	65100	2,131.89
							35827	69700	539.89
78048578	07/20/2020	A00293996Kimbrough, Vickie J.	I0062368	010820	11000	205	5210	12042	325.00
78048579	07/20/2020	A00307058Minor, Leslie B.	I0062370	070720	11000	202	5710	60100	250.00
78048580	07/20/2020	A00200498Office Depot	I0062351	10196184	11000	353	4310	64600	108.23
			I0062352	49791056	11000	210	4310	13052	107.30
			I0062353	49757354	11000	210	4310	13053	394.89
78048581	07/20/2020	A00318642Randy Witt Productions	I0062369	538	11007	115	5646	67100	4,750.00
78048582	07/20/2020	A00200393Sparkletts	I0062354	061920	11000	223	4310	60103	4.00
78048583	07/20/2020	A00200407Student Insurance	I0062358	2165	11000	401	5340	67702	55,061.00

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78048584	07/20/2020	A00200417	Sysco Food Service of Ventur	I0062357	27920685	32000	422	4410	69400	1,773.23
						32000	422	4411	69400	310.94
						32000	422	4411	69400	43.36
						32000	422	5940	69400	3.53
78048585	07/20/2020	A00200419	T.C. Clearing Account	I0062373	060120	11000	421	5912	67200	4,315.10
78048586	07/20/2020	A00200862	Taft College Bookstore	I0062365	4181	12700	421	4310	67900	48.19
						11700	421	4310	67900	16.05
78048587	07/20/2020	A00200862	Taft College Bookstore	I0062366	6158	11000	224	4110	60200	675.42
78048588	07/20/2020	A00302722	Time Warner Cable	I0062378	070120	35827	357	5890	69700	1,052.60
78048589	07/20/2020	A00200293	United Parcel Service	I0062363	00009697	31000	423	5940	67705	8,363.80
78048590	07/20/2020	A00200338	Verizon Wireless	I0062377	98577317	11000	357	5840	69700	154.68
78048591	07/20/2020	A00200355	West Kern Water District	I0062359	071020	39000	314	5810	64991	10.34
78048592	07/20/2020	A00200355	West Kern Water District	I0062360	07/10/20	39000	314	5810	64991	55.36
78048593	07/20/2020	A00200355	West Kern Water District	I0062361	07-10-20	39000	314	5810	64991	10.48
78048594	07/21/2020	A00318558	Angelo, Nicole L.	S0049740		11000		9526		278.00
78048595	07/21/2020	A00317977	Burdette, Maria E.	S0049741		11000		9526		94.00
78048596	07/21/2020	A00286304	Cain, Lacy R.	S0049742		11000		9526		2.00
78048597	07/21/2020	A00260945	Carranza, Nancy	S0049743		11000		9526		138.00
78048598	07/21/2020	A00248465	Castro, Guadalupe	S0049744		11000		9526		294.00
78048599	07/21/2020	A00269831	Davis, Bradley A.	S0049745		11000		9526		324.00
78048600	07/21/2020		Cancelled Check							
78048601	07/21/2020	A00284793	Medlock, Miranda D.	S0049747		11000		9526		74.00
78048602	07/21/2020	A00300195	Ramirez, Jesus A.	S0049748		11000		9526		276.00
78048603	07/21/2020	A00243357	Rizo, Elizabeth M.	S0049749		11000		9526		184.00
78048604	07/21/2020	A00288038	Rocha, Vanessa	S0049750		11000		9526		157.00
78048605	07/21/2020	A00292299	Rodriguez, Sylvia F.	S0049737		11000		9526		2.00
78048606	07/21/2020	A00292309	Vasquez, Miguel A.	S0049738		11000		9526		140.00
78048607	07/21/2020	A00273785	Wadkins, Brittany M.	S0049739		11000		9526		138.00
78048608	07/22/2020	A00243588	AARP Health Care Options	I0062383	AUG 20	11000	412	3350	59100	19,360.96
78048609	07/22/2020	A00200107	Bright House Networks	I0062398	070220	35819	357	5890	69700	112.02
78048610	07/22/2020	A00200107	Bright House Networks	I0062407	071220	39000	314	5840	64991	74.99
78048611	07/22/2020	A00200107	Bright House Networks	I0062408	070620	39000	314	5840	64991	74.99
78048612	07/22/2020	A00200107	Bright House Networks	I0062409	070720	39000	314	5840	64991	74.99
78048613	07/22/2020	A00200107	Bright House Networks	I0062410	07/07/20	39000	314	5840	64991	74.99
78048614	07/22/2020	A00200107	Bright House Networks	I0062411	07-07-20	39000	314	5840	64991	74.99
78048615	07/22/2020	A00200109	Brown & Reich Petroleum, Inc	I0062412	15637	39000	314	4316	64991	39.01
				I0062413	15636	11000	431	4316	65500	154.22
						11000	432	4316	65100	78.84
78048616	07/22/2020	A00283264	Frontier California Inc.	I0062393	13580622	31000	423	5840	69100	56.10
78048617	07/22/2020	A00283264	Frontier California Inc.	I0062414	57340710	11000	431	5840	65700	47.00
78048618	07/22/2020	A00201122	Home Depot Credit Services	I0062395	34060612	11000	432	6414	65500	3,571.58
78048619	07/22/2020	A00224086	inContact, Inc.	I0062397	6605163	11000	431	5840	65100	157.73
						11000	431	5840	65700	1,276.21
78048620	07/22/2020	A00244581	Independent Fire and Safety,	I0062392	3974	11000	431	5631	65100	1,572.50
78048621	07/22/2020	A00200806	Kern Gardening Service	I0062389	31003	12560	223	5633	09565	200.00
78048621	07/22/2020	A00200806	Kern Gardening Service	I0062390	30918	12560	223	5633	09565	200.00
78048622	07/22/2020	A00288637	Otis Elevator Company	I0062396	10040001	11000	431	5641	65100	649.92
78048623	07/22/2020	A00200508	P. G. & E.	I0062385	07.01.20	12560	223	5830	09565	181.29
78048624	07/22/2020	A00200508	P. G. & E.	I0062386	06.02.20	12560	223	5830	09565	185.42
78048625	07/22/2020	A00200508	P. G. & E.	I0062387	05-01-20	12560	223	5830	09565	167.58
78048626	07/22/2020	A00200508	P. G. & E.	I0062388	04/01/20	12560	223	5830	09565	297.54



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78048627	07/22/2020	A00200508P. G. & E.	I0062406	071020	39000	314	5830	64991	44.17
78048628	07/22/2020	A00200522Pepsi-Cola Company	I0062415	42944252	32000	422	4410	69400	506.94
78048629	07/22/2020	A00317367Quadient Leasing USA, Inc.	I0062381	P8387713	11000	411	5950	67300	118.40
78048630	07/22/2020	A00202968San Joaquin Chemicals, Inc.	I0062394	JUL 20	11000	431	5641	65100	1,175.00
78048631	07/22/2020	A00200393Sparkletts	I0062404	070920	11000	306	4310	49306	10.99
78048632	07/22/2020	A00200862Taft College Bookstore	I0062405	4318	11000	353	4318	64600	36.47
78048633	07/22/2020	A00302122TeamViewer BmbH	I0062380	21060928	11000	113	4315	67801	330.00
78048634	07/22/2020	A00302722Time Warner Cable	I0062399	07/01/20	35819	357	5890	69700	850.00
					35814	357	5890	69700	864.02
78048635	07/22/2020	A00243587United Healthcare Insurance	I0062382	AUG 20	11000	412	3350	59100	25,612.40
78048636	07/22/2020	A00318617Valsoft Corporation Inc.	I0062384	INV-0007	12000	319	5641	63200	5,250.00
78048637	07/22/2020	A00200355West Kern Water District	I0062391	07.10.20	11000	431	5810	65700	117.81
					39000	314	5810	64991	24.13
78048638	07/22/2020	A00318510ZeroNox	I0062400	JE-1140-	12908	432	6414	65500	9,963.80
					12908	432	6414	65500	3.50
					11000	432	6414	65500	750.00
			I0062401	JE-1140-	12908	432	6414	65500	9,963.80
					12908	432	6414	65500	3.50
					11000	432	6414	65500	750.00
			I0062402	JE-1140-	12908	432	6414	65500	9,963.80
					12908	432	6414	65500	3.50
					11000	432	6414	65500	750.00
			I0062403	JE-1130	12908	432	6414	65500	10,000.00
					11000	432	6414	65500	3.50
					11000	432	6414	65500	750.00
					11000	432	6414	65500	1,070.88
78048639	07/27/2020	A00223048AMS.NET	I0062451	0039473	11000	113	5644	67801	15,618.85
78048640	07/27/2020	A00200107Bright House Networks	I0062420	070420	12560	223	5645	09565	311.93
78048641	07/27/2020	A00200107Bright House Networks	I0062429	071920	39000	314	5840	64991	74.99
78048642	07/27/2020	A00200107Bright House Networks	I0062430	07/19/20	39000	314	5840	64991	94.98
78048643	07/27/2020	A00200107Bright House Networks	I0062431	07-19-20	39000	314	5840	64991	63.00
78048644	07/27/2020	A00200161CDW-G	I0062432	ZLH3960	11000	209	4313	04100	95.90
			I0062433	ZLH4194	11000	209	6415	17017	705.73
78048645	07/27/2020	A00200168Central Valley Occupational	I0062425	00266136	11000	224	5985	60200	40.00
78048646	07/27/2020	A00200181City of Taft	I0062421	08/01/20	39000	314	5850	64991	485.99
78048647	07/27/2020	A00200182City of Taft Police Departme	I0062453	0320DOJW	33428	310	5985	69200	24.67
					33528	310	5985	69200	24.67
					33588	310	5985	69200	24.66
78048648	07/27/2020	A00311324CWDL, CPAs	I0062436	4806	11000	421	5420	67200	24,921.00
78048649	07/27/2020	A00200308Federal Express Corporation	I0062445	7-062-36	33428	310	5950	69200	30.93
78048650	07/27/2020	A00234624Garcia Roofing, Inc.	I0062428	789433	11000	434	6121	65100	7,753.00
			I0062440	789432	11000	434	6121	65100	31,012.00
78048651	07/27/2020	A00259088GT Software Inc.	I0062450	INV6672	11000	113	5643	67801	2,376.00
78048652	07/27/2020	A00202979Health First Corporation	I0062454	INV60443	11000	205	4311	12042	363.32
78048653	07/27/2020	A00200655Henry Schein, Inc.	I0062426	79446958	12700	421	4310	67900	63.76
					11700	421	4310	67900	21.25
			I0062439	79577084	11000	205	4311	12042	116.04
78048654	07/27/2020	A00244581Independent Fire and Safety,	I0062418	3978	11000	431	5631	65100	3,125.00
78048655	07/27/2020	A00260774ITsavvy LLC	I0062449	01199921	11000	113	5643	67801	11,258.47
78048656	07/27/2020	A00277752Jarrahian, Abbas	I0062438	072020	11000	209	4311	04013	99.99
78048657	07/27/2020	A00200498Office Depot	I0062416	10769788	11000	421	4310	67200	182.60

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			I0062417	49757353	11000	210	4310	13053	42.89
			I0062422	10439137	11000	205	4310	12042	94.26
78048658	07/27/2020	A00200508P. G. & E.	I0062442	071420	11000	431	5830	65700	10,186.59
					39000	314	5830	64991	3,947.60
					33428	310	5830	69200	2,338.64
					33528	310	5830	69200	2,338.64
					33588	310	5830	69200	2,338.65
78048659	07/27/2020	A00318539Paycor, Inc.	I0062448	INV00027	12571	411	5985	67300	333.00
78048660	07/27/2020	A00200536Praxair Distribution, Inc.	I0062455	96916157	11000	205	5641	12042	10.36
78048660	07/27/2020	A00200536Praxair Distribution, Inc.	I0062456	97688633	11000	205	5641	12042	757.37
			I0062457	97296699	11000	205	5641	12042	554.93
			I0062458	96190437	11000	205	5641	12042	554.93
			I0062459	96738390	11000	205	5641	12042	537.85
78048661	07/27/2020	A00201787Standard Insurance Company	I0062446	AUG 20	11000	411	3410	67300	442.68
					11000	411	3420	67300	1,303.17
78048662	07/27/2020	A00201787Standard Insurance Company	I0062447	JUL 20	11000	411	3410	67300	442.68
					11000	411	3420	67300	1,303.17
78048663	07/27/2020	A00200400Stinson's	I0062434	947194-1	11000	205	4318	69600	20.88
					11000	205	4318	69600	115.22
			I0062435	947192-0	11000	209	4318	49999	193.53
78048664	07/27/2020	A00200417Sysco Food Service of Ventur	I0062419	27922020	32000	422	4410	69400	137.29
					32000	422	4411	69400	0.01
					32000	422	4411	69400	0.01
					32000	422	5940	69400	3.50
78048665	07/27/2020	A00200862Taft College Bookstore	I0062452	4319	12000	340	4310	64951	93.31
78048666	07/27/2020	A00058953Teeters, Anna N.	I0062444	020520	12643	223	5710	60103	250.00
78048667	07/27/2020	A00201977TouchNet	I0062441	6197038	11000	421	5642	67200	29,613.00
78048668	07/27/2020	A00200282True Value Home Center	I0062424	429725	12560	223	4311	09565	45.53
78048669	07/27/2020	A00200355West Kern Water District	I0062423	061820	12560	223	5810	09565	68.00
78048670	07/27/2020	A00200355West Kern Water District	I0062427	071520	11000	431	5810	65700	148.92
					39000	314	5810	64991	30.50
78048671	07/27/2020	A00292882Wood, Kandice D.	I0062437	0312220-	11999	000	7412	73900	2,086.00
78048672	07/27/2020	A00308504Wright Express FSC	I0062460	66556892	11000	432	4316	67703	75.00
78048673	07/29/2020	A00202445AT&T Mobility	I0062462	071820	39000	314	5840	64991	191.58
78048674	07/29/2020	A00200063Austin's Pest Control, Inc.	I0062463	JUL 20	11000	431	5860	65100	455.00
78048675	07/29/2020	A00200065B & H Photo-Video, Inc.	I0062471	17489015	11000	209	6412	04100	0.00
					11000	209	4311	04100	56.26
78048676	07/29/2020	A00200107Bright House Networks	I0062478	07.19.20	31000	423	5840	69100	134.97
78048677	07/29/2020	A00200119C.A. Reding Company, Inc.	I0062479	560845	31000	423	4318	69100	4.19
					31000	423	5612	69100	1,170.00
78048678	07/29/2020	A00200181City of Taft	I0062474	06.01.20	12560	223	5850	09565	48.86
78048679	07/29/2020	A00200181City of Taft	I0062475	08-01-20	12560	223	5850	09565	48.87
78048680	07/29/2020	A00200243Dick Blick	I0062472	4145811	11000	213	4311	10021	128.25
78048681	07/29/2020	A00200308Federal Express Corporation	I0062466	7-075-51	11000	401	5940	67705	29.86
					33428	310	5950	69200	46.45
78048682	07/29/2020	A00283264Frontier California Inc.	I0062464	072220	31000	423	5840	69100	56.03
78048683	07/29/2020	A00318540Garcia, Gilbert M.	I0062470	071320	39000	314	5510	64991	12,000.00
78048684	07/29/2020	A00307514Great River Learning	I0062480	5381043	31000	423	4110	69100	11,810.00
78048685	07/29/2020	A00244660J & J Supply, Inc.	I0062473	774768	11000	352	4310	69619	129.76
78048686	07/29/2020	A00300405Markovits, Aaron	I0062203	051820	39000	312	4310	64991	149.28
			I0062204	05/18/20	39000	312	4310	64991	182.30

