

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

January 12, 2022

**Cougar Room**  
(Access Through the Library Entrance)

*In accordance with COVID-19 protocol masks will be required.*

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.*

4:00 p.m. Tour of Taft College Information Technology Services and Institutional Research Departments

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 ACTION
5. FLAG SALUTE
6. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
7. GENERAL COMMUNICATIONS
8. PRESENTATION - Salesforce CRM
9. APPROVAL OF MINUTES - Regular Meeting Held December 8, 2021 and Special Meeting Held December 10, 2021
10. NEW BUSINESS:
  - A. Request for Approval - Classroom Audiovisual Project Phase II (RFP: WKCCD 2122-109); \$914,669.41
  - B. First Reading - Board Policy Review - BP #6910 - Housing (No Action)
  - C. First Reading - Board Policy Revision and Implementation (No Action)
    - BP #7100 Commitment to Diversity
    - BP #7250 Educational Administrators
    - BP #7345 Catastrophic Leave Program
    - BP #7350 Resignations
    - BP #7160 Professional Development

11. CONSENT AGENDA (Items A - P)
  - A. Request for Approval - Salesforce Customer Relations Management (CRM) Software System; \$99,681.50
  - B. Request for Ratification- Fabric through USA Shade & Fabric Structures; \$22,460.32
  - C. Request for Approval - Contract with School Datebooks to Produce Student Planners for the 2022-2023 Academic Year; \$9,227.00
  - D. Request for Approval - Annual Renewal Agreement with Blackboard Connect for Emergency Outreach Messaging Services; 2/14/22 - 2/13/23; \$4,650.00
  - E. Request for Ratification - Professional Services Agreement with Trudi Radtke; 12/15/21 - 2/15/22; Total Not to Exceed \$1,680.00
  - F. Request for Approval - Renewal of Eureka Agency/User Site License Contract; 1/1/22 - 12/31/22; \$1,395.00
  - G. Ratification of the December 2021 Vendor Check & Purchase Order Registers
12. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST
13. EMPLOYMENT (Action)
  - A. Academic Employment (Appendix I)
  - B. Classified/Confidential/Management Employment (Appendix II)
  - C. Separations (Appendix II)
14. REPORTS:
  - A. Financial Reports (For Information)
    1. Revenue Accounts (Account Level 1) FY 2021/22
    2. Expenditure Accounts (Account Level 1) FY 2021/22
    3. Expenditure Detail of \$10,000.00 or Greater, December 2021
    4. Student Organization and Special Accounts, December 2021
    5. Funds Deposited in County Treasury, December 2021
    6. Employee Travel Report - December 2021
  - B. Trustee Reports
  - C. Academic Senate Report
  - D. Reports from Staff and Student Organizations
15. REPORT OF THE SUPERINTENDENT/PRESIDENT
16. CONTINUATION OF CLOSED SESSION (If Necessary)

17. NEXT MEETING DATE

The next regular meeting is scheduled for Wednesday, February 9, 2022, at 5:00 p.m. pending meeting scheduling during an organizational meeting of the Board.

18. ADJOURNMENT



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

**REGULAR MEETING**

**December 8, 2021**

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 Michael Long and trustees Carlos Chavira, Dr. Kathy Orrin and Billy White were present. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were in attendance.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were heard.

**CLOSED SESSION**

At 5:01 p.m. it was moved by Trustee White, 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 6:00 p.m., it was moved by Secretary Long, seconded by Trustee Orrin and unanimously carried, to reconvene in Public Session. President Cole reported that no action was taken.

**PLEDGE OF ALLEGIANCE**

President Cole led the pledge of allegiance.

**PUBLIC COMMENT ON OPEN SESSION ITEMS**

There were no public comments.

**GENERAL COMMUNICATIONS**

There were no general communications.

**PRESENTATION – Community College Survey of Student Engagement**

Dr. Xiaohong Li presented a PowerPoint with highlights of the 2021 CCSSE survey (copy attached to official minutes). Due to COVID-19, the survey was administered in an electronic format which appears to have reduced the response rate. From responses gathered, the College appears to have a higher rating in learning support than that of other institutions. The survey shows the top five favorable and least favorable responses so that staff and faculty can improve or maintain efforts to increase student engagement. The CCSSE is given every three years.

**APPROVAL OF MINUTES**

On a motion by Secretary Long, seconded by Trustee White and unanimously carried, the minutes of the Regular Meeting held November 10, 2021, Special Meeting held November 11, 2021 and Special Meeting held November 18, 2021 were approved.

**NEW BUSINESS**

**Oath of Office – Trustee Carlos Chavira**

President Cole administered the Oath of Office to Trustee Chavira.

**Request for Approval – West Kern Community College District Annual Financial Report, June 30, 2021 (Presentation)**

Brock McMurray, Executive Vice President of Administrative Services, introduced CDWL Partner Ben Leavitt. Mr. Leavitt presented the District audit and told the Board the District received an “unmodified” rating. This rating is the highest an auditor can give. He commended the staff for -working ahead of deadlines during the pandemic and noted that the District had one finding and had already completed review of the area to confirm it was the lone error as well as put a procedure in place to prevent future occurrences. On a motion by Secretary Long, seconded by Trustee Orrin and unanimously carried, the audit was approved (copy attached to official minutes).

**Request for Approval – Proposition 39 Measure A General Obligation Bonds Audit Report for the Year Ended June 30, 2021 (Presentation)**

Mr. Leavitt provided a history of the requirement to audit bond expenditures and accounts. He reported that the Measure A bond audit received an “unmodified” rating and met all compliance components. On a motion by Trustee Orrin, seconded by Secretary Long and unanimously carried, the audit was approved (copy attached to official minutes).