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			I0062216	05-18-20	39000	312	4310	64991	352.58
			I0062219	052620	39000	314	5940	64991	81.02
78048687	07/29/2020	A00200555McGraw-Hill	I0062476	11341886	12725	421	4315	67900	10,094.05
78048688	07/29/2020	A00200498Office Depot	I0062488	10775157	12401	353	4310	64600	168.18
			I0062489	10730922	11000	210	4313	21056	46.09
			I0062490	10903525	12000	340	4310	64951	2,011.35
			I0062491	10806430	11000	205	4310	12042	70.80
78048688	07/29/2020	A00200498Office Depot	I0062492	10877215	12558	223	4310	60103	102.17
78048689	07/29/2020	A00200508P. G. & E.	I0062481	07/14/20	31000	423	5820	69100	998.19
					31000	423	5830	69100	8.39
78048690	07/29/2020	A00253522Payne, Makayla H.	I0062486	072220	11000	411	5980	67300	125.00
78048691	07/29/2020	A00200522Pepsi-Cola Company	I0062483	47691702	32000	422	4410	69400	333.00
78048692	07/29/2020	A00304244Portenga, Tayler A.	I0062484	071720	11000	431	5985	65100	25.00
78048693	07/29/2020	A00285838Sammy's Detail	I0062461	777	11000	432	5632	67703	255.00
78048694	07/29/2020	A00303787Smith, Ashlynn C.	I0062485	071720	11000	431	5985	65300	25.00
78048695	07/29/2020	A00200393Sparkletts	I0062465	070320	31000	423	4321	69100	7.99
78048696	07/29/2020	A00200393Sparkletts	I0062477	06/25/20	11000	205	5641	12042	23.74
78048697	07/29/2020	A00237176SSD Systems	I0062482	R-001931	31000	423	5880	69100	118.68
78048698	07/29/2020	A00200417Sysco Food Service of Ventur	I0062469	27921594	33429	310	4410	69250	1,595.47
78048699	07/29/2020	A00200284U.S. Foods	I0062468	5622684	33429	310	4410	69250	1,721.04
78048700	07/29/2020	A00200355West Kern Water District	I0062467	07/15/20	33428	310	5810	69200	45.47
					33528	310	5810	69200	45.48
					33588	310	5810	69200	45.41
78048701	07/29/2020	A00200355West Kern Water District	I0062487	071720	12560	223	5810	09565	68.00
								=====	
								BANK TOTAL	2,151,252.36

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USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER			PURCHASE ORDER AMOUNT	CL	C	A
		NUMBER	NAME	NUMBER	DATE	REQ. DATE				
ABAUER	07/14/2020	A00200277	Edmaiston, Jennifer M.	P0054719	07/14/2020	07/14/2020				\$9.57
		A00251929	Oja, Michelle Elizabeth.	P0054718	07/14/2020	07/14/2020				\$8.07
	07/16/2020	A00200794	State Board of Equalization	P0054779	07/15/2020	07/15/2020				\$80,000.00
	07/23/2020	A00058953	Teeters, Anna N.	P0054748	07/14/2020	07/14/2020				\$250.00
		A00201977	TouchNet	P0054859	07/22/2020	07/22/2020				\$29,613.00
	07/27/2020	A00259618	Taft College ASB General	P0054890	07/27/2020	07/27/2020				\$75,000.00
	07/28/2020	A00200181	City of Taft	P0054788	07/16/2020	07/16/2020				\$900.00
				P0054789	07/16/2020	07/16/2020				\$48.86
	07/29/2020	A00200862	Taft College Bookstore	P0054906	07/29/2020	07/29/2020				\$15,000.00
	07/30/2020	A00271281	WKCCD-Taft College Grant Cle	P0054907	07/29/2020	07/29/2020				\$600.00
		A00200378	WKCCD Custodian Revolving Ca	P0054919	07/30/2020	07/30/2020				\$140.00
				P0054915	07/29/2020	07/29/2020				\$140.00
										-----
							TOTAL USER			
AOMEGA	07/08/2020	A00202979	Health First Corporation	P0054543	07/01/2020	07/01/2020				\$363.32
	07/13/2020	A00200498	Office Depot	P0054612	07/08/2020	07/08/2020				\$101.73
		A00200655	Henry Schein, Inc.	P0054613	07/08/2020	07/08/2020				\$250.45
	07/18/2020	A00200655	Henry Schein, Inc.	P0054749	07/14/2020	07/14/2020				\$127.69
				P0054816	07/16/2020	07/16/2020				\$56.61
		A00293996	Kimbrough, Vickie J.	P0054814	07/16/2020	07/16/2020				\$325.00
	07/23/2020	A00200393	Sparkletts	P0054831	07/20/2020	07/20/2020				\$23.74
		A00317778	DenLine Uniforms, Inc	P0054845	07/21/2020	07/21/2020				\$684.53
		A00200393	Sparkletts	P0054828	07/20/2020	07/20/2020				\$222.60
		A00200498	Office Depot	P0054817	07/16/2020	07/16/2020				\$70.80
				P0054824	07/20/2020	07/20/2020				\$94.26
		A00317778	DenLine Uniforms, Inc	P0054822	07/20/2020	07/20/2020				\$888.50
		A00200161	CDW-G	P0054865	07/22/2020	07/22/2020				\$79.32
		A00200536	Praxair Distribution, Inc.	P0054854	07/21/2020	07/21/2020				\$537.85
				P0054855	07/21/2020	07/21/2020				\$554.93
		A00200655	Henry Schein, Inc.	P0054851	07/21/2020	07/21/2020				\$866.69
				P0054868	07/22/2020	07/22/2020				\$116.04
		A00200536	Praxair Distribution, Inc.	P0054870	07/23/2020	07/23/2020				\$757.37
				P0054871	07/23/2020	07/23/2020				\$10.36
		A00202979	Health First Corporation	P0054872	07/23/2020	07/23/2020				\$363.32
		A00200536	Praxair Distribution, Inc.	P0054869	07/23/2020	07/23/2020				\$554.93
	07/27/2020	A00317778	DenLine Uniforms, Inc	P0054821	07/20/2020	07/20/2020				\$1,758.50
		A00200498	Office Depot	P0054875	07/23/2020	07/23/2020				\$372.06
	A00200516	Patterson Dental Supply, Inc	P0054874	07/23/2020	07/23/2020				\$117.89	
	A00302543	Darby Dental Supply, LLC	P0054876	07/23/2020	07/23/2020				\$165.42	
07/28/2020	A00200655	Henry Schein, Inc.	P0054881	07/24/2020	07/24/2020				\$219.17	
07/29/2020	A00200655	Henry Schein, Inc.	P0054909	07/29/2020	07/29/2020				\$2,807.73	
			P0054882	07/24/2020	07/24/2020				\$1,122.79	

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
							TOTAL USER			\$13,613.60
DDURAN	07/09/2020	A00200393	Sparkletts	P0054531	07/01/2020	07/01/2020				\$3.00
		A00200498	Office Depot	P0054602	07/07/2020	07/07/2020				\$437.77
		A00202515	ACCCA	P0054596	07/07/2020	07/07/2020				\$550.00
		A00200498	Office Depot	P0054615	07/08/2020	07/08/2020				\$107.30
	07/13/2020	A00043526	Albayeros, Hilda	P0054633	07/13/2020	07/13/2020				\$77.88
		A00202046	Salinas, Cassie L.	P0054649	07/13/2020	07/13/2020				\$77.88
				P0054650	07/13/2020	07/13/2020				\$77.88
		A00202436	Simonek, Sheri A.	P0054651	07/13/2020	07/13/2020				\$77.88
		A00225717	Estrada, Gloria	P0054637	07/13/2020	07/13/2020				\$77.88
		A00300455	Vasquez, Neftaly Jareth.	P0054652	07/13/2020	07/13/2020				\$415.36
		A00067004	Furman, Cynthia A.	P0054638	07/13/2020	07/13/2020				\$77.88
		A00016830	Ruiz, Alba Y.	P0054648	07/13/2020	07/13/2020				\$77.88
		A00107372	Gonzalez, Erika	P0054640	07/13/2020	07/13/2020				\$155.76
				P0054642	07/13/2020	07/13/2020				\$103.84
		A00202373	Phillips, Sheri F.	P0054646	07/13/2020	07/13/2020				\$77.88
		A00228501	Camacho, Valerie D.	P0054634	07/13/2020	07/13/2020				\$77.88
		A00242322	Ortiz, Leesa F.	P0054645	07/13/2020	07/13/2020				\$311.52
		A00254632	Rosas, Miriam Lizeth.	P0054647	07/13/2020	07/13/2020				\$285.56
		A00286770	Crandall, Zoe Kelly.	P0054635	07/13/2020	07/13/2020				\$233.64
		A00290824	Moseley, Jessica Diane.	P0054643	07/13/2020	07/13/2020				\$337.48
				P0054644	07/13/2020	07/13/2020				\$259.60
		A00291974	Martinez, Elizabeth Zenaida.	P0054641	07/13/2020	07/13/2020				\$155.76
		A00205869	NISOD	P0054618	07/09/2020	07/09/2020				\$1,125.00
		A00067004	Furman, Cynthia A.	P0054670	07/13/2020	07/13/2020				\$77.88
		A00016830	Ruiz, Alba Y.	P0054679	07/13/2020	07/13/2020				\$77.88
		A00043526	Albayeros, Hilda	P0054666	07/13/2020	07/13/2020				\$77.88
		A00107372	Gonzalez, Erika	P0054671	07/13/2020	07/13/2020				\$155.76
				P0054672	07/13/2020	07/13/2020				\$103.84
		A00202046	Salinas, Cassie L.	P0054680	07/13/2020	07/13/2020				\$77.88
				P0054681	07/13/2020	07/13/2020				\$77.88
		A00202373	Phillips, Sheri F.	P0054677	07/13/2020	07/13/2020				\$77.88
		A00202436	Simonek, Sheri A.	P0054682	07/13/2020	07/13/2020				\$77.88
		A00225717	Estrada, Gloria	P0054669	07/13/2020	07/13/2020				\$77.88
		A00228501	Camacho, Valerie D.	P0054667	07/13/2020	07/13/2020				\$77.88
		A00242322	Ortiz, Leesa F.	P0054676	07/13/2020	07/13/2020				\$311.52
		A00254632	Rosas, Miriam Lizeth.	P0054678	07/13/2020	07/13/2020				\$285.56
		A00286770	Crandall, Zoe Kelly.	P0054668	07/13/2020	07/13/2020				\$233.64
		A00290824	Moseley, Jessica Diane.	P0054674	07/13/2020	07/13/2020				\$337.48
				P0054675	07/13/2020	07/13/2020				\$259.60
		A00291974	Martinez, Elizabeth Zenaida.	P0054673	07/13/2020	07/13/2020				\$155.76

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00300455	Vasquez, Neftaly Jareth.	P0054683	07/13/2020	07/13/2020				\$415.36
	07/14/2020	A00200153	CCCCIO	P0054721	07/14/2020	07/14/2020				\$300.00
		A00200323	Flinn Scientific, Inc.	P0054715	07/14/2020	07/14/2020				\$6,500.00
		A00202272	VWR International	P0054714	07/14/2020	07/14/2020				\$6,500.00
	07/16/2020	A00200243	Dick Blick	P0054778	07/15/2020	07/15/2020				\$192.91
		A00294296	Reed, Nyoka Lynne.	P0054784	07/16/2020	07/16/2020				\$100.05
		A00200862	Taft College Bookstore	P0054760	07/15/2020	07/15/2020				\$64.24
		A00200065	B & H Photo-Video, Inc.	P0054802	07/16/2020	07/16/2020				\$206.44
		A00200161	CDW-G	P0054800	07/16/2020	07/16/2020				\$95.90
				P0054759	07/15/2020	07/15/2020				\$705.73
		A00307058	Minor, Leslie B.	P0054813	07/16/2020	07/16/2020				\$250.00
		A00200498	Office Depot	P0054815	07/16/2020	07/16/2020				\$46.10
	07/20/2020	A00200862	Taft College Bookstore	P0054790	07/16/2020	07/16/2020				\$5,516.66
	07/23/2020	A00200655	Henry Schein, Inc.	P0054803	07/16/2020	07/16/2020				\$12,029.16
		A00200053	Apple Computer Inc.	P0054834	07/21/2020	07/21/2020				\$20.38
		A00200065	B & H Photo-Video, Inc.	P0054802	07/16/2020	07/16/2020				\$206.44
		A00277752	Jarrahan, Abbas	P0054877	07/23/2020	07/23/2020				\$99.99
	07/28/2020	A00200498	Office Depot	P0054897	07/28/2020	07/28/2020				\$145.85
	07/29/2020	A00200393	Sparkletts	P0054891	07/28/2020	07/28/2020				\$1,000.00
		A00015850	Berry, Wendy Jade.	P0054901	07/29/2020	07/29/2020				\$1,000.00
		A00200146	Carolina Biological Supply C	P0054902	07/29/2020	07/29/2020				\$1,000.00
	07/30/2020	A00200161	CDW-G	P0054917	07/30/2020	07/30/2020				\$1,964.75
		A00200498	Office Depot	P0054918	07/30/2020	07/30/2020				\$145.85
		A00293996	Kimbrough, Vickie J.	P0054916	07/30/2020	07/30/2020				\$669.37
		A00200498	Office Depot	P0054904	07/29/2020	07/29/2020				\$145.85
										-----
							TOTAL USER			\$46,841.18
DHICKS	07/02/2020	A00200139	Card Integrators	P0054557	07/01/2020	07/01/2020				\$2,384.00
		A00200161	CDW-G	P0054555	07/01/2020	07/01/2020				\$4,212.00
		A00200995	Educause	P0054556	07/01/2020	07/01/2020				\$77.00
		A00223048	AMS.NET	P0054554	07/01/2020	07/01/2020				\$15,618.85
		A00260774	ITsavvy LLC	P0054560	07/01/2020	07/01/2020				\$11,258.46
		A00284647	CCS Disaster Recovery Servic	P0054558	07/01/2020	07/01/2020				\$3,420.00
		A00285810	National Emergency Number As	P0054559	07/01/2020	07/01/2020				\$255.00
		A00259088	GT Software Inc.	P0054561	07/01/2020	07/01/2020				\$2,376.00
		A00288646	Amazon Web Services, Inc.	P0054563	07/01/2020	07/01/2020				\$8,000.00
	07/06/2020	A00237176	SSD Systems	P0054562	07/01/2020	07/01/2020				\$2,930.00
		A00200338	Verizon Wireless	P0054566	07/01/2020	07/01/2020				\$1,500.00
	07/09/2020	A00288646	Amazon Web Services, Inc.	P0054588	07/06/2020	07/06/2020				\$667.84
		A00200400	Stinson's	P0054604	07/07/2020	07/07/2020				\$193.53
	07/13/2020	A00200400	Stinson's	P0054606	07/08/2020	07/08/2020				\$136.10
	07/16/2020	A00200161	CDW-G	P0054793	07/16/2020	07/16/2020				\$173.28



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		NUMBER	NAME	NUMBER	DATE				
	07/21/2020	A00302122	TeamViewer BmbH	P0054819	07/20/2020	07/20/2020			\$330.00
	07/23/2020	A00200400	Stinson's	P0054761	07/15/2020	07/15/2020			\$116.21
		A00248933	Abtech Systems, Inc.	P0054858	07/22/2020	07/22/2020			\$6,350.38
	07/27/2020	A00200161	CDW-G	P0054833	07/20/2020	07/20/2020			\$6,919.26
				P0054833	07/20/2020	07/20/2020			\$6,919.26
	07/28/2020	A00255644	U.S. Bank Equipment Finance	P0054620	07/09/2020	07/09/2020			\$62,519.37
	07/30/2020	A00266520	ID Zone	P0054911	07/29/2020	07/29/2020			\$444.02
									-----
						TOTAL USER			\$129,881.30
DRIOS	07/02/2020	A00073955	White, Brian L.	P0054574	07/01/2020	07/01/2020			\$15,400.00
		A00075823	Binkley, Everett L.	P0054573	07/01/2020	07/01/2020			\$19,206.00
		A00200063	Austin's Pest Control, Inc.	P0054568	07/01/2020	07/01/2020			\$1,200.00
		A00200107	Bright House Networks	P0054570	07/01/2020	07/01/2020			\$1,200.00
		A00200181	City of Taft	P0054569	07/01/2020	07/01/2020			\$3,000.00
		A00265229	DK&M Property	P0054572	07/01/2020	07/01/2020			\$37,268.00
		A00271491	Watkins, Sherrie D.	P0054575	07/01/2020	07/01/2020			\$14,410.00
		A00000456	Uribe, Jose	P0054577	07/01/2020	07/01/2020			\$190.00
		A00200355	West Kern Water District	P0054579	07/01/2020	07/01/2020			\$500.00
		A00200508	P. G. & E.	P0054578	07/01/2020	07/01/2020			\$1,100.00
		A00201081	Westside Waste Management Co	P0054576	07/01/2020	07/01/2020			\$600.00
		A00202445	AT&T Mobility	P0054580	07/01/2020	07/01/2020			\$2,400.00
	07/21/2020	A00200017	A.P.I. Plumbing	P0054795	07/16/2020	07/16/2020			\$400.00
		A00200109	Brown & Reich Petroleum, Inc	P0054794	07/16/2020	07/16/2020			\$1,500.00
		A00200282	True Value Home Center	P0054798	07/16/2020	07/16/2020			\$2,500.00
		A00200498	Office Depot	P0054799	07/16/2020	07/16/2020			\$2,500.00
		A00200680	J & L Locksmithing	P0054797	07/16/2020	07/16/2020			\$250.00
		A00292936	Albertson's LLC	P0054801	07/16/2020	07/16/2020			\$2,000.00
		A00200432	Taft Union High School	P0054805	07/16/2020	07/16/2020			\$250.00
		A00200862	Taft College Bookstore	P0054804	07/16/2020	07/16/2020			\$500.00
				P0054823	07/20/2020	07/20/2020			\$68.46
		A00318657	Valley Association of Rehabi	P0054820	07/20/2020	07/20/2020			\$100.00
	07/27/2020	A00244581	Independent Fire and Safety,	P0054806	07/16/2020	07/16/2020			\$1,000.00
		A00318540	Garcia, Gilbert M..	P0054883	07/27/2020	07/27/2020			\$12,000.00
		A00244581	Independent Fire and Safety,	P0054867	07/22/2020	07/22/2020			\$1,981.00
									-----
						TOTAL USER			\$121,523.46
DVOHNOUT	07/23/2020	A00200498	Office Depot	P0054836	07/21/2020	07/21/2020			\$101.22
									-----
						TOTAL USER			\$101.22
GDUNHAM	07/14/2020	A00200225	Darling International (Fresn	P0054709	07/14/2020	07/21/2020			\$1,000.00
		A00200307	Farmer Bros. Company	P0054707	07/14/2020	07/15/2020			\$7,000.00
		A00200343	Vistar Corporation	P0054713	07/14/2020	07/23/2020			\$8,000.00

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		A00200388	Zee Medical Service Co.	P0054712	07/14/2020	07/23/2020				\$858.00
		A00256166	Obeso Vents	P0054711	07/14/2020	07/21/2020				\$1,800.00
		A00280401	Flowers Baking Co of Henders	P0054710	07/14/2020	07/17/2020				\$2,000.00
		A00292936	Albertson's LLC	P0054708	07/14/2020	07/17/2020				\$1,000.00
	07/16/2020	A00200284	U.S. Foods	P0054705	07/14/2020	07/16/2020				\$54,290.00
		A00200417	Sysco Food Service of Ventur	P0054703	07/14/2020	07/15/2020				\$116,587.50
		A00200522	Pepsi-Cola Company	P0054706	07/14/2020	07/21/2020				\$50,000.00
	07/29/2020	A00244581	Independent Fire and Safety,	P0054900	07/29/2020	07/29/2020				\$1,000.00
										-----
							TOTAL USER			\$243,535.50
HCASH	07/09/2020	A00203989	Tipton Cash, Heather Marie.	P0054628	07/01/2020	07/01/2020				\$266.80
				P0054619	07/01/2020	07/01/2020				\$20.70
	07/16/2020	A00200862	Taft College Bookstore	P0054768	07/15/2020	07/15/2020				\$675.42
										-----
							TOTAL USER			\$962.92
JEDMAISTON	07/13/2020	A00200219	CSMI	P0054565	07/01/2020	07/01/2020				\$250.00
		A00200167	Central Valley Conference	P0054567	07/01/2020	07/01/2020				\$7,000.00
	07/16/2020	A00200119	C.A. Reding Company, Inc.	P0054764	07/15/2020	07/15/2020				\$122.64
	07/20/2020	A00311532	Sway Medical	P0054639	07/13/2020	07/13/2020				\$667.70
	07/23/2020	A00200655	Henry Schein, Inc.	P0054762	07/15/2020	07/15/2020				\$85.01
	07/27/2020	A00244660	J & J Supply, Inc.	P0054838	07/21/2020	07/21/2020				\$138.45
	07/29/2020	A00200655	Henry Schein, Inc.	P0054896	07/28/2020	07/28/2020				\$13,072.49
	07/30/2020	A00200655	Henry Schein, Inc.	P0054905	07/29/2020	07/29/2020				\$234.43
										-----
							TOTAL USER			\$21,570.72
JMADDING	07/08/2020	A00200308	Federal Express Corporation	P0054599	07/07/2020	07/07/2020				\$25.53
	07/13/2020	A00200043	American Express	P0054614	07/08/2020	07/08/2020				\$3,641.41
		A00200052	AP Architects	P0054603	07/07/2020	07/07/2020				\$15,614.58
		A00200508	P. G. & E.	P0054601	07/07/2020	07/07/2020				\$21,718.85
		A00270674	Public Agency Law Group	P0054616	07/08/2020	07/08/2020				\$3,059.10
		A00283264	Frontier California Inc.	P0054607	07/08/2020	07/08/2020				\$1,043.26
				P0054608	07/08/2020	07/08/2020				\$1,022.28
		A00224086	inContact, Inc.	P0054622	07/09/2020	07/09/2020				\$20,000.00
		A00270674	Public Agency Law Group	P0054617	07/08/2020	07/08/2020				\$370.80
		A00283264	Frontier California Inc.	P0054626	07/09/2020	07/09/2020				\$10,000.00
				P0054627	07/09/2020	07/09/2020				\$11,500.00
				P0054629	07/09/2020	07/09/2020				\$750.00
				P0054630	07/09/2020	07/09/2020				\$1,800.00
		A00200181	City of Taft	P0054621	07/09/2020	07/09/2020				\$40,350.00
		A00200308	Federal Express Corporation	P0054600	07/07/2020	07/07/2020				\$46.45
		A00200360	Westec	P0054609	07/08/2020	07/08/2020				\$1,433,638.00
		A00200704	Karwoski, John	P0054605	07/08/2020	07/08/2020				\$65,520.00

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		A00313072	Colombo Construction Co., In	P0054684	07/13/2020	07/13/2020	\$1,378,879.62			
	07/14/2020	A00200293	United Parcel Service	P0054625	07/09/2020	07/09/2020	\$10,750.00			
		A00200430	Taft Plaza, LLC	P0054624	07/09/2020	07/09/2020	\$11,442.00			
		A00200355	West Kern Water District	P0054631	07/09/2020	07/09/2020	\$27,700.00			
		A00200396	Spurr	P0054589	07/07/2020	07/07/2020	\$1,351.56			
	07/16/2020	A00200293	United Parcel Service	P0054694	07/14/2020	07/14/2020	\$8,363.80			
		A00200112	BSK & Associates, Inc.	P0054757	07/15/2020	07/15/2020	\$43,215.86			
	07/20/2020	A00224086	inContact, Inc.	P0054750	07/15/2020	07/15/2020	\$1,433.94			
		A00200355	West Kern Water District	P0054770	07/15/2020	07/15/2020	\$141.94			
	07/22/2020	A00200355	West Kern Water District	P0054837	07/21/2020	07/21/2020	\$179.42			
		A00200396	Spurr	P0054623	07/09/2020	07/09/2020	\$45,230.00			
	07/23/2020	A00200555	McGraw-Hill	P0054839	07/21/2020	07/21/2020	\$10,080.00			
		A00282661	Madding, Justin	P0054807	07/16/2020	07/16/2020	\$200.00			
		A00200308	Federal Express Corporation	P0054696	07/14/2020	07/14/2020	\$30.93			
		A00313072	Colombo Construction Co., In	P0054847	07/21/2020	07/21/2020	\$820,097.82			
	07/27/2020	A00200396	Spurr	P0054886	07/27/2020	07/27/2020	\$1,133.99			
		A00200508	P. G. & E.	P0054842	07/21/2020	07/21/2020	\$523,500.00			
		A00200555	McGraw-Hill	P0054839	07/21/2020	07/21/2020	\$10,810.80			
	07/28/2020	A00200308	Federal Express Corporation	P0054887	07/27/2020	07/27/2020	\$76.31			
							-----			
						TOTAL USER	\$4,514,638.25			
JROTHGEB	07/14/2020	A00200107	Bright House Networks	P0054699	07/14/2020	07/14/2020	\$311.93			
		A00275443	WestAir Gases & Equipment In	P0054610	07/08/2020	07/08/2020	\$103.40			
	07/16/2020	A00200393	Sparkletts	P0054775	07/15/2020	07/15/2020	\$4.00			
		A00200063	Austin's Pest Control, Inc.	P0054728	07/14/2020	07/14/2020	\$660.00			
		A00280086	Rothgeb, Julie J.	P0054730	07/14/2020	07/14/2020	\$621.00			
		A00200355	West Kern Water District	P0054542	06/25/2020	07/01/2020	\$68.00			
		A00272600	Beard Family Trust	P0054704	07/14/2020	07/14/2020	\$42,000.00			
	07/20/2020	A00200508	P. G. & E.	P0054734	07/14/2020	07/14/2020	\$5,500.00			
		A00200806	Kern Gardening Service	P0054731	07/14/2020	07/14/2020	\$2,400.00			
		A00200355	West Kern Water District	P0054736	07/14/2020	07/14/2020	\$1,224.00			
	07/21/2020	A00200282	True Value Home Center	P0054773	07/15/2020	07/15/2020	\$45.53			
		A00200806	Kern Gardening Service	P0054776	07/15/2020	07/15/2020	\$200.00			
				P0054777	07/15/2020	07/15/2020	\$200.00			
		A00200508	P. G. & E.	P0054783	07/16/2020	07/16/2020	\$297.54			
				P0054785	07/16/2020	07/16/2020	\$167.58			
				P0054786	07/16/2020	07/16/2020	\$185.42			
				P0054787	07/16/2020	07/16/2020	\$181.29			
	07/22/2020	A00200107	Bright House Networks	P0054747	07/14/2020	07/14/2020	\$3,800.00			
		A00277845	Double D Cleaning Service	P0054792	07/16/2020	07/16/2020	\$2,650.00			
	07/29/2020	A00200393	Sparkletts	P0054738	07/14/2020	07/14/2020	\$1,400.00			
KALLIKAS	07/02/2020	A00200498	Office Depot	P0054553	07/01/2020	07/01/2020	\$108.23			