**First Presentation – Proposed Compensation Increase to the 2021-22 Classified Salary Schedules, Appendix A; Effective January 1, 2022 (No Action)**

Dr. Daniels said that in alignment with the mandated minimum wage increase this compensation adjustment will bring all wages within compliance.

**First Presentation - Tentative Agreement with the Taft College Faculty Association (TCFA) regarding the revision of Article 6.9, Campus Security Video Monitoring and Surveillance Technology, to the Faculty Collective Bargaining Agreement (No Action)**

Dr. Daniels explained that the addition of live feed cameras to the Bookstore, Cafeteria and Child Development Center required an update to the bargained language in regards to campus security cameras.

**Second Reading and Request for Approval - Board Policy Revisions  
BP #4020 Program, Curriculum, and Development**

Dr. Daniels said that the revisions are as suggested by the Community College League of California Policy and Procedure service. Language added Ethnic Studies for inclusion within College programs. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the revision was approved (copy attached to official minutes).

**CONSENT AGENDA:**

- A. Request for Approval - WKCCD Board of Trustees - Teleconference Option Under AB 361
- B. Request for Approval - Child Development Center Authorization to Proceed with Continued Funding Application for FY 2022-2023
- C. Request for Approval - Course Revisions
  - Allied Health/Applied Technology
  - PHED 1508 Women's Intercollegiate Basketball
  - PHED 2508 Advanced Women's Intercollegiate Basketball
  
  - Social Science Division
  - PSYC 1018 Crisis Intervention
  
  - English Division
  - ENGL 2150 American Literature II
  - ENGL 2600 World Literature I
  
  - Business Arts & Humanities Division
  - PHIL 1520 Critical Thinking
- D. Request for Approval - New Courses
  - Social Science Division
  - HIST 2230 Women in American History from Indigenous America to the Present
  - ETHN 2280 Mexican American Culture and History in the American Context
  - ETHN 1510 Introduction to Ethnic Studies

- E. Request for Approval – Distance Education Course Approval  
Social Science Division  
ETHN 1510 Introduction to Ethnic Studies
- F. Request for Approval – Resolution Authorizing the Kern County Auditor-Controller to Impound Local Tax Revenues
- G. Request for Approval – Spectrum Reach, LLC Agreement 12 Mo. Digital Campaign; \$48,000.00
- H. Request for Approval – Facility Use Agreement with Taft Union High School Soccer Fields for Spring 2022; 1/19/22 – 5/20/22; \$5,000.00 not Including Possible Costs for Maintenance
- I. Request for Approval – Agreement with Dr. Idahlynn Karre – Consultant for Management and Leadership Training; 4 sessions; \$3,000.00 per Session and Hotel Expense Covered by District
- J. Request for Ratification – Commercial Building and Land Lease Agreement with Beard Family Trust; 10/31/21 – 10/21/22; \$3,500.00 per Month
- K. Request for Approval – Agreement with Dr. Terri L. Winfree & Associates, LLC; 1/1/22 – 12/31/22; \$150.00 per Session Not to Exceed \$5,400.00
- L. Request for Approval – Arvin Union School District Piggyback Bid No. 2018-19-001; Expires 11/12/22
- M. Request for Ratification – 1 Year Mobile Device Management Software Licenses (50) with AMS.NET; \$1,304.50
- N. Ratification of the November 2021 Vendor Check & Purchase Order Registers

On a motion by Secretary Long, seconded by Trustee Chavira and unanimously carried, Item 11.F was amended for a typographical error (copy attached to official minutes). On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, Consent Agenda Items A – N were approved as amended (materials related to the items are attached to official minutes).

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

There were no comments.

## EMPLOYMENT

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

Yes: Dawn Cole, Carlos Chavira, Billy White, Michael Long and Dr. Kathy Orrin

No: None

Abstain: None

Absent: None

## REPORTS

### Financial Reports

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

Financial Reports (for information):

1. Revenue Accounts (Account Level 1) FY 2021/22
2. Expenditure Accounts (Account Level 1) FY 2021/22
3. Expenditure Detail of \$10,000.00 or Greater, November 2021
4. Student Organization and Special Accounts, November 2021
5. Funds Deposited in County Treasury, November 2021
6. Employee Travel Report – November 2021

### Trustee Reports

Trustee Orrin thanked Aaron Markovits, Director of Transition to Independent Living, for presenting TIL at the Chamber Sit and Sip event.

President Cole welcomed Trustee Chavira. Trustee Chavira thanked the Board and administration for the transition so far and noted he looks forward to serving on the Board.

### Academic Senate

Dr. Eveland, Academic Senate President, told the Board that things are going smoothly and discussions are ongoing as the Senate wraps up the semester.

### Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, thanked staff and the CDWL team for a productive audit process.

### Transition to Independent Living

Aaron Markovits, Director of TIL, invited advocacy students from the program to attend tonight's meeting. Mr. Markovits reported that the Oildorado art show raised over \$17,000 and that recycling fundraising efforts are underway for volunteer work conducted by the students. He also told the

Board that hiring is complete for the vacant management position and that recruitment for a fall class is already strong.

### **Marketing**

Susan Groveman, Executive Director of Marketing and Community Relations, updated the Board on ongoing enrollment campaigns as well as progress on a website redesign. As a part of the Centennial Celebration, a gala event is being planned for March 26 and other events are also being finalized.

### **Instruction**

Dr. Leslie Minor, Vice President of Instruction, said that the fall semester is almost complete and planning for faculty inservice and spring scheduling has begun.