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		NUMBER	NAME	NUMBER	DATE				
	07/13/2020	A00211077	Strata Information Group	P0054586	07/06/2020	07/06/2020			\$12,290.59
	07/14/2020	A00200376	Amerio, Barbara J.	P0054664	07/13/2020	07/13/2020			\$39.10
	07/20/2020	A00200498	Office Depot	P0054808	07/16/2020	07/16/2020			\$168.18
		A00200862	Taft College Bookstore	P0054829	07/20/2020	07/20/2020			\$36.47
									-----
						TOTAL USER			\$12,642.57
KEHELMS	07/14/2020	A00283264	Frontier California Inc.	P0054685	07/13/2020	07/13/2020			\$700.00
	07/27/2020	A00200693	John Wiley & Sons, Inc.	P0054888	07/27/2020	07/27/2020			\$858.07
		A00213701	MCM Group	P0054885	07/27/2020	07/27/2020			\$391.44
		A00279155	Jones & Bartlett Learning, L	P0054889	07/27/2020	07/27/2020			\$1,393.63
		A00200393	Sparkletts	P0054791	07/16/2020	07/16/2020			\$400.00
		A00237176	SSD Systems	P0054796	07/16/2020	07/16/2020			\$720.00
		A00200107	Bright House Networks	P0054852	07/21/2020	07/21/2020			\$1,600.00
		A00200119	C.A. Reding Company, Inc.	P0054850	07/21/2020	07/21/2020			\$1,174.19
		A00200508	P. G. & E.	P0054848	07/21/2020	07/21/2020			\$9,920.00
		A00307514	Great River Learning	P0054849	07/21/2020	07/21/2020			\$11,810.00
	07/28/2020	A00304876	Ingram Book Group LLC	P0054892	07/28/2020	07/28/2020			\$289.38
	07/29/2020	A00200425	Taft College	P0054913	07/29/2020	07/29/2020			\$60,000.00
	07/31/2020	A00200243	Dick Blick	P0054927	07/31/2020	07/31/2020			\$6,503.71
		A00200298	Elsevier Health Science	P0054923	07/31/2020	07/31/2020			\$810.89
		A00201685	Cengage Learning	P0054928	07/31/2020	07/31/2020			\$5,333.76
		A00210330	Redleaf Press	P0054921	07/31/2020	07/31/2020			\$680.71
		A00219472	Arbor Crest Publishing	P0054925	07/31/2020	07/31/2020			\$6,578.18
		A00227772	MBS Textbook Exchange, Inc.	P0054920	07/31/2020	07/31/2020			\$42,003.16
		A00234628	MPS	P0054924	07/31/2020	07/31/2020			\$8,015.20
									-----
						TOTAL USER			\$159,182.32
KHELMS	07/27/2020	A00200284	U.S. Foods	P0054863	07/22/2020	07/22/2020			\$60,000.00
		A00200417	Sysco Food Service of Ventur	P0054862	07/22/2020	07/22/2020			\$60,000.00
		A00292936	Albertson's LLC	P0054864	07/22/2020	07/22/2020			\$4,000.00
		A00200355	West Kern Water District	P0054866	07/22/2020	07/22/2020			\$2,000.00
									-----
						TOTAL USER			\$126,000.00
MBLANCO	07/06/2020	A00211077	Strata Information Group	P0054584	07/01/2020	07/01/2020			\$15,470.00
		A00264649	Convergint Technologies, LLC	P0054583	07/01/2020	07/01/2020			\$1,098.00
	07/13/2020	A00211077	Strata Information Group	P0054585	07/01/2020	07/01/2020			\$10,445.00
	07/15/2020	A00200393	Sparkletts	P0054751	07/15/2020	07/15/2020			\$20.00
	07/16/2020	A00200338	Verizon Wireless	P0054753	07/15/2020	07/15/2020			\$2,700.00
		A00302722	Time Warner Cable	P0054755	07/15/2020	07/15/2020			\$13,000.00
		A00200407	Student Insurance	P0054771	07/15/2020	07/15/2020			\$55,061.00
	07/20/2020	A00200107	Bright House Networks	P0054752	07/15/2020	07/15/2020			\$1,400.00
		A00302722	Time Warner Cable	P0054754	07/15/2020	07/15/2020			\$21,600.00

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		A00200388	Zee Medical Service Co.	P0054756	07/15/2020	07/15/2020			\$750.75
	07/21/2020	A00318617	Valsoft Corporation Inc.	P0054758	07/15/2020	07/15/2020			\$5,250.00
		A00200393	Sparkletts	P0054827	07/20/2020	07/20/2020			\$10.99
	07/22/2020	A00307141	Ruiz, Christopher Jess.	P0054841	07/21/2020	07/21/2020			\$5,000.00
	07/23/2020	A00211077	Strata Information Group	P0054769	07/15/2020	07/15/2020			\$58,067.50
									-----
						TOTAL USER			\$189,873.24
MTOFTE	07/13/2020	A00205819	Proquest LLC	P0054595	07/07/2020	07/07/2020			\$6,150.50
		A00271462	OCLC, Inc.	P0054593	07/07/2020	07/07/2020			\$6,000.00
	07/16/2020	A00201685	Cengage Learning	P0054726	07/14/2020	07/14/2020			\$314.08
		A00200498	Office Depot	P0054810	07/16/2020	07/16/2020			\$62.03
									-----
						TOTAL USER			\$12,526.61
MWHITE	07/07/2020	A00308239	WEX Inc.	P0054582	07/02/2020	07/02/2020			\$75.00
	07/08/2020	A00201051	Central Sanitary Supply	P0054581	07/02/2020	07/02/2020			\$919.67
	07/13/2020	A00200109	Brown & Reich Petroleum, Inc	P0054659	07/13/2020	07/13/2020			\$5,700.00
		A00200715	Kern Electric Distributors	P0054654	07/13/2020	07/13/2020			\$86.77
		A00269611	A-C Electric Company	P0054655	07/13/2020	07/13/2020			\$8,377.00
		A00306852	DeWalt Corporation	P0054658	07/13/2020	07/13/2020			\$780.00
		A00308756	Montgomery Hardware Co.	P0054653	07/13/2020	07/13/2020			\$315.61
		A00201051	Central Sanitary Supply	P0054656	07/13/2020	07/13/2020			\$101.89
				P0054657	07/13/2020	07/13/2020			\$208.87
	07/14/2020	A00200017	A.P.I. Plumbing	P0054687	07/13/2020	07/13/2020			\$183.31
		A00200063	Austin's Pest Control, Inc.	P0054695	07/14/2020	07/14/2020			\$6,500.00
		A00200282	True Value Home Center	P0054690	07/13/2020	07/13/2020			\$366.90
		A00200629	Grainger	P0054662	07/13/2020	07/13/2020			\$190.67
		A00244581	Independent Fire and Safety,	P0054693	07/14/2020	07/14/2020			\$3,125.00
		A00200063	Austin's Pest Control, Inc.	P0054660	07/13/2020	07/13/2020			\$380.00
		A00200066	Bacsco	P0054661	07/13/2020	07/13/2020			\$584.15
		A00200105	Brandco	P0054692	07/13/2020	07/13/2020			\$9.92
		A00200338	Verizon Wireless	P0054689	07/13/2020	07/13/2020			\$97.86
		A00201081	Westside Waste Management Co	P0054665	07/13/2020	07/13/2020			\$2,200.00
		A00202968	San Joaquin Chemicals, Inc.	P0054688	07/13/2020	07/13/2020			\$1,175.00
	07/15/2020	A00244581	Independent Fire and Safety,	P0054686	07/13/2020	07/13/2020			\$2,672.03
	07/16/2020	A00200400	Stinson's	P0054743	07/14/2020	07/14/2020			\$20,000.00
	07/20/2020	A00200105	Brandco	P0054729	07/14/2020	07/14/2020			\$150.00
		A00200338	Verizon Wireless	P0054745	07/14/2020	07/14/2020			\$3,000.00
		A00200498	Office Depot	P0054740	07/14/2020	07/14/2020			\$2,500.00
		A00200620	Geary Pacific Supply	P0054735	07/14/2020	07/14/2020			\$2,000.00
		A00200680	J & L Locksmithing	P0054737	07/14/2020	07/14/2020			\$1,000.00
		A00200715	Kern Electric Distributors	P0054739	07/14/2020	07/14/2020			\$1,000.00
		A00265309	Daikin Applied	P0054733	07/14/2020	07/14/2020			\$4,500.00

# Taft College Purchase Order Activity Report

1-July-2020 through 31-July-2020

FY 20-21

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
		A00280761	County of Kern Public Works	P0054732	07/14/2020	07/14/2020			\$1,000.00
		A00285838	Sammy's Detail	P0054742	07/14/2020	07/14/2020			\$2,500.00
		A00288637	Otis Elevator Company	P0054741	07/14/2020	07/14/2020			\$3,000.00
		A00200309	United Refrigeration, Inc.	P0054744	07/14/2020	07/14/2020			\$2,200.00
		A00201122	Home Depot Credit Services	P0054765	07/15/2020	07/15/2020			\$3,571.58
		A00202968	San Joaquin Chemicals, Inc.	P0054767	07/15/2020	07/15/2020			\$1,175.00
		A00244581	Independent Fire and Safety,	P0054766	07/15/2020	07/15/2020			\$1,572.50
		A00269611	A-C Electric Company	P0054772	07/15/2020	07/15/2020			\$8,377.00
		A00315956	Orkin Pest Control	P0054746	07/14/2020	07/14/2020			\$1,000.00
	07/21/2020	A00318133	Big Valley Asphalt	P0054774	07/15/2020	07/15/2020			\$36,100.00
		A00318510	ZeroNox	P0054697	07/17/2020	07/17/2020			\$21,434.59
				P0054700	07/17/2020	07/17/2020			\$21,434.59
				P0054701	07/17/2020	07/17/2020			\$21,434.59
				P0054702	07/17/2020	07/17/2020			\$23,648.76
	07/22/2020	A00202335	Fastenal Industrial & Constr	P0054846	07/21/2020	07/21/2020			\$328.31
		A00266719	Parts Town, LLC	P0054844	07/21/2020	07/21/2020			\$260.00
	07/23/2020	A00234624	Garcia Roofing, Inc.	P0054861	07/22/2020	07/22/2020			\$7,753.00
				P0054860	07/22/2020	07/22/2020			\$31,012.00
	07/27/2020	A00200423	Taft City School District	P0054835	07/21/2020	07/21/2020			\$958.14
		A00308504	Wright Express FSC	P0054884	07/27/2020	07/27/2020			\$75.00
	07/29/2020	A00318727	David Vohnout Plumbing	P0054895	07/28/2020	07/28/2020			\$9,450.00
	07/30/2020	A00200023	Abate-A-Weed	P0054914	07/29/2020	07/29/2020			\$1,835.39
		A00266719	Parts Town, LLC	P0054912	07/29/2020	07/29/2020			\$250.34
									-----
						TOTAL USER			\$268,570.44
MZERMENO	07/27/2020	A00200200	Computerland of Silicon Vall	P0054873	07/23/2020	07/23/2020			\$16,254.00
									-----
						TOTAL USER			\$16,254.00
NFIGUEROA	07/14/2020	A00200498	Office Depot	P0054716	07/14/2020	07/14/2020			\$1,287.00
		A00200712	Kern County Supt. of Schools	P0054723	07/14/2020	07/14/2020			\$800.00
				P0054724	07/14/2020	07/14/2020			\$8,500.00
		A00290343	Bauer, Amanda M.	P0054717	07/14/2020	07/14/2020			\$100.00
		A00307134	BankMobile Technologies Inc.	P0054720	07/14/2020	07/14/2020			\$170.00
	07/16/2020	A00200419	T.C. Clearing Account	P0054725	07/14/2020	07/14/2020			\$35,000.00
		A00311324	CWDL, CPAs	P0054722	07/14/2020	07/14/2020			\$62,690.00
	07/23/2020	A00292882	Wood, Kandice Della.	P0054781	07/16/2020	07/16/2020			\$2,086.00
									-----
						TOTAL USER			\$110,633.00
SCRISS	07/09/2020	A00200026	Accrediting Commission for C	P0054587	07/06/2020	07/06/2020			\$25,593.00
		A00202408	ACCT	P0054592	07/07/2020	07/07/2020			\$4,573.00
		A00259082	Lozano Smith, LLP	P0054590	07/07/2020	07/07/2020			\$15,000.00
		A00283035	CCLC	P0054591	07/07/2020	07/07/2020			\$2,000.00



# Taft College Purchase Order Activity Report

1-July-2020 through 31-July-2020

FY 20-21

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
	07/13/2020	A00283035	CCLC	P0054632	07/09/2020	07/09/2020			\$5,600.00
				P0054636	07/13/2020	07/13/2020			\$9,461.00
		A00294618	McNeil and Associates, LLC	P0054691	07/13/2020	07/13/2020			\$37,800.00
	07/16/2020	A00312050	Karre, Idahlynn	P0054727	07/14/2020	07/14/2020			\$21,600.00
	07/20/2020	A00318642	Randy Witt Productions	P0054809	07/16/2020	07/16/2020			\$9,500.00
	07/30/2020	A00222771	Academic Senate for Communit	P0054899	07/29/2020	07/29/2020			\$1,485.23
									-----
						TOTAL USER			\$132,612.23
SJEWELL	07/13/2020	A00284437	Council for Opportunity in E	P0054532	07/01/2020	07/01/2020			\$3,250.00
	07/23/2020	A00200862	Taft College Bookstore	P0054830	07/20/2020	07/20/2020			\$93.31
	07/27/2020	A00200498	Office Depot	P0054825	07/20/2020	07/20/2020			\$2,011.35
									-----
						TOTAL USER			\$5,354.66
SREYES	07/13/2020	A00239526	Livescribe, Inc.	P0054611	07/08/2020	07/08/2020			\$3,859.93
									-----
						TOTAL USER			\$3,859.93
TROMANDIA	07/02/2020	A00200862	Taft College Bookstore	P0054552	07/01/2020	07/01/2020			\$93.31
									-----
						TOTAL USER			\$93.31
TROWDEN	07/02/2020	A00201787	Standard Insurance Company	P0054530	07/01/2020	07/01/2020			\$1,745.85
		A00243587	United Healthcare Insurance	P0054546	07/01/2020	07/01/2020			\$270,600.00
		A00243588	AARP Health Care Options	P0054547	07/01/2020	07/01/2020			\$240,000.00
		A00312575	CUPA-HR	P0054539	07/01/2020	07/01/2020			\$1,265.00
		A00317367	Quadiant Leasing USA, Inc.	P0054540	07/01/2020	07/01/2020			\$3,192.00
		A00317424	Quadiant Finance USA, Inc.	P0054544	07/01/2020	07/01/2020			\$10,000.00
	07/23/2020	A00200168	Central Valley Occupational	P0054857	07/21/2020	07/21/2020			\$40.00
		A00318539	Paycor, Inc.	P0054818	07/20/2020	07/20/2020			\$3,996.00
		A00200182	City of Taft Police Departme	P0054856	07/21/2020	07/21/2020			\$74.00
		A00201787	Standard Insurance Company	P0054843	07/21/2020	07/21/2020			\$21,900.00
	07/27/2020	A00303787	Smith, Ashlynn Chae.	P0054880	07/23/2020	07/23/2020			\$25.00
		A00304244	Portenga, Tayler Alexys.	P0054879	07/23/2020	07/23/2020			\$25.00
		A00253522	Payne, Makayla Hope.	P0054878	07/23/2020	07/23/2020			\$125.00
	07/30/2020	A00262852	Altenhofel, Kevin	P0054898	07/28/2020	07/28/2020			\$140.00
									-----
						TOTAL USER			\$553,127.85
WBELCHER	07/27/2020	A00200555	McGraw-Hill	P0054839	1 07/21/2020	07/21/2020			\$730.80
	07/28/2020	A00200161	CDW-G	P0054833	1 07/20/2020	07/20/2020			\$6,919.26
	07/30/2020	A00318628	Blue Frame Technology, LLC	P0054840	07/21/2020	07/21/2020			\$3,300.00
									-----
						TOTAL USER			\$3,300.00

**West Kern Community College District  
Board of Trustees Meeting  
August 12, 2020**

**Agenda Item 14.  
A. Academic Employment**

**1. 2020 Extra Duty-Hourly**

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Bunk, Gary	Shielded Metal Arc Welding (SMAW)	3	\$72.93	7/6/20 – 8/13/20
		Occupational Safety & Health Standards for the Construction Ind/OSHA 30 hour Construction			
b.	Enciso, Rigoberto	Ind	3	\$72.93	6/29/20 – 8/13/20
c.	Davis, Matt	CAPP Outreach Activities	3	\$72.93*	8/1/20 - 6/30/21
↓	Hamblin, Sarah	CAPP Outreach Activities	3	\$72.93*	8/1/20 - 6/30/21
↓	Lackey, Stacy	CAPP Outreach Activities	3	\$72.93*	8/1/20 - 6/30/21
↓	Lopez, Michelle	CAPP Outreach Activities	3	\$72.93*	8/1/20 - 6/30/21
↓	Murillo, Lilia	CAPP Outreach Activities	3	\$72.93*	8/1/20 - 6/30/21
↓	Pendergrass, Angela	CAPP Outreach Activities	3	\$72.93*	8/1/20 - 6/30/21
↓	Popejoy, Alan	CAPP Outreach Activities	3	\$72.93*	8/1/20 - 6/30/21
↓	Schoneweis, Caroline	CAPP Outreach Activities	3	\$72.93*	8/1/20 - 6/30/21
↓	Schooler, Vicki	CAPP Outreach Activities	3	\$72.93*	8/1/20 - 6/30/21
↓	White, Jacqueline	CAPP Outreach Activities	3	\$72.93*	8/1/20 - 6/30/21
d.	Sutherland, Tammy	CAPP Outreach Activities	3	\$72.93**	8/1/20 - 5/31/21
e.	Abbott, Amar	CAPP Outreach Activities	3	\$72.93***	8/1/20 - 6/30/21
↓	Alfaro, Antonio	CAPP Outreach Activities	3	\$72.93***	8/1/20 - 6/30/21
↓	Bogle, Darcy	CAPP Outreach Activities	3	\$72.93***	8/1/20 - 6/30/21
↓	Duron, Candace	CAPP Outreach Activities	3	\$72.93***	8/1/20 - 6/30/21
↓	Rangel-Escobedo, Juana	CAPP Outreach Activities	3	\$72.93***	8/1/20 - 6/30/21
f.	Cahoon, Nathan	CAPP Outreach Activities	3	\$72.93****	8/1/20 - 6/30/21
↓	Carlson, Kamala	CAPP Outreach Activities	3	\$72.93****	8/1/20 - 6/30/21
g.	Jacobi, Vicki	CAPP Outreach Activities	3	\$72.93*****	8/1/20 - 6/30/21
h.	Adriano, Christi	Dental Hygiene Clinical Instructor	3	\$72.93	7/1/20 - 8/20/20
↓	Aycock, Bette	Dental Hygiene Clinical Instructor	3	\$72.93	7/1/20 - 8/20/20
↓	Champion, Diana	Dental Hygiene Clinical Instructor	3	\$72.93	7/1/20 - 8/20/20
↓	Gardner, Gina	Dental Hygiene Clinical Instructor	3	\$72.93	7/1/20 - 8/20/20
↓	Herschowitz, Eric	Dental Hygiene Clinical Instructor	3	\$72.93	7/1/20 - 8/20/20

↓	Jennings, Sandra	Dental Hygiene Clinical Instructor	3	\$72.93	7/1/20 - 8/20/20
↓	Nunez, Joseph	Dental Hygiene Clinical Instructor	3	\$72.93	7/1/20 - 8/20/20
i.	Chairez, Yvonne	Dental Hygiene Clinical Instructor	2	\$65.02	7/1/20 - 8/20/21
j.	Abbott, Amar	Guided Pathways	3	\$72.93*****	8/1/20 - 6/30/21
↓	Bogle, Darcy	Guided Pathways	3	\$72.93*****	8/1/20 - 6/30/21
↓	Chaidez, Joe'll	Guided Pathways	3	\$72.93*****	8/1/20 - 6/30/21
↓	Jacobi, Vicki	Guided Pathways	3	\$72.93*****	8/1/20 - 6/30/21
k.	Bogle, Darcy	New Student Online Orientation Content Dev.	3	\$72.93*****	8/3/20 - 11/25/20
↓	Duron, Candace	New Student Online Orientation Content Dev.	3	\$72.93*****	8/3/20 - 11/25/20
l.	Jacobi, Vicki	SEAP Counselor	3	\$72.93*****	6/1/20 - 6/30/20
↓	Richards, Kristi	SEAP Counselor	3	\$72.93*****	6/1/20 - 6/30/20
m.	Richards, Kristi	SEAP Counselor	3	\$72.93*****	7/1/20 - 7/31/20

\*Not to exceed 2 hours/mo.  
\*\*Not to exceed 3 hours/mo.  
\*\*\*Not to exceed 5 hours/mo.  
\*\*\*\*Not to exceed 7 hours/mo.  
\*\*\*\*\*Not to exceed 8 hours/mo.  
\*\*\*\*\*Not to exceed 10 hours/mo.  
\*\*\*\*\*Not to exceed 10 hours total.  
\*\*\*\*\*Not to exceed 14 hours/week.

**2. Fall 2020 Adjunct Pool**

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Uhalt, Josh	Psychology	2	\$65.02	8/24/20 - 12/20/20

**3. Fall 2020 Substitutes**

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	*Wessely, Jason	ADMJ courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Wymore, Dave	ADMJ courses	3	\$72.93	8/24/2020 - 12/18/2020
b.	Jiles, Michael	ADMJ, CJA, & POSC courses	3	\$72.93	8/24/2020 - 12/18/2020
c.	Rodenhauser, Debora	ART & ARTH courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Smith, Gaysha	ART & ARTH courses	3	\$72.93	8/24/2020 - 12/18/2020
d.	*Dimayuga, Anna	ART courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Reed, Nyoka	ART courses	3	\$72.93	8/24/2020 - 12/18/2020

e.	*Swenson, Sonja	ARTH & HUM courses	3	\$72.93	8/24/2020 - 12/18/2020
f.	Lindquist, Erica	ARTH courses	3	\$72.93	8/24/2020 - 12/18/2020
g.	Reynolds, David	ASTR, CHEM, & PHYS courses	3	\$72.93	8/24/2020 - 12/18/2020
h.	Hickman, Ryan	BIOL & ENGL courses	3	\$72.93	8/24/2020 - 12/18/2020
i.	Berry, Wendy	BIOL courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Golling, Greg Dr.	BIOL courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Jarrahan, Abbas Dr.	BIOL courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Lytle, Steve Dr.	BIOL courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Webster, Kyle	BIOL courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Conners, April	BIOL courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Hill-Crim, Margaret	BIOL courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	*Vallejo, Benigno	BIOL courses	3	\$72.93	8/24/2020 - 12/18/2020
j.	Layne, David Dr.	BSAD, BUSN, & MGMT courses	3	\$72.93	8/24/2020 - 12/18/2020
k.	Page, Jason	BUSN & ECON courses	3	\$72.93	8/24/2020 - 12/18/2020
l.	Cottrell, Angela	BUSN courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Ruff, Mandy	BUSN courses	3	\$72.93	8/24/2020 - 12/18/2020
m.	Bandy, Ingrun	BUSN, MGMT, & PHED courses	3	\$72.93	8/24/2020 - 12/18/2020
n.	Mayfield, Michael	CHEM courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Taylor, Christopher	CHEM courses	3	\$72.93	8/24/2020 - 12/18/2020
o.	May, James	CHEM, ESCI, & GEOL courses	3	\$72.93	8/24/2020 - 12/18/2020
p.	*Clemons, Reginald Dr.	CJA courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Raber, Tabitha	CJA courses	3	\$72.93	8/24/2020 - 12/18/2020
q.	Travis, Lori	COMM courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	*Lohman, Benjamin	COMM courses	3	\$72.93	8/24/2020 - 12/18/2020
r.	Eigenauer, John Dr.	COSC & PHIL courses	3	\$72.93	8/24/2020 - 12/18/2020
s.	*Agundez, Adrian	COSC courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	*Goodman, Daniel	COSC courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Hall, Daniel	COSC courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	*West, Linda	COSC courses	3	\$72.93	8/24/2020 - 12/18/2020
t.	Brixey, Gabrielle	COSC, MGMT, & PHED courses	3	\$72.93	8/24/2020 - 12/18/2020
u.	Adriano, Christi	DNTL courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Champion, Diana	DNTL courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Gardner, Gina	DNTL courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Hershkowitz, Eric Dr.	DNTL courses	3	\$72.93	8/24/2020 - 12/18/2020

↓	Kimbrough, Vickie	DNTL courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Aycock, Bette	DNTL courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Chairez, Yvonne	DNTL courses	2	\$65.02	8/24/2020 - 12/18/2020
↓	Jennings, Sandra	DNTL courses	3	\$72.93	8/24/2020 - 12/18/2020
v.	Golling, Leigh	DRAM courses	3	\$72.93	8/24/2020 - 12/18/2020
w.	Kulzer-Reyes, Kelly	DS & ENGL courses	3	\$72.93	8/24/2020 - 12/18/2020
x.	Jacobi, Victoria Dr.	DS courses & PSYC 2200	3	\$72.93	8/24/2020 - 12/18/2020
y.	Polski, Robin	ECEF & PSYC courses	3	\$72.93	8/24/2020 - 12/18/2020
z.	Beasley, Michelle	ECEF Courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Hall-Silveira, Margaret	ECEF courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	*Brown, Sharon	ECEF courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Howell, Christina	ECEF courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	*Rients, Amy	ECEF courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Romero, Megan	ECEF courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Smith, Amanda	ECEF courses	3	\$72.93	8/24/2020 - 12/18/2020
aa.	Roth, Rebecca	ECEF courses & PSYC 2003	3	\$72.93	8/24/2020 - 12/18/2020
bb.	Bledsoe, Adam	ECON & MGMT courses	3	\$72.93	8/24/2020 - 12/18/2020
cc.	Lidgett, Nick	EMT courses	3	\$72.93	8/24/2020 - 12/18/2020
dd.	Davis, Terry	ENER courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Narup, Nicholas	ENER courses	3	\$72.93	8/24/2020 - 12/18/2020
ee.	Dyer, Geoffrey	ENGL & HUM courses	3	\$72.93	8/24/2020 - 12/18/2020
ff.	Grimes, Jessica	ENGL & PHIL courses	3	\$72.93	8/24/2020 - 12/18/2020
gg.	Carlson, Kamala	ENGL & READ courses	3	\$72.93	8/24/2020 - 12/18/2020
hh.	McDaniel, Steven	ENGL and COMM courses	3	\$72.93	8/24/2020 - 12/18/2020
ii.	Chung-Wee, Christopher Dr.	ENGL courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Devine, William	ENGL courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Kerr, Danielle	ENGL courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Cable, April	ENGL courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Maciel, Andrea	ENGL courses	1	\$62.07	8/24/2020 - 12/18/2020
↓	*Rozar, Tanna	ENGL courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Schoneweis, Caroline	ENGL courses	3	\$72.93	8/24/2020 - 12/18/2020
jj.	Blake, Paul	ENGR courses	3	\$72.93	8/24/2020 - 12/18/2020
kk.	Brennan, Sean	GEOG courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	*Ware, Thomas	GEOG courses	3	\$72.93	8/24/2020 - 12/18/2020

ll.	Altenhofel, Jennifer Dr.	HIST courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Mendoza, Tina	HIST courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	*Duncan, Brandon Dr.	HIST courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Garcia, Olivia	HIST courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Gonzalez, Omar	HIST courses	2	\$65.02	8/24/2020 - 12/18/2020
↓	*Mansi, Gregory	HIST courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Rocha, Joshua	HIST courses	3	\$72.93	8/24/2020 - 12/18/2020
mm.	Buchanan, Joseph	HLED & PHED courses	3	\$72.93	8/24/2020 - 12/18/2020
nn.	Fariss, Jeff	HLED courses	3	\$72.93	8/24/2020 - 12/18/2020
oo.	*Kashani, Tony Dr.	HUM courses	3	\$72.93	8/24/2020 - 12/18/2020
pp.	Smith, Terri	INCO & ENGL courses	3	\$72.93	8/24/2020 - 12/18/2020
qq.	*Taibjee, Sukena	INCO courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	*VanSistine-Yost, Linda	INCO courses	3	\$72.93	8/24/2020 - 12/18/2020
rr.	Mendenhall, Janis	LRSK & STSU courses	3	\$72.93	8/24/2020 - 12/18/2020
ss.	Abbott, Amar	LRSK courses	3	\$72.93	8/24/2020 - 12/18/2020
tt.	Mitchell, David	MATH & STAT courses	3	\$72.93	8/24/2020 - 12/18/2020
uu.	Cahoon, Nathan	MATH courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Getty, Shelley	MATH courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Jones, Diane	MATH courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Martinez, Maria	MATH courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Payne, Ruby	MATH courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Reynolds, Joy	MATH courses	3	\$72.93	8/24/2020 - 12/18/2020
vv.	Dunham, Geoffrey	MGMT courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	*Corlew, Devon	MGMT courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Durkan, Jana	MGMT courses	3	\$72.93	8/24/2020 - 12/18/2020
ww.	Burnham, Kyle	MUSC courses	3	\$72.93	8/24/2020 - 12/18/2020
xx.	Enciso, Rigoberto	OSH courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Salinas, Mario	OSH courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Sicari, Chad	OSH courses	3	\$72.93	8/24/2020 - 12/18/2020
yy.	Maiocco, Vince	PHED & HLED courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Thompson, Tony	PHED & HLED courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Cutrona, Angelo	PHED & HLED courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Cutrona, Myisha	PHED & HLED courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Ferguson, Bruce	PHED & HLED courses	3	\$72.93	8/24/2020 - 12/18/2020