### **Human Resources**

Heather del Rosario, Vice President of Human Resources, told the Board that preparations for weekly COVID-19 testing are being made to be in compliance with the federal vaccine mandate.

### **Campus Safety and Security**

Kevin Altenhofel, Director of Campus Safety and Security, reported that the department is now fully staffed for 24/7 coverage of the campus.

### **Institutional Research and Information Technology Services**

Dr. Xiaohong Li, Vice President of Information and Institutional Research, said that ITS staff are building a new server and testing of the system will occur after the break. She also said that IR staff are working with various departments to complete end of year reporting.

### **REPORT OF THE SUPERINTENDENT**

Dr. Daniels presented a PowerPoint update of events and happenings on campus as well as information pertinent to the College. She and Board members and staff attended the annual Western States Petroleum Association end of year event. The event benefits the Taft College Foundation. She also shared that a Black & Gold Day was held for recruitment of Taft Union High School students. Dr. Daniels also reminded the Board of the annual Winter Extravaganza would take place tomorrow during lunch time.

### **NEXT MEETING**

The next monthly meeting is tentatively scheduled for Wednesday, January 12, 2022.

### **ADJOURNMENT**

At 7:01 p.m., on a motion by Secretary Long, seconded by Trustee White and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

---

Michael Long, Secretary

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

**SPECIAL MEETING**

**December 10, 2021**

The special meeting of the Board of Trustees of the West Kern Community College District was called to order at 7:00 a.m. by President Dawn Cole. Secretary Michael Long and trustees Carlos Chavira, Dr. Kathy Orrin and Billy White were present. Superintendent/President Dr. Debra Daniels was in attendance.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were heard.

**CLOSED SESSION**

Closed session was not held.

**PUBLIC COMMENT ON OPEN SESSION ITEMS**

There were no public comments.

**ANNUAL ORGANIZATION MEETING**

**Organization of Board of Trustees - Election of President and Secretary**

Trustee White nominated Trustee Cole to serve as President. Trustee Cole accepted the nomination. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, Trustee Cole was elected to serve as President of the Board.

Trustee Orrin nominated Trustee Long to serve as Secretary. Trustee Long accepted the nomination. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, Trustee Long was elected to serve as Secretary of the Board.

**Setting of a Regular Monthly Meeting as Required by Law**

January 12, 2022	July 13, 2022
February 9, 2022	August 10, 2022
March 9, 2022	September 14, 2022
April 6, 2022	October 12, 2022
May 11, 2022	November 9, 2022
June 8, 2022	December 14, 2022

On a motion by Trustee White, seconded by Secretary Long and unanimously carried, the dates were approved as listed.

**NEW BUSINESS**



**Second Presentation and Request for Approval – Proposed Compensation Increase to the 2021-22 Classified Salary Schedules, Appendix A; Effective January 1, 2022**

Dr. Daniels said that in alignment with the mandated minimum wage increase this compensation adjustment will bring all wages within compliance. On a motion by Secretary Long, seconded by Trustee Chavira and unanimously carried, the request was approved (copy attached to official minutes).

**Second Presentation and Request for Approval – Tentative Agreement with the Taft College Faculty Association (TCFA) regarding the revision of Article 6.9, Campus Security Video Monitoring and Surveillance Technology, to the Faculty Collective Bargaining Agreement**

Dr. Daniels explained that the addition of live feed cameras to the Bookstore, Cafeteria and Child Development Center required an update to the bargained language in regards to campus security cameras. On a motion by Trustee Orrin, seconded by Trustee Chavira and unanimously carried, the agreement was approved (copy attached to official minutes).

**NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, January 12, 2022.

**ADJOURNMENT**

At 7:21 a.m., on a motion by Trustee White, seconded by Secretary Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

---

Michael Long, Secretary

**Date:** December 16, 2021  
**Submitted by:** Amanda Bauer, Executive Director of Fiscal Services  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Request for Approval

---

**Board Meeting Date:** January 12, 2021

**Title of Board Item:**

Classroom Audiovisual Project Phase II (RFP: WKCCD 2122-109)

**Background:**

The audiovisual equipment in the following rooms is obsolete and at end-of-life to maintain a virtual/hybrid environment due to COVID: T5, T9, T10, T11, T12, T13, T14, T15, TIL 723, TIL 730, TIL 731, Library 311, S6, S7, S11, ITEC, ETE01, ETE02, HR Conference Room, Child Development Conference Room, Facility Conference Room, GYM Lab, & DH-Clinic. The District solicited proposals from technology firms for new installation and modernization of the selected classrooms within the District. The project consists of equipment installation, configuration, programming, and support for a modernized audiovisual solution.

Proposals submitted were in response to the RFP, and Serban's Background Music, Inc., submitted the lowest priced proposal for the scope of work.

**Terms (if applicable):**

This scope of work is expected to be completed by June 30, 2022.

**Expense (if applicable):**

The total cost for to complete the project will be \$914,669.41.  
Base Bid: \$851,450.69; Alt Bid #1: \$32,238.07; Alt Bid # 2: \$30,980.65

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

Funding for this project is expected to be covered by the Foundation and COVID relief funds.