zz.	Gee, Steven	PHED courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Villalpando, Jesus	PHED courses	3	\$72.93	8/24/2020 - 12/18/2020
aaa.	Anderson, Ian	POSC courses	2	\$65.02	8/24/2020 - 12/18/2020
↓	*Combs, Noelle	POSC courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Villa, Walter	POSC courses	3	\$72.93	8/24/2020 - 12/18/2020
bbb.	Bogle, Darcy	PSYC & STSU courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Flachmann, Christopher	PSYC & STSU courses	3	\$72.93	8/24/2020 - 12/18/2020
ccc.	Eveland, Sharyn Dr.	PSYC courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Oja, Michelle Dr.	PSYC courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Colaw, Rebecca	PSYC courses	3	\$72.93	8/24/2020 - 12/18/2020
ddd.	Jimenez Murguia, Salvador	SOC courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Hanawalt, April	SOC courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	*VanRy, Veronica	SOC courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	*White, Marisol	SOC courses	3	\$72.93	8/24/2020 - 12/18/2020
eee.	Martinez, Julian	SPAN courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Guitron, Anna	SPAN courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Montelongo, Maribel	SPAN courses	2	\$65.02	8/24/2020 - 12/18/2020
fff.	Alfaro, Antonio	STSU courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Brown, Elizabeth	STSU courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Chaidez, Joell	STSU courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Duron, Candace	STSU courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Gonzalez, Lourdes	STSU courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Rangel-Escobedo, Juana	STSU courses	3	\$72.93	8/24/2020 - 12/18/2020
ggg.	Bunk, Gary	WELD courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Niday, George	WELD courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Payne, Aarron	WELD courses	3	\$72.93	8/24/2020 - 12/18/2020
↓	Payne, Bryan	WELD courses	3	\$72.93	8/24/2020 - 12/18/2020

#### 4. Fall 2020 Adjuncts

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Wessely, Jason	ADMJ 1501, 1505	3	\$72.93	8/24/20 - 12/18/20
b.	Wymore, Dave	ADMJ 1502	3	\$72.93	8/24/20 - 12/18/20
bc.	Raber, Tabitha	ADMJ 1507	3	\$72.93	8/24/20 - 12/18/20

d.	Reed, Nyoka	ART 1620	3	\$72.93	8/24/20 - 12/18/20
e.	Dimayuga, Anna	ART 1800, 1811 & ARTH 1510	3	\$72.93	8/24/20 - 12/18/20
f.	Smith, Gaysha	ARTH 1500	3	\$72.93	8/24/20 - 12/18/20
g.	Lindquist, Erica	ARTH 1500, 1510	3	\$72.93	8/24/20 - 12/18/20
h.	Swenson, Sonja	ARTH 2030, HUM 1500	3	\$72.93	8/24/20 - 12/18/20
i.	Hill-Crim, Margaret	BIOL 1500	3	\$72.93	8/24/20 - 12/18/20
j.	Conners, April	BIOL 1500 & 1510	3	\$72.93	8/24/20 - 12/18/20
k.	Vallejo, Benigno	BIOL 2370	3	\$72.93	8/24/20 - 12/18/20
l.	Cottrell, Angela	BUSN 1500	3	\$72.93	8/24/20 - 12/18/20
m.	Ruff, Mandy	BUSN 2275	3	\$72.93	8/24/20 - 12/18/20
n.	Clemons, Reginald	CJA 2131	3	\$72.93	8/24/20 - 12/18/20
o.	Goodman, Daniel	COSC 1532	3	\$72.93	10/19/20 - 12/10/20
p.	Hall, Daniel	COSC 1603	3	\$72.93	8/24/20 - 12/18/20
q.	West, Linda	COSC 1603, 1812	3	\$72.93	8/24/20 - 10/16/20
r.	Hall, Daniel	COSC 1703	3	\$72.93	10/19/20 - 12/10/20
s.	West, Linda	COSC 1703, 1902	3	\$72.93	10/19/20 - 12/10/20
t.	Agundez, Adrian	COSC 2020	3	\$72.93	8/24/20 - 12/18/20
u.	Jennings, Sandra	DNTL 2130	3	\$72.93	8/24/20 - 12/18/20
v.	Echeverria, Amy	DRAM 1510	3	\$72.93	8/24/20 - 12/18/20
w.	Golling, Leigh	DRAM 1510, 1535	3	\$72.93	8/24/20 - 12/18/20
x.	Howell, Christina	ECEF 1500	3	\$72.93	8/24/20 - 12/18/20
y.	Rients, Amy	ECEF 1501, 1583	3	\$72.93	8/24/20 - 12/18/20
z.	Brown, Sharon	ECEF 1531	3	\$72.93	8/24/20 - 12/18/20
aa.	Hall Silveira, Margaret	ECEF 1590	3	\$72.93	8/24/20 - 12/18/20
bb.	Smith, Amanda	ECEF 1601	3	\$72.93	8/24/20 - 12/18/20
cc.	Romero, Megan	ECEF 1621, 2051	3	\$72.93	8/24/20 - 12/18/20
dd.	Narup, Nicholas	ENER 1530	3	\$72.93	8/24/20 - 12/18/20
ee.	Davis, Terry	ENER 1620, 1630	3	\$72.93	8/24/20 - 12/18/20
ff.	Rozar, Tanna	ENGL 1000	3	\$72.93	8/24/20 - 12/18/20
gg.	Maciel, Andrea	ENGL 1000, 1500	1	\$62.07	8/24/20 - 12/18/20
hh.	Cable, April	ENGL 1500	3	\$72.93	8/24/20 - 12/18/20
↓	Hickman, Ryan	ENGL 1500	3	\$72.93	8/24/20 - 12/18/20
↓	McDaniel, Steven	ENGL 1500	3	\$72.93	8/24/20 - 12/18/20
↓	Schoneweis, Caroline	ENGL 1500	3	\$72.93	8/24/20 - 12/18/20

ii.	Brennan, Sean	GEOG 1510	3	\$72.93	8/24/20 - 12/18/20
jj.	Mansi, Gregory	HIST 2202	3	\$72.93	8/24/20 - 12/18/20
kk.	Duncan, Brandon	HIST 2231	3	\$72.93	8/24/20 - 12/18/20
↓	Garcia, Olivia	HIST 2231	3	\$72.93	8/24/20 - 12/18/20
↓	Rocha, Joshua	HIST 2231	3	\$72.93	8/24/20 - 12/18/20
ll.	Gonzalez, Omar	HIST 2231, 2232	2	\$65.02	8/24/20 - 12/18/20
mm.	Ferguson, Bruce	HLED 1510	3	\$72.93	8/24/20 - 12/18/20
nn.	Buchanan, Joseph	HLED 1510 & PHED 1539	3	\$72.93	8/24/20 - 12/18/20
oo.	Fariss, Jeff	HLED 1531, 1535	3	\$72.93	8/24/20 - 12/18/20
↓	Lidgett, Nick	HLED 1531, 1535	3	\$72.93	8/24/20 - 12/18/20
pp.	Kashani, Tony	HUM 2010	3	\$72.93	8/24/20 - 12/18/20
qq.	Taibjee, Sukena	INCO 1048	3	\$72.93	8/24/20 - 12/18/20
↓	VanSistine-Yost, Linda	INSO 1048	3	\$72.93	8/24/20 - 12/18/20
rr.	Lohman, Benjamin	JRNL 1510	3	\$72.93	8/24/20 - 12/18/20
ss.	Durkan, Jana	MGMT 1505	3	\$72.93	8/24/20 - 12/18/20
tt.	Brixey, Gabrielle	MGMT 1510	3	\$72.93	9/28/20 - 10/9/20
↓	Corlew, Devon	MGMT 1510	3	\$72.93	9/28/20 - 10/9/20
uu.	Sheibani, Shahrzad	MGMT 1515	3	\$72.93	8/24/20 - 12/18/20
vv.	Dunham, Geoffrey	MGMT 1530	3	\$72.93	10/12/20 - 10/23/20
↓	Durkan, Jana	MGMT 1530	3	\$72.93	10/12/20 - 10/23/20
ww.	Durkan, Jana	MGMT 1535	3	\$72.93	11/30/20 - 12/11/20
xx.	Brixey, Gabrielle	MGMT 1540	3	\$72.93	11/9/20 - 11/20/20
↓	Layne, David	MGMT 1540	3	\$72.93	11/9/20 - 11/20/20
yy.	Burnham, Kyle	MUSC 1510	3	\$72.93	8/24/20 - 12/18/20
zz.	Sicari, Chad	OSH 1500, 1532	3	\$72.93	8/24/20 - 12/18/20
aaa.	Salinas, Mario	OSH 1552	3	\$72.93	8/24/20 - 12/18/20
bbb.	Enciso, Rigoberto	OSH 2061	3	\$72.93	8/24/20 - 10/16/20
ccc.	Brixey, Gabrielle	PHED 1523, 1524, 1623, 1723, 1724, 1823	3	\$72.93	8/24/20 - 12/18/20
↓	Cutrona, Angelo	PHED 1523, 1524, 1623, 1723, 1724, 1823	3	\$72.93	8/24/20 - 12/18/20
↓	Cutrona, Myisha	PHED 1523, 1524, 1623, 1723, 1724, 1824	3	\$72.93	8/24/20 - 12/18/20
ddd.	Gee, Steven	PHED 1523, 1623, 1723, 1823	3	\$72.93	8/24/20 - 12/18/20
eee.	Villalpando, Jesus	PHED 1533	3	\$72.93	8/24/20 - 12/18/20
fff.	Ferguson, Bruce	PHED 1646	3	\$72.93	8/24/20 - 10/16/20
ggg.	Sorenson, Chad	PHED 1721	3	\$72.93	8/24/20 - 12/18/20

hhh.	Ferguson, Bruce	PHED 2146	3	\$72.93	10/19/20 - 12/10/20
iii.	Grimes, Jessica	PHIL 1531	3	\$72.93	8/24/20 - 12/18/20
jjj.	Anderson, Ian	POSC 1501	2	\$65.02	8/24/20 - 12/18/20
↓	Combs, Noelle	POSC 1501	3	\$72.93	8/24/20 - 12/18/20
↓	Villa, Walter	POSC 1501	3	\$72.93	8/24/20 - 12/18/20
kkk.	Colaw, Rebecca	PSYC 1500	3	\$72.93	8/24/20 - 12/18/20
lll.	VanRy, Veronica	SOC 1510	3	\$72.93	8/24/20 - 12/18/20
↓	White, Marisol	SOC 1510	3	\$72.93	8/24/20 - 12/18/20
mmm.	Hanawalt, April	SOC 1510, 2110	3	\$72.93	8/24/20 - 12/18/20
nnn.	Guitron, Anna	SPAN 1601	3	\$72.93	8/24/20 - 12/18/20
↓	Montelongo, Maribel	SPAN 1601	2	\$65.02	8/24/20 - 12/18/20
ooo.	Furman, Tori	STSU 1017, WKEX 1014	3	\$72.93	10/19/20 - 12/10/20
ppp.	Payne, Bryan	WELD 1500	3	\$72.93	8/24/20 - 12/18/20
qqq.	Payne, Aarron	WELD 1520	3	\$72.93	8/24/20 - 12/18/20
rrr.	Bunk, Gary	WELD 1530	3	\$72.93	8/24/20 - 12/18/20
sss.	Niday, George	WELD 1560	3	\$72.93	8/24/20 - 12/18/20
ttt.	Furman, Tori	WKEX 1014	3	\$72.93	8/24/20 - 10/16/20

**West Kern Community College District  
Board of Trustees Meeting  
August 12, 2020**

**Agenda Item 14.  
B. Management Employment**

**1. Educational Administrator& Confidential**

Item	Name	Assignment	Range/ Step	Stipend/ Salary	Effective Date
a.	Li, Xiaohong	Interim Executive Director of Information Services	--	\$1,067.30/mo	7/1/20 – 6/31/21
b.	Valencia, Leovi	Human Resources Technician- Payroll	4/2	\$49,657/year	8/1/2020

**C. Resignations/Retirements**

Item	Name	Position	Range/ Step	Salary	Effective Date
a.	A00200165	Security Guard/Maintenance	--	--	8/1/20
b.	A00024986	General Worker	--	--	7/27/20
c.	A00200727	Financial Aide Technician II	--	--	8/3/20

**WEST KERN COMMUNITY COLLEGE DISTRICT GENERAL FUND UNRESTRICTED  
 BUDGETED SOURCES OF FUNDS AT ACCOUNT LEVEL 1  
 REVENUE ACCOUNTS FISCAL YEAR 2020-2021  
 FOR THE MONTH ENDING JULY 31, 2020**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
8600	State Revenues	19,455,758	19,455,758	2,065,043	0	17,390,715
8800	Local Revenues	8,197,406	8,197,406	27,745	0	8,169,661
<b>Summary</b>		<b>27,653,164</b>	<b>27,653,164</b>	<b>2,092,788</b>	<b>0</b>	<b>25,560,376</b>



**West Kern Community College District General Fund Unrestricted  
 Budgeted Sources of Funds at Account Level 1  
 Expenditure Accounts Fiscal Year 2020-2021  
 For the Month Ending July 31, 2020**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
1000	Academic Salaries	9,501,194	9,501,194	135,472	0	9,365,722
2000	Classified & Other Nonacademic Salaries	5,157,381	5,157,381	399,513	0	4,757,868
3000	Employee Benefits	7,453,163	7,453,163	365,934	464,998	6,622,231
4000	Supplies and Materials	482,348	482,348	3,111	67,809	411,428
5000	Other Operating Expenses & Services	4,340,115	4,340,115	480,702	2,137,188	1,722,225
6000	Capital Outlay	168,962	168,962	12,533	4,546	151,883
7000	Other Outgo	101,000	101,000	0	0	101,000
7200	Transfers	449,000	449,000	0	0	449,000
<b>Summary</b>		<b>27,653,164</b>	<b>27,653,164</b>	<b>1,397,265</b>	<b>2,674,542</b>	<b>23,581,358</b>