**Approved:** D. Daniels / S. Criss  
Dr. Debra Daniels, Superintendent/President

# FIELD SERVICES CONTRACT BONDS/NO DSA/DIR

This Field Services Contract is made and entered into on January 12, 2022 by and between **West Kern Community College District** ("District") and **Serban's Background Music, Inc. dba Serban Sound Systems** ("Contractor"). In consideration of the mutual covenants set forth herein, the District and Contractor agree as follows:

**Project Scope of Work.** The Project is described as Classroom Audiovisual Project RFP #WKCCD 2122-109. The Contractor shall provide all work, labor, materials, equipment and services necessary to perform and complete its obligations under this Contract, including the scope of Work described in the Contractor's proposal dated December 8, 2021 responding to RFP #WKCCD 2122-109 ("RFP Response") for the following Classrooms: T5, T9, T10, T11, T12, T13, T14, T15, TIL 723, TIL 730, TIL 731, Library 311, S6, S7, S11, ITEC, ETE01, ETE02, HR Conference Room, Child Development Conference Room, Facility Conference Room, GYM Lab, & DH-Clinic; by this reference, the RFP Response is incorporated herein.

1. **Contract Price.** The Contract Price for completion of the Work and the Contractor obligations under the Contract Documents is the fixed price lump sum of **Nine Hundred Fourteen Thousand Six Hundred Sixty-Nine Dollars and Forty-One Cents (\$914,669.41)**. The Contract Price is subject to adjustment only in accordance with the Contract Documents.
2. **Contract Time and Liquidated Damages.** Contractor shall commence Work on the date indicated in the Notice to Proceed issued by or on behalf of the District and shall complete the Work by 6/30/2022 ("Contract Time"). Failure to complete the Work within the Contract Time will subject the Contractor to Liquidated Damages at the per diem rate of Two Hundred Fifty Dollars (\$250) until the Work is completed.
3. **Insurance Minimum Coverage Limits.** Minimum coverage limits for policies of insurance the Contractor and Subcontractors are required to maintain under the Contract Documents are:

Policy of Insurance	Minimum Coverage Limit
Workers' Compensation Insurance	In accordance with Laws
Employer's Liability Insurance	One Million Dollars (\$1,000,000)
Commercial General Liability and Property Insurance.	Per Occurrence: One Million Dollars (\$1,000,000)
	Aggregate: Two Million Dollars (\$2,000,000)
Automobile Liability Insurance	One Million Dollars (\$1,000,000)

4. **District Representative.** The District Representative for the Work is Brock McMurray.
5. **Architect/Design Professional.** The Architect or Design Professional for the Work is N/A.
6. **Contract Documents.** The Contract Documents consists of this Contract, the accompanying Contract Terms and Conditions, and the documents identified below.

Contract Terms and Conditions Subcontractors List Labor and Materials Payment Bond Performance Bond Certificate of Workers Compensation Insurance	Verification of Certified Payroll Records Submittal to Labor Commissioner Contractor Certification of Subcontractor Claim Classroom Audiovisual Project RFP #WKCCD 2122-109 RFP Response
---	---

[CONTINUED NEXT PAGE]

7. **Notices.** Notices of the District and Contractor to the other shall be transmitted *via e-mail and U.S. Mail*, postage pre-paid, as set forth below. The effective date of notices shall be the day after the date of the e-mail transmission. Notices shall be addressed as follows:

<p><b>If to the District:</b>                  West Kern Community College District                  29 Cougar Court                  Taft, CA 93268                  Attn: Executive Vice President Administrative Services                  (661) 336-5100                  Email: bmcsmurray@taftcollege.edu</p>	<p><b>If to the Contractor:</b>                  Serban's Backgournd Music, Inc.                  dba Serban Sound Systems                  10010 Rosedale Highway, #A                  Bakersfield, CA 93312                  Email: brian@serban.com</p>
---	--

8. **Entire Agreement.** The Contract Documents constitute the entire contract and understanding between District and Contractor relating to the subject matter hereof. The Contract Documents shall not be modified except in accordance with the terms of the Contract Documents.

**CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS' STARE LICENSE BOARD. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS' STATE LICENSE BOARD, P.O. BOX 2600, SACRAMENTO, CALIFORNIA 95826.**

The Contractor and District have executed this Contract as of the date set forth above.

**District**  
**West Kern Community College District**

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

**Contractor**

Serban's Backgournd Music, Inc.  
 dba Serban's Backgournd Music, Inc.

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

Title \_\_\_\_\_

Street Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

<b>Contractors' License</b>	Number
	Classification(s)
	Expiration Date
<b>DIR Contractor Registration</b>	DIR Registration Number
<b>Federal Tax ID</b>	_____

## FIELD CONTRACT FOR SERVICES; TERMS AND CONDITIONS

**1. CONTRACTOR RESPONSIBILITIES****1.1. LABOR, MATERIALS, EQUIPMENT AND SERVICES.**

The Contractor shall furnish all tools, equipment, apparatus, facilities, transportation, labor, services and materials necessary to complete the Work in accordance with the Contract Documents. Except for existing utility services at the Site made available to the Contractor by the District, the Contractor shall furnish all utilities necessary to complete the Project, including temporary utility distributions. The Work shall be completed in a workmanlike manner, in accordance with requirements of the Contract Documents and within the Contract Time. If there are portions of the Contract Documents designate differing Work, the Contractor shall furnish and install the more stringent or higher quality requirements. All Work shall conform to the requirements of applicable laws, ordinances, rules and regulations ("the Laws") and Governmental Authorities with jurisdiction over any portion of the Work.

**1.2. CONTRACTOR SUPERVISION.**

**1.2.1. CONTRACTOR SUPERINTENDENT.** The Contractor shall employ a Superintendent fluent in verbal and written English who shall be at the Site at all times during performance of Work at the Site. The Superintendent is the Contractor's Representative for the Project; directions, instructions or other communications to and with the Contractor's Superintendent are directions, instructions or communications to or with the Contractor.

**1.2.2. EMPLOYEE COMPETENCY AND DISCIPLINE.** The Contractor shall enforce strict discipline and good order among employees of the Contractor and Subcontractors at the Site. Personnel of the Contractor or any Subcontractor are subject to removal from the Site for violations of the Laws or District Policies. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them and shall dismiss from its employ and direct any Subcontractor to dismiss from their employment any person deemed by the District to be unfit or incompetent to perform assigned tasks. Identification badges are required for Site access. Personnel providing or performing any Work at the Site will be permitted access to the Site only if District-issued identification badges are worn.

**1.2.3. DISTRICT POLICIES; NOISE, DRUGS, TOBACCO, AND ALCOHOL.** Use, possession, consumption or work under the influence of alcohol or illegal drugs at the Site is prohibited. District Board Policies prohibit the use of any form of tobacco products at the Site. Use of music/audio devices, including radios or wearing any headphone devices for entertainment while performing Work at the Site is prohibited. The Contractor shall implement measures to: (i) notify all personnel at the Site of such prohibitions and (ii) prevent violations of such prohibited conduct. The District expressly reserves the right to remove construction personnel violating the foregoing.

**1.3. LABOR CODE REQUIREMENTS.**

**1.3.1. DIR REGISTRATION.** The Contractor and all Subcontractors must comply with the Labor Code §§1725.5 and 1771.1 and must be properly and currently registered with the California Department of Industrial Relations ("DIR") and qualified to perform public works pursuant to Labor Code section 1725.5 throughout the duration of the Project.

**1.3.2. PREVAILING WAGE RATES; HOURS OF**

**WORK:** The Contractor and all Subcontractors shall: (i) pay their respective workers wage rates not less than the prevailing wage rate established for the classification, trade or work performed by each worker; and (ii) maintain complete and accurate payroll records for workers engaged in the Work. The Contractor and Subcontractors shall not permit any worker to provide more than eight (8) hours of work per day or forty (40) hours per week without additional compensation as mandated by law. The Contractor shall be subject to all penalties and assessments provided by law or regulation for violation(s) of the prevailing wage rate requirements or hours of work limits. Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE).

**1.3.3. APPRENTICES.** Apprentices, if any, engaged in performing the Work shall be in strict conformity with applicable the Laws, including without limitation, Labor Code §§1777.5 through 1777.7, which are incorporated herein by this reference.

**1.4. SUBCONTRACTORS.** The Contractor is responsible for the acts, omissions and other conduct of Subcontractors and their employees, agents and representatives. Subcontracts between the Contractor and Subcontractors shall incorporate the Contract as far as such terms are applicable to the Subcontractor's work, including, without limitation, all indemnification, insurance, and warranty requirements. Subcontracts shall be made available to the District for review upon request of the District. All Subcontractors must comply with Labor Code §§ 1725.5 and 1771.1 and must be currently registered contractors with the California Department of Industrial Relations ("DIR") and qualified to perform public works pursuant to Labor Code §1725.5 throughout the duration of the Project. Any Subcontractor who is not a DIR registered contractor shall be substituted in accordance with Labor Code §1771.1. Contractor shall submit a Subcontractors List for the Project on the form included in the Contract Documents. Subcontractors identified in the Subcontractors List shall not be replaced except in strict conformity with requirements of Public Contract Code §4107. The Contractor is responsible for all fees, costs or expenses (including attorneys' fees) incurred by the District to review, evaluate and respond to the Contractor's request to replace a listed Subcontractor. Subcontractors must be a California licensed contractor in the classification(s) required for the portions of the Project completed by the Subcontractor.

**1.5. PROPERTY DAMAGE.** The Contractor is responsible for costs to repair, replace or correct damage or destruction to property arising during the Contractor's completion of Project Work, including without limitation, damage/destruction of other facilities/improvements, landscape materials and irrigation systems.

**2. PROJECT SITE**

**2.1. SITE EXAMINATION AND SITE CONDITIONS.** The Contractor has examined the Site and accepts conditions at the Site affecting the completion of the Project. By submitting a Proposal for the Project, the Contractor warrants and represents to the District that the Contractor has made all Site examinations that it deems necessary and that the pricing

proposed in the Proposal is not subject to adjustment for conditions at the Site.

**2.2. SAFETY AND SECURITY; PROTECTION OF WORK AND PROPERTY.** The Contractor is solely responsible for safety at the Site, including compliance with Laws pertaining to safety at the Site. Contractor shall comply with all District rules and regulations pertaining to safety, security and driving on school grounds, particularly when students are present. The Contractor shall implement safety measures such as fencing, barricades, signs, lights and other precautions to prevent injury or death to persons or damage to property. The Contractor is responsible for securing the Site and Work in place or in progress (including all personal property items situated at the Site) to prevent theft, loss or damage. The District and District employees, officers, agents or representatives are not liable for loss, theft, damage or destruction of personal property items. The risk of such loss, theft, damage or destruction is solely that of the Contractor or Subcontractors.

**2.3. CONTRACTOR ENVIRONMENTAL/ HAZARDOUS MATERIALS RESPONSIBILITIES.** The Contractor shall comply with Laws relating to construction waste management, materials re-use and/or recycling and the maintenance of records relating thereto. All activities of the Contractor relating to removal, transportation and/or disposal of any hazardous material shall be in strict compliance with the Laws, including compliance with requirements of manifests for the transportation and disposal of hazardous materials. The Contractor's failure to strictly comply with its obligations hereunder shall be a basis for the District's withholding of Contract Price disbursements until the Contractor has complied and performed its obligations hereunder. Upon completion of the Project, the Contractor shall complete, execute and submit to the District the form of Asbestos and Hazardous Materials Certification included with the Contract Documents.

**2.4. CLEAN-UP.** The Contractor shall remove and legally dispose of all waste materials and other debris from the Site. The Site shall be maintained in a neat, orderly and "broom clean" condition. At completion of the Project, the Contractor shall: (i) remove all temporary facilities and installations; and (ii) clean all surfaces, fixtures, equipment at the Site. If the Contractor fails to complete clean up responsibilities, the District may do so, and all costs shall be charged to the Contractor; the District may deduct such costs from the Contract Price then or thereafter due the Contractor.

**2.5. OCCUPANCY.** The District reserves the right to occupy existing facilities and improvements in, at or about the Site at any time before completion of the Project. The District's occupancy does not constitute acceptance or approval of any part of the Project and will not extend the Contract Time nor relieve the Contractor of any duties or responsibilities under this Contract.

**2.6. EMERGENCIES.** In an emergency affecting life, life safety, property damage, the Work or adjoining property, Contractor, without special instruction or authorization from District, shall take such actions reasonably necessary to prevent such threatened loss or injury. Contractor shall immediately report in writing to the District Representative if such action is taken.

### **3. PROJECT REQUIREMENTS**

**3.1. DISTRICT SITE ACCESS.** The District and the District's employees, agents or representatives shall at all times have

access to the Site and the Project. The Contractor shall provide safe and proper facilities for such access.

**3.2. CONSTRUCTION SCHEDULE.** If the Contract Time is more than thirty (30) calendar days, the Contractor shall prepare a Construction Schedule in such form and format required by the District. The Construction Schedule shall reflect all activities necessary to complete the Work and shall be in such detail as required by the Contract Documents. If a schedule is required, the Contractor shall update the schedule monthly or more frequently as directed by the District or required by the circumstances of Project progress. The Contractor's Construction Schedule shall be submitted to the District for review and acceptance. The Contractor shall complete Project Work in accordance with the District accepted Construction Schedule.

**3.3. SUBSTITUTIONS.** No substitution of any specified item, product, material or system ("Specified Items") will be considered unless the Contractor submits a request to substitute Specified Items along with data substantiating the equivalency of the proposed substitution with the Specified Items not more than seven (7) days after the date of award of the Contract to the Contractor. The Contractor shall reimburse the District for all costs and expenses incurred by the District to review a proposed substitution for Specified Items. The District's acceptance or rejection of a proposed substitution is final. No substitution accepted by the District shall increase the Contract Price or the Contract Time; provided, however, if the cost to furnish/install an approved substitution of is less than the Specified Item, the Contract Price shall be reduced by such cost difference. If any Specified Items are identified in any portion of the Contract Documents as "District Standard Materials/Equipment" "match existing in use" or similar words/phrases, in accordance with Public Contract Code §3400, the District is deemed to have made a finding that such Specified Items are designated as "sole source" items designed to match existing and in use items. In accordance with Public Contract Code §3400, the District will not consider or accept alternatives or substitutions for any Specified Items so identified.

**3.4. CONTRACTOR WARRANTY.** If within one (1) year, or such other period set forth in the Contract Documents, any part of the Project or workmanship is found defective or not in compliance with the Contract Documents, the Contractor shall promptly correct, repair or replace such part of the Project or workmanship. If the Contractor fails to do so, the District may take necessary action to correct, replace or repair such Work or workmanship at the cost and expense of the Contractor. The surety issuing the Performance Bond is liable to the District for correction, repair or replacement of defective/non-conforming parts of the Project or workmanship if the Contractor fails or refuses to perform in accordance with the preceding.

**3.5. MANUFACTURER WARRANTIES.** The Contractor shall, prior to the release of retention, provide the District Representative with hard copies of all manufacturer warranties for all equipment and materials furnished, installed and incorporated into the Project.

**3.6. CONSTRUCTION MATERIALS TESTS/INSPECTIONS.** If required by the Contract Documents, materials incorporated into the Project are subject to tests/inspections for compliance with applicable standards of such tests/inspections. The Contractor shall cooperate with the District and consultants retained by the District for conducting such tests/inspections to

schedule and coordinate such tests/inspections with the progress of Work. The Contractor is responsible for costs and expenses resulting from the Work not being ready for tests/inspections when scheduled. The District is responsible for initial costs of tests/inspections. If the results of the initial test/inspection are not in conformity with applicable standards, all costs, fees and expenses for subsequent test/inspection shall be borne by the Contractor. The District may deduct such costs, fees and expenses from the Contract Price then or thereafter due the Contractor.

#### 4. CONTRACT PRICE.

**4.1. CONTRACT TIME LESS THAN SIXTY (60) DAYS.** If the Contract Time is sixty (60) days or less, the District will make payment of the Contract Price upon completion of the Project, the Contractor's full performance of all other obligations under the Contract Documents and the Contractor's submission of a properly itemized invoice and duly executed Verification of Certified Payroll Records Submittal to Labor Commissioner. Upon receipt of thereof, the District Representative will promptly verify that the Project has been completed and that the Contractor has performed all other obligations hereunder. Within thirty (30) days of the District Representative confirmation of the completion of Work and the Contractor's performance of other obligations hereunder, the District will make payment of the Contract Price.

**4.2. CONTRACT TIME MORE THAN SIXTY (60) DAYS.** If the Contract Time is sixty (60) days or more, the Contractor may submit invoices on a monthly basis for the value of Project Work completed in the prior month, whereupon the District Representative will promptly verify that the Work has been completed as indicated in the Contractor's invoice. Within thirty (30) days after District's approval of the Application for Payment, Contractor shall be paid a sum equal to **ninety-five percent (95%)** of the value of the Work performed (as verified by the District and certified by Contractor) up to the last day of the previous month, less the aggregate of previous payments and amount to be withheld. Within sixty (60) days of completion of all Project Work and all other of the Contractor's obligations hereunder, amounts previously retained from prior invoices will be released to the Contractor. The District may, in its sole discretion, condition payment of the Contract Price, or any portion thereof, upon: (i) the Contractor's preparation of a Schedule of Values for review and acceptance by the District's Representative; (ii) the submittal of executed Waivers and Releases (on Progress Payment or Final Payment, as applicable) for the Contractor and all Subcontractors receiving any portion of the Contract Price; and/or (iii) delivery of Certified Payroll records of the Contractor and Subcontractors.

**4.3. CERTIFIED PAYROLL RECORDS.** Pursuant to California Labor Code §1776, the Contractor and each Subcontractor shall maintain Certified Payroll Records for labor employed by them to complete Project Work including: name, address, social security number, wage rates, work classification/trades, straight time and overtime hours worked each day and week, actual per diem wages paid. The Contractor and Subcontractors shall furnish copies of Certified Payroll Records to the District and others in accordance with the Laws.

**4.4. CERTIFIED PAYROLL RECORDS SUBMITTAL TO LABOR COMMISSIONER.** Certified Payroll Records of the Contractor and Subcontractors, in the form, format and within the times established by the Labor Commissioner, shall be submitted to the Labor Commissioner as required by the Laws.

The District's disbursement of any portion of the Contract Price is expressly conditioned on the Contractor's completion and execution of the form of Verification of Certified Payroll Records Submittal to Labor Commissioner for the payment requested.

**4.5. DISTRICT DEDUCTS AND WITHHOLDS FROM CONTRACT PRICE.** The District may deduct from the Contract Price and withhold disbursement of the Contract Price for any of the following: (i) Liquidated Damages; (ii) sums expended by the District to perform the Contractor's obligations under the Contract Documents; (iii) defective or non-conforming Project Work not remedied; (iv) stop payment notice claims; (v) reasonable doubt that the Project can be completed for the unpaid balance of the Contract Price or within the Contract Time; (vi) unsatisfactory prosecution of the Project Work; (vii) unauthorized deviations from requirements of the Contract Documents; (ix) losses, damages or costs arising out of the Contractor's default or breach of obligations; and (x) any other sums which the District is entitled or required to withhold from the Contractor the Contract Documents or the Laws. The failure by the District to deduct any of these sums from a progress payment shall not constitute a waiver of the District's right to such sums. If the deductions from the Contract Price pursuant to the foregoing exceed the then remaining Contract Price, the Surety issuing the Performance Bond shall be jointly and severally liable with the Contractor for payment of such excess to the District.

#### 5. CHANGES

**5.1. DISTRICT AUTHORITY.** The District may direct Changes within the general scope of Project Work. Changes authorized or directed by the District shall be reduced to a written Change Order in the form and content prepared by or on behalf of the District. Adjustments to the Contract Price for District authorized Changes shall be limited to the actual costs of labor, materials, equipment or services necessary to complete the Change. All other costs associated with a Change, including without limitation profit, overhead/administrative costs and impacts are fully compensated by the mark-up established in the Contract Documents on direct costs of a Change. The Contractor shall provide the District with all information requested to substantiate the cost of a Change. The Contractor shall submit, prior to approval of a Change Order, its request for adjustment of the Contract Time (if any) along with data substantiating the Contractor's right to adjustment of the Contract Time and the extent of such adjustment. If Contractor fails to strictly comply with the preceding the Contractor shall be deemed to have waived any right to adjustment of the Contract Time.

**5.2. CONSTRUCTION CHANGE DIRECTIVE ("CCD").** The District may direct a Change prior to and without issuance of a Change Order by a Construction Change Directive ("CCD"). The Contractor shall: (i) promptly commence and complete changes incorporated into a CCD; and (ii) maintain detailed contemporaneous records of labor, materials and equipment incorporated into or consumed in completing a CCD. Adjustment of the Contract Price or Contract Time on account of a CCD shall be determined in accordance with the Contract Documents and incorporated into a Change Order.

**5.3. MARK-UPS ON CHANGES.** The mark-up on direct costs for a Change directed or authorized by the District for all overhead (including home and field office overhead), general conditions costs, impacts of the Change and profit, shall not exceed the percentage of allowable direct actual costs for performance of the Change as set forth below.



**5.3.1. SUBCONTRACTOR PERFORMED CHANGES.** For the portion of a Change performed by Subcontractors, the mark-up on actual direct labor and materials costs incurred the Subcontractors is Ten Percent (10%). In addition, the Contractor may add an amount equal to Five Percent (5%) of the Subcontractors actual direct labor and materials costs; the Contractor's mark-up shall not be applied to the Subcontractors mark-up.

**5.3.2. CONTRACTOR PERFORMED CHANGES.** For the portion of any Change performed by the Contractor's own forces, the mark-up on the allowable actual direct labor and materials costs of such portion of a Change is Fifteen Percent (15%).

**5.3.3. EXCLUSIONS FROM MARK-UP OF ACTUAL COSTS.** Mark-ups on the actual cost of materials/equipment incorporated into a Change or for purchase/rental of Construction Equipment shall not be applied to any portion of such costs which are for sales, use or other taxes arising out of the purchase of materials/equipment and/or for purchase/rental of Construction Equipment.

## **6. INSURANCE AND INDEMNITY**

**6.1. INDEMNIFICATION.** To the furthest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the District and its governing board, officers, employees, agents, and volunteers ("Indemnified Parties") from and against any and all liabilities, demands, claims, actions, causes of action (including cost of defense, settlement, and reasonable attorneys' fees) (collectively "Claims") which arise out of the negligent, grossly negligent or willful conduct of the Contractor, Subcontractors or the employees, agents or representatives of the Contractor or Subcontractors, including without limitation, Claims for bodily injuries (including death) to any person, damage (including theft or loss of use) to any property, Stop Payment Notice claims and other economic losses, damages or injuries. The Contractor's obligations hereunder shall survive completion of the Work or termination of the Contract until barred by the applicable statute of limitations. The obligations of the Performance Bond Surety include assumption of the Contractor's obligations hereunder if the Contractor fails or refuses to do so.

**6.2. INSURANCE.** The Contractor and Subcontractors shall maintain in force during performance of the Work the following policies of insurance:

**6.2.1. WORKERS COMPENSATION.** The Workers Compensation insurance shall cover claims under workers' or workmen's compensation, disability benefit and other similar employee benefit acts which are applicable to the Work.

**6.2.2. EMPLOYERS' LIABILITY.** The Employer's Liability Insurance shall cover bodily injury (including death) by accident or disease to any employee which arises out of the employee's employment by Contractor. The Employer's Liability Insurance may be obtained as a separate policy of insurance or as an additional coverage under the Workers' Compensation Insurance policy.

**6.2.3. COMMERCIAL GENERAL LIABILITY INSURANCE.** The General Liability insurance policies shall cover personal injury, bodily injury, death, other injury and property damage losses.

**6.2.4. CONTRACTOR'S POLLUTION LIABILITY.** The Contractor Pollution Liability policy shall cover losses for

bodily injury, property damage, defense, and cleanup as a result of pollution conditions (sudden/accidental and gradual) arising from contracting operations performed by or on behalf of the Contractor, except for fungus/spore coverage.

**6.2.5. AUTOMOBILE LIABILITY.** The Automobile Liability insurance shall cover losses for bodily injury, death or property damage arising out of use or operation of owned, non-owned and hired vehicles.

**6.2.6. BUILDERS RISK.** If required by the Contract Documents, the Builders' Risk insurance shall cover all risks of direct physical loss basis, or an amount equal to the full completed value the Project Work. The Builders Risk policy deductible shall not exceed \$250,000 for each loss.

**6.2.7. MINIMUM COVERAGE LIMITS.** Each required policy of insurance shall be in at least the minimum coverage limit set forth in the Contract.

**6.2.8. CERTIFICATES OF INSURANCE.** Before commencing the Work, the Contractor and its Subcontractors shall provide to the District Representative certificate(s) of insurance and endorsements establishing conformity to insurance coverage requirements. No Work is permitted at the Site until the Contractor delivers Certificates of Insurance to the District Representative evidencing insurance policies/coverages required by the Contract. The Contract Time is not subject to extension for the Contractor's delayed delivery of Certificates of Insurance to the District Representative.

**6.3. POLICY REQUIREMENTS.** The policies of insurance obtained by the Contractor and Subcontractors shall not be amended or modified and the coverage amounts shall not be reduced without at least thirty (30) days advance written notice to the District. Except for workers compensation insurance, the District must be named as an additional insured on all policies. The Contractor's policies are primary; any insurance carried by the District are only secondary and supplemental. All endorsements must waive any right to subrogation against any of the named additional insureds. All policies must be written on an occurrence form.

**6.4. PAYMENT BOND AND PERFORMANCE BOND.** The Contractor shall not commence the Work until it has provided to the District, a Payment (Labor and Material) Bond and a Performance Bond issued by a California Admitted Surety Insurer, each in a penal sum equal to the Contract Price. The form and content of Bonds are incorporated into the Contract Documents. The Contract Time is not subject to adjustment for Contractor delay in submitting the Bonds to the District Representative.

## **7. TERMINATION AND SUSPENSION**

**7.1. TERMINATION FOR CONTRACTOR DEFAULT.** The Contractor's failure to fully and timely perform its obligations under the Contract Documents or to strictly comply with terms and conditions of the Contract Documents shall constitute default of the Contractor; in such event, the District may terminate the Contract upon seven (7) days written notice to the Contractor. The District may, in the sole discretion of the District, afford the Contractor an opportunity to cure its default. If the District affords the Contractor an opportunity to cure, unless the Contractor commences, and diligently thereafter prosecutes to completion, all required actions to cure such default(s), the Contract is deemed terminated without further action of the District; such termination shall be effective the seventh (7th) day after the date of the District's written notice.



If the District terminates the Contract for default of the Contractor, the Contractor and the Performance Bond Surety are liable to the District for all losses, costs and damages arising out of the Contractor's default and costs to complete the Project Work which exceeds the remaining Contract Price at the time of termination.

**7.2. DISTRICT TERMINATION FOR CONVENIENCE.** The District may terminate the Contract, in whole or in part, at any time for the convenience of the District by written notice to the Contractor, in which case, the payment of the Contract Price shall be limited to the value of the Work in place or in progress at the time of the termination for the District's convenience; no payment shall be made or due from the District for the unperformed portion of the Project Work.

**7.3. SUSPENSION.** The District may by written directive to the Contractor, suspend the Project Work, in whole or in part, for such time as determined by the District. Upon issuance of such directive, the Contractor shall take action as directed to protect work in place, materials/equipment at the Site and other actions relating to Project Work in place, in progress, in storage, in transit or in fabrication ("Contractor Suspension Activities"). The Contractor shall resume Project Work as directed by the District. The District's suspension of Project Work shall not result in adjustment of the Contract Price, except for the direct costs of Contractor Suspension Activities. The