**Disbursement Register of Expenditures Greater than \$10,000  
For the Month of July 2020**

Check Number	Check Date	Vendor Name	Description	Net Amount
78048407	07/14/2020	Accrediting Commission for Community &	Annual Dues	25,593.00
78048417	07/14/2020	Colombo Construction Co., Inc.	Colombo Construction - Pay App 4	1,378,879.62
78048424	07/14/2020	Lozano Smith, LLP	Retainer	15,000.00
78048436	07/14/2020	Strata Information Group	Inv. #34162	15,470.00
78048507	07/16/2020	AARP Health Care Options	2020-21 Retiree Health Sup Insurance	19,036.45
78048511	07/16/2020	AP Architects	AP Architects - June 19/20 - Student Center	15,614.58
78048533	07/16/2020	John Karwoski	John Karwoski - student center open po	10,920.00
78048547	07/16/2020	P. G. & E.	PG&E - June 19-20 - New Meter	21,718.85
78048558	07/16/2020	State Board of Equalization	Sales & Use Tax	53,455.00
78048563	07/16/2020	United Healthcare Insurance Company	UHC RX Retiree July 2020	25,030.30
78048567	07/16/2020	Westec	WESTEC - 2020-21 Contract FTES	43,029.00
78048583	07/20/2020	Student Insurance	8/1/2020-7/31/2021 Student Insurance Renewal	55,061.00
78048608	07/22/2020	AARP Health Care Options	2020-21 Retiree Health Sup Insurance	19,360.96
78048635	07/22/2020	United Healthcare Insurance Company	2020-21 Retiree Health RX Sup Insurance	25,612.40
78048638	07/22/2020	ZeroNox	Electrical Vehicle Purchase / 20/21	10,717.30
78048638	07/22/2020	ZeroNox	Electrical Vehicle Purchase / 20/21	10,717.30
78048638	07/22/2020	ZeroNox	Electrical Vehicle Purchase - 20/21	10,717.30
78048638	07/22/2020	ZeroNox	Electrical Vehicle Purchase - 20/21	11,824.38
78048639	07/27/2020	AMS.NET	2020-2021 Cisco Network Hardware Support	15,618.85
78048648	07/27/2020	CWDL, CPAs	2020-21 CONTRACT AUDIT SRVCS	24,921.00
78048650	07/27/2020	Garcia Roofing, Inc.	Westec Roof - FY 2019/20 Inv# 789432	31,012.00
78048655	07/27/2020	ITsavvy LLC	2020-2021 CommVault Software Support Renewal	11,258.47
78048658	07/27/2020	P. G. & E.	PG&E - 20-21 - District	21,150.12
78048667	07/27/2020	TouchNet	Touchnet Hosting Service	29,613.00
78048683	07/29/2020	Gilbert M. Garcia	July 2020 TPSID Grant	12,000.00
78048684	07/29/2020	Great River Learning	Textbooks	11,810.00
78048687	07/29/2020	McGraw-Hill	McGraw Hill - Virtual Labs emergency po	10,094.05
				<b>1,935,234.93</b>

**ASO 2020/21**  
**Balance Sheet**  
As of July 31, 2020

July 31, 2020

**ASSETS**

**Current Assets**

**Checking/Savings**

ASO Safe 1	241,195.38
ASO Safe 1 - Savings	143.70

<b>Total Checking/Savings</b>	<b>241,339.08</b>
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<b>Total Current Assets</b>	<b>241,339.08</b>
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<b>TOTAL ASSETS</b>	<b>241,339.08</b>
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**LIABILITIES & EQUITY**

**Equity**

**Restricted Funds**

Anime and Above	1,692.00
Art Club	834.00
ASO Athletics	52,033.74
ASO General - Interest	0.00
ASO General - Bank Charges	0.00
ASO General - Operating	119,748.43
ASSE	385.43
Baseball Club	189.70
Best Buddies	3,797.51
Cougar Echo	773.50

**D.H. GENERAL**

D.H. CLASS OF 2021	673.00
D.H. CLASS OF 2020	5,550.66
D.H. GENERAL - Other	3,346.77

<b>Total D.H. GENERAL</b>	<b>9,570.43</b>
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ECE	3,518.99
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Golf Club - Mens	1,365.00
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Golf Club - Womens	1,121.25
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Intersivity Club	1,748.37
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Literary Club	1,161.61
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NSLS Club	3,905.15
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On Our Own	1,525.98
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Performing Arts	3,402.62
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Phi Theta Kappa	700.00
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Roleplaying Game Club	745.42
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Soccer Club - Mens	3,063.01
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Soccer Club - Womens	3,035.40
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Social Science/ Research	3,239.31
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Softball Fund	658.75
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**ASO 2020/21**  
**Balance Sheet**  
**As of July 31, 2020**

<b>Spectrum</b>	1,482.45
<b>STEM</b>	3,972.40
<b>TC Cares</b>	609.00
<b>TIL Reunion</b>	1,461.73
<b>Uniform Replacement</b>	10,816.70
<b>Veterans Club</b>	1,639.91
<b>Women's Athletic Club</b>	3,115.17
<b>Women's Basketball Club</b>	26.12
<b>Total Restricted Funds</b>	<u>241,339.08</u>
<b>Total Equity</b>	<u>241,339.08</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>241,339.08</u></u>

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
SEC.26900-26902 GOV.CODE

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Jul 16, 2020 02:32:47PM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
527611

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 **\$2,274.49**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$2,274.49	\$2,274.49

TOTAL DEPOSIT: **\$2,274.49**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$2,274.49 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #210001

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: 07/16/2020 To 07/16/2020  
Transaction Number from: 210001 To 210001  
Date entered from: 00/00/0000 To 99/99/9999

J92121 DC0100 L.00.01 07/16/20 PAG:

APPROVED AND UNAPPROVED TRANSACTIONS						
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-		AMOUNT
LN.	DI	DETAIL	DESCR			
210001	07/16/2020	07/16/2020	WKCCD DEPOSIT		ENTERED BY: MDJB UNAPPROVED	2,274.49
1.	78	BOOKSTORE SALES		31000-423-8841-69100		2,274.49
					TOTAL AMOUNT	2,274.49
					DISTRICT TOTAL	2,274.49
					GRAND TOTAL	2,274.49



**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jul 16, 2020 02:34:11PM

PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME

DEPT NO.  
 0886

EROD NO.  
 527612

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 \$5,630.00

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$5,630.00	\$5,630.00

TOTAL DEPOSIT: \$5,630.00

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$5,630.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #210002**

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: 07/16/2020 To 07/16/2020  
Transaction Number from: 210002 To 210002  
Date entered from: 00/00/0000 To 99/99/9999

J92122 DC0100 L.00.01 07/16/20 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
210002	07/16/2020	07/16/2020	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	5,630.00
				TOTAL AMOUNT	5,630.00
				DISTRICT TOTAL	5,630.00
				GRAND TOTAL	5,630.00

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jul 16, 2020 02:36:19PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 527613

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$103,914.59

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$43,479.33	\$43,479.33
RESTRICTED FUND	84097	0886	5490	\$25,285.15	\$25,285.15
CHILD DEVELOPMENT	84496	0886	5490	\$21,906.00	\$21,906.00
TIL	84697	0886	5490	\$12,229.36	\$12,229.36
CAFETERIA	84699	0886	5490	\$1,014.75	\$1,014.75

TOTAL DEPOSIT: \$103,914.59

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$103,914.59 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #20003

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: 07/16/2020 To 07/16/2020  
 Transaction Number from: 210003 To 210003  
 Date entered from: 00/00/0000 To 99/99/9999

J92123 DC0100 L.00.01 07/16/20 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL DESCR			
210003	07/16/2020	07/16/2020	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	78	INSURANCE REIMBURSEMENTS	11000-412-8876-67300		1,842.18
2.	78	RESTROOM DISPENSERS	11000-000-8876-00000		4.75
3.	78	OPEB	11000-412-5990-73900		41,000.00
4.	78	RETAINED FINANCIAL AID	11000-000-9526-00000		30.00
5.	78	TRANSCRIPT FEES	11000-000-8879-00000		602.40
6.	78	FEDERAL WORK STUDY	12401-353-8153-64600		7,500.25
7.	78	FWS ADMIN ALOOWANCE	12401-353-8151-64600		341.75
8.	78	LIBRARY PROGRAMS	12201-203-8892-61200		467.68
9.	78	FOUNDATION SALARIES	12000-114-8892-70999		9,002.56
10.	78	REIMBURSEMENT	12904-223-8699-66005		5,657.91
11.	78	REIMBURSEMENT	12571-411-5710-67300		625.00
12.	78	REIMBURSEMENT	12573-353-5710-64600		580.00
13.	78	REIMBURSEMENT	12569-353-5710-64600		580.00
14.	78	REIMBURSEMENT	12000-353-5710-64600		530.00
15.	78	CAFETERIA SALES	32000-422-8841-69400		1,014.75
16.	78	CC GENERAL	33428-310-8621-69200		2,157.00
17.	78	CC STATE PRESCHOOL	33528-310-8621-69200		1,749.00
18.	78	CC EARLY HEAD START	33000-310-8890-69200		18,000.00
19.	78	TIL BUILDING	39000-314-8821-64991		11,326.00
20.	78	TIL FACILITIES RENTAL	39000-314-8896-64991		873.00
21.	78	REIMBURSEMENT	39000-314-8889-64991		30.36
				TOTAL AMOUNT	103,914.59
				DISTRICT TOTAL	103,914.59
				GRAND TOTAL	103,914.59

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jun 25, 2020 01:49:07PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 526331

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL**  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$14,777.57**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
CREDIT CARD STUDENT RECEIPTS	84096	0886	5490	\$14,777.57	\$14,777.57

TOTAL DEPOSIT: **\$14,777.57**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$14,777.57 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
 NOTES: DEPOSIT #200164

SECTION 26901 GOVERNMENT CODE  
 I HEREBY SWEAR THAT THIS IS A TRUE AND  
 CORRECT RECORD OF THE TOTAL AMOUNT  
 DUE THE KERN COUNTY TREASURER TO  
 AND INCLUDING:

**NOT PROCESSED**

NOT SIGNED  
 AUDITOR'S AUTHORIZED SIGNATURE

**NOT PROCESSED**

NOT SIGNED  
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE  
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS  
Date last used from: 06/25/2020 To 06/25/2020  
Transaction Number from: 200164 To 200164  
Date entered from: 00/00/0000 To 99/99/9999

J81925 DC0100 L.00.01 06/25/20 PAC

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
200164	06/25/2020	06/25/2020	WKCCD DEPOSIT		
1.	78	CREDIT CARD STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	14,777.57
				TOTAL AMOUNT	14,777.57
				DISTRICT TOTAL	14,777.57
				GRAND TOTAL	14,777.57



**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jun 25, 2020 01:50:41PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 526332

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 \$15,742.68

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
CREDIT CARD STUDENT RECEIPTS	84096	0886	5490	\$15,742.68	\$15,742.68

TOTAL DEPOSIT: \$15,742.68

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$15,742.68 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #200165

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

J81926 DC0100 L.00.01 06/25/20 PA

Date last used from: 06/25/2020 To 06/25/2020  
Transaction Number from: 200165 To 200165  
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	AMOUNT
LN.	DI	DETAIL	DESCR	
-FUND-ORG-ACCT-PROGR-				

200165	06/25/2020	06/25/2020	WKCCD DEPOSIT	
1.	78	CREDIT CARD STUDENT RECEIPTS	11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED
				TOTAL AMOUNT
				15,742.68
				DISTRICT TOTAL
				15,742.68
				GRAND TOTAL
				15,742.68

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jun 25, 2020 01:51:49PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 526333

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$14,107.60

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$14,107.60	\$14,107.60

TOTAL DEPOSIT: \$14,107.60

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$14,107.60 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #200166

SECTION 26901 GOVERNMENT CODE  
 I HEREBY SWEAR THAT THIS IS A TRUE AND  
 CORRECT RECORD OF THE TOTAL AMOUNT  
 DUE THE KERN COUNTY TREASURER TO  
 AND INCLUDING:

**NOT PROCESSED**

NOT SIGNED  
 AUDITOR'S AUTHORIZED SIGNATURE

**NOT PROCESSED**

NOT SIGNED  
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE  
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS  
Date last used from: 06/25/2020 To 06/25/2020  
Transaction Number from: 200166 To 200166  
Date entered from: 00/00/0000 To 99/99/9999

J81927 DC0100 L.00.01 06/25/20 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
200166	06/25/2020	06/25/2020	WKCCD DEPOSIT		
1.	78	BOOKSTORE SALES		31000-423-8841-69100	
				ENTERED BY: MDJB UNAPPROVED	14,107.60
				TOTAL AMOUNT	14,107.60
				DISTRICT TOTAL	14,107.60
				GRAND TOTAL	14,107.60

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jun 25, 2020 01:53:01PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 526334

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 \$6,534.00

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$6,534.00	\$6,534.00

TOTAL DEPOSIT: \$6,534.00

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$6,534.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #200167**

SECTION 26901 GOVERNMENT CODE  
 I HEREBY SWEAR THAT THIS IS A TRUE AND  
 CORRECT RECORD OF THE TOTAL AMOUNT  
 DUE THE KERN COUNTY TREASURER TO  
 AND INCLUDING:

**NOT PROCESSED**

NOT SIGNED  
 AUDITOR'S AUTHORIZED SIGNATURE

**NOT PROCESSED**

NOT SIGNED  
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE  
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS  
 Date last used from: 06/25/2020 To 06/25/2020  
 Transaction Number from: 200167 To 200167  
 Date entered from: 00/00/0000 To 99/99/9999

J81929 DC0100 L.00.01 06/25/20 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
200167	06/25/2020	06/25/2020	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
					6,534.00
					6,534.00 *
					6,534.00 *
					6,534.00 *

ENTERED BY: MDJB UNAPPROVED

TOTAL AMOUNT

DISTRICT TOTAL

GRAND TOTAL

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jun 25, 2020 01:56:39PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 526335

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 **\$354,381.41**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$3,095.05	\$3,095.05
RESTRICTED FUND	84097	0886	5490	\$36,085.99	\$36,085.99
CHILD DEVELOPMENT	84496	0886	5490	\$163,150.00	\$163,150.00
TIL	84697	0886	5490	\$128,983.02	\$128,983.02
BOOKSTORE	84698	0886	5490	\$22,896.60	\$22,896.60
CAFETERIA	84699	0886	5490	\$170.75	\$170.75

TOTAL DEPOSIT: **\$354,381.41**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$354,381.41 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #200168**

SECTION 26901 GOVERNMENT CODE  
 I HEREBY SWEAR THAT THIS IS A TRUE AND  
 CORRECT RECORD OF THE TOTAL AMOUNT  
 DUE THE KERN COUNTY TREASURER TO  
 AND INCLUDING:

**NOT PROCESSED**

NOT SIGNED  
 AUDITOR'S AUTHORIZED SIGNATURE

**NOT PROCESSED**

NOT SIGNED  
 TTC AUTHORIZED SIGNATURE



078 WEST KERN COMM. COLLEGE  
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS  
 Date last used from: 06/25/2020 To 06/25/2020  
 Transaction Number from: 200168 To 200168  
 Date entered from: 00/00/0000 To 99/99/9999

J81930 DC0100 L.00.01 06/25/20 PA

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
200168	06/25/2020	06/25/2020	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	78	TESTING		11000-306-8889-49306	1,987.50
2.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300	557.20
3.	78	SCANTRON SALES		11000-412-8892-67200	2.95
4.	78	TRANSCRIPT FEES		11000-000-8879-00000	547.40
5.	78	FEDERAL WORK STUDY		12401-353-8153-64600	10,803.00
6.	78	FWS ADMIN ALLOWANCE		12401-353-8151-64600	540.00
7.	78	PELL		12000-353-8154-64600	3,895.00
8.	78	MAA		12375-310-8171-00000	3,721.66
9.	78	MAA		12375-314-8171-00000	3,721.66
10.	78	MAA		12375-205-8171-00000	3,721.66
11.	78	MAA		12375-301-8171-00000	3,721.66
12.	78	MAA		12375-401-8171-00000	1,860.83
13.	78	MAA		12375-110-8171-00000	1,860.84
14.	78	REIMBURSEMENT		12000-353-5710-64600	746.56
15.	78	REIMBURSEMENT		12569-353-5710-64600	746.56
16.	78	REIMBURSEMENT		12573-353-5710-64600	746.56
17.	78	BOOKSTORE		31000-423-8841-69100	22,896.60
18.	78	CAFETERIA SALES		32000-422-8841-69400	170.75
19.	78	CC GENERAL		33428-310-8621-69200	148,921.00
20.	78	CC STATE PRESCHOOL		33528-310-8621-69200	14,229.00
21.	78	TIL REGIONAL CENTERS		39000-314-8699-64991	128,983.02
				TOTAL AMOUNT	354,381.41
				DISTRICT TOTAL	354,381.41
				GRAND TOTAL	354,381.41

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jul 23, 2020 10:29:25AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 528041

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$61,627.37

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
CREDIT CARD STUDENT RECEIPTS	84096	0886	5490	\$61,627.37	\$61,627.37

TOTAL DEPOSIT: \$61,627.37

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$61,627.37 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00  
 NOTES: DEPOSIT #210004

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

J95435 DC0100 L.00.01 07/23/20 PA

Date last used from: 07/23/2020 To 07/23/2020  
Transaction Number from: 210004 To 210004  
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
210004	07/23/2020	07/23/2020	WKCCD DEPOSIT		
1.	78	CREDIT CARD STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	61,627.37
				TOTAL AMOUNT	61,627.37
				DISTRICT TOTAL	61,627.37
				GRAND TOTAL	61,627.37

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jul 23, 2020 10:31:33AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 528042

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 \$153,789.25

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
CREDIT CARD STUDENT RECEIPTS	84096	0886	5490	\$153,789.25	\$153,789.25

TOTAL DEPOSIT: \$153,789.25

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$153,789.25 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
 NOTES: DEPOSIT #210005

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: 07/23/2020 To 07/23/2020  
Transaction Number from: 210005 To 210005  
Date entered from: 00/00/0000 To 99/99/9999

J95438 DC0100 L.00.01 07/23/20 PA

APPROVED AND UNAPPROVED TRANSACTIONS			
NUMBER	DATE	ENTERED	DESCRIPTION
LN.	DI	DETAIL	DESCR
-----FUND-ORG-ACCT-PROGR-----			
			AMOUNT
210005	07/23/2020	07/23/2020	WKCCD DEPOSIT
1.	78	CREDIT CARD	STUDENT RECEIPTS
			11000-000-9161-00000
			ENTERED BY: MDJB UNAPPROVED
			153,789.25
			TOTAL AMOUNT
			153,789.25
			DISTRICT TOTAL
			153,789.25
			GRAND TOTAL
			153,789.25

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jul 23, 2020 10:36:52AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 528046

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 **\$12,127.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$12,127.00	\$12,127.00

TOTAL DEPOSIT: **\$12,127.00**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$12,127.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
**NOTES: DEPOSIT #210006**

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

J95440 DC0100 L.00.01 07/23/20 PAG

Date last used from: 07/23/2020 To 07/23/2020  
Transaction Number from: 210006 To 210006  
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
210006	07/23/2020	07/23/2020	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	12,127.00
				TOTAL AMOUNT	12,127.00
				DISTRICT TOTAL	12,127.00
				GRAND TOTAL	12,127.00



**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jul 23, 2020 10:38:29AM

PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME

DEPT NO.  
 0886

EROD NO.  
 528047

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 \$768.74

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$646.74	\$646.74
CAFETERIA	84699	0886	5490	\$122.00	\$122.00

TOTAL DEPOSIT: \$768.74

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$768.74 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #210007**

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

J95441 DC0100 L.00.01 07/23/20 PA

Date last used from: 07/23/2020 To 07/23/2020  
Transaction Number from: 210007 To 210007  
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
210007	07/23/2020	07/23/2020	WKCCD DEPOSIT		
				ENTERED BY: MDJB UNAPPROVED	
1.	78	REIMBURSEMENT		11000-110-4310-66003	19.29
2.	78	REIMBURSEMENT		11000-000-7211-00000	627.45
3.	78	CAFETERIA SALES		32000-422-8841-69400	122.00
				TOTAL AMOUNT	768.74
				DISTRICT TOTAL	768.74
				GRAND TOTAL	768.74

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jul 30, 2020 10:18:07AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 528430

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 **\$890.72**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$890.72	\$890.72

TOTAL DEPOSIT: **\$890.72**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$890.72 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #210008**

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: 07/30/2020 To 07/30/2020  
Transaction Number from: 210008 To 210008  
Date entered from: 00/00/0000 To 99/99/9999

J10389 DC0100 L.00.01 07/30/20 PAG

NUMBER		DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR			
210008		07/30/2020	07/30/2020	WKCCD DEPOSIT		
1.	78	BOOKSTORE SALES			31000-423-8841-69100	890.72
ENTERED BY: MDJB UNAPPROVED						
TOTAL AMOUNT						890.72
DISTRICT TOTAL						890.72
GRAND TOTAL						890.72

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jul 30, 2020 10:19:15AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 528431

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 **\$671.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$671.00	\$671.00

TOTAL DEPOSIT: **\$671.00**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$671.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
 NOTES: DEPOSIT #210009

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: 07/30/2020 To 07/30/2020  
 Transaction Number from: 210009 To 210009  
 Date entered from: 00/00/0000 To 99/99/9999

J10390 DC0100 L.00.01 07/30/20 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
210009	07/30/2020	07/30/2020	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	671.00
				ENTERED BY: MDJB UNAPPROVED	
				TOTAL AMOUNT	671.00
				DISTRICT TOTAL	671.00
				GRAND TOTAL	671.00

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jul 30, 2020 10:22:28AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 528434

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 **\$631,571.47**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$949.78	\$949.78
RESTRICTED FUND	84097	0886	5490	\$432,176.00	\$432,176.00
TIL	84697	0886	5490	\$140,083.85	\$140,083.85
BOOKSTORE	84698	0886	5490	\$57,192.47	\$57,192.47
CAFETERIA	84699	0886	5490	\$1,169.37	\$1,169.37

TOTAL DEPOSIT: **\$631,571.47**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$631,571.47 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #210010**

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: 07/30/2020 To 07/30/2020  
 Transaction Number from: 210010 To 210010  
 Date entered from: 00/00/0000 To 99/99/9999

J10391 DC0100 L.00.01 07/30/20 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
210010	07/30/2020	07/30/2020	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300	845.78
2.	78	DEGREE VERIFY		11000-301-8879-64500	104.00
3.	78	REIMBURSEMENT		12495-319-5710-61900	359.00
4.	78	BOOKSTORE SALES		31000-423-8841-69100	57,192.47
5.	78	CAFETERIA SALES		32000-422-8841-69400	306.50
6.	78	REIMBURSEMENT		32000-422-2180-69400	862.87
7.	78	TIL REGIONAL CENTERS		39000-314-8699-64991	140,083.85
8.	78	REIMBURSEMENT		12554-353-7410-73100	431,817.00
				TOTAL AMOUNT	631,571.47
				DISTRICT TOTAL	631,571.47
				GRAND TOTAL	631,571.47

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jul 30, 2020 02:32:20PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 528483

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 **\$3,217,363.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
JULY SCHOOL APPORTIONMENT	84096	0886	5490	\$2,138,924.00	\$2,138,924.00

JULY SCHOOL APPORTIONMENT	84097	0886	5490	\$1,078,439.00	\$1,078,439.00
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TOTAL DEPOSIT: **\$3,217,363.00**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$3,217,363.00 CREDIT CARD: \$0.00**  
**NOTES: DEPOSIT #210011**

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: 07/30/2020 To 07/30/2020  
 Transaction Number from: 210011 To 210011  
 Date entered from: 00/00/0000 To 99/99/9999

J10721 DC0100 L.00.01 07/30/20 PAG

APPROVED AND UNAPPROVED TRANSACTIONS


NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
210011	07/30/2020	07/30/2020	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	78	JULY	SCHOOL APPORTIONMENT	11000-000-8612-00000	2,119,892.00
2.	78	JULY	SCHOOL APPORTIONMENT	11000-000-8618-00000	10,057.00
3.	78	JULY	SCHOOL APPORTIONMENT	11006-201-8633-00000	8,975.00
4.	78	JULY	SCHOOL APPORTIONMENT	12551-353-8615-64600	4,044.00
5.	78	JULY	SCHOOL APPORTIONMENT	12551-353-8625-64600	13,979.00
6.	78	JULY	SCHOOL APPORTIONMENT	12000-303-8622-64300	36,486.00
7.	78	JULY	SCHOOL APPORTIONMENT	12000-305-8624-64301	4,776.00
8.	78	JULY	SCHOOL APPORTIONMENT	12000-311-8623-64200	22,020.00
9.	78	JULY	SCHOOL APPORTIONMENT	12000-311-8660-64200	834.00
10.	78	JULY	SCHOOL APPORTIONMENT	12600-309-8627-64992	12,232.00
11.	78	JULY	SCHOOL APPORTIONMENT	12000-304-8630-00000	722,811.00
12.	78	JULY	SCHOOL APPORTIONMENT	12000-319-8644-00000	131,168.00
13.	78	JULY	SCHOOL APPORTIONMENT	12571-411-8628-67300	4,000.00
14.	78	JULY	SCHOOL APPORTIONMENT	12573-353-8691-64600	12,243.00
15.	78	JULY	SCHOOL APPORTIONMENT	12569-353-8699-64600	3,783.00
16.	78	JULY	SCHOOL APPORTIONMENT	12000-318-8699-64800	17,699.00
17.	78	JULY	SCHOOL APPORTIONMENT	12558-223-8647-60103	18,971.00
18.	78	JULY	SCHOOL APPORTIONMENT	12603-125-8643-68900	69,386.00
19.	78	JULY	SCHOOL APPORTIONMENT	12653-301-8699-63900	4,007.00
TOTAL AMOUNT					3,217,363.00
DISTRICT TOTAL					3,217,363.00
GRAND TOTAL					3,217,363.00

**WEST KERN COMMUNITY COLLEGE DISTRICT**

**Travel Period: 7/1/2020 - 7/31/2020**

<b>Employee</b>	<b>Event/Purpose</b>	<b>Location</b>	<b>Travel Start Date</b>	<b>Travel End Date</b>	<b>Estimated Cost</b>

**\*There was no travel this period.**

**Date:** August 3, 2020  
**Submitted by:** Amanda Bauer, Executive Director of Fiscal Services  
**Area Administrator:** Brock McMurray, EVP of Administrative Services   
**Subject:** Information Item

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**Board Meeting Date:** August 12, 2020

**Title of Board Item:**

Report of Investments as of the quarter ended June 30, 2020 held at: U.S. Bank Global Corporate Trust Services.

**Background:**

These investments are not included in the District's Investment Portfolio, which is managed by Morgan Stanley. Attached is a summary of the investments held at U.S. Bank Global Corporate Trust Services. This represents a summary of activity for the quarter ended June 30, 2020. Investments were held at this institution as part of the Districts General Obligation Bonds and/or Certificate of Participation (COP) Notes Programs. This provided an investment vehicle for WKCCD to be used in conjunction with its construction programs and building on campus. This information is being submitted for informational purposes only.

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

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

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

The U.S. Bank Global Corporate Trust Services accounts had a beginning balance of \$1,896,756.80 at July 1, 2019, and an ending balance of \$3,475,834.23 for its Certificates of Participation accounts as of June 30, 2020. This balance represents the 2015 COP and 2020 COP reserve portions that are designated for the District's debt obligation repayment.

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

**WEST KERN COMMUNITY COLLEGE DISTRICT  
INVESTMENT SUMMARY: Other Investments**

**U.S. Bank Global Corporate Trust Services**

July 1, 2019 through June 30, 2020

Investment Account	Type of Activity	Portfolio as of July 1, 2019	Deposits / Int / Dividends Transfers In	Withdrawals / Fees Transfers Out	Balance as of June 30, 2020
West Kern CCD 2015 Refunding COP Lease Payment Fund	Treasury Portfolio	154.16	1,885,846.12	(1,885,800.02)	200.26
West Kern CCD 2015 Refunding COP Reserve Fund	<b>Investment Agreement, Balance / Assured Guaranty Municipal Corp.</b>	1,896,602.64	-	-	1,896,602.64
West Kern CCD 2020 COP Lease Payment Fund	Treasury Portfolio	-	1,028,228.99	(94,028.59)	934,200.40
West Kern CCD 2020 COP Reserve Fund	<b>Investment Agreement, Balance / Assured Guaranty Municipal Corp.</b>	-	633,006.26	-	633,006.26
West Kern CCD 2020 COP Project Fund	Treasury Portfolio	-	10,013,211.35	(10,013,211.35)	-
West Kern CCD 2020 COP Cost of Issuance Fund	Treasury Portfolio	-	186,069.10	(175,522.18)	10,546.92
<b>Grand Total</b>		1,896,756.80			3,474,556.48

GRAND TOTAL OF INVESTMENTS HELD @ INVESTMENT COMPANIES

3,474,556.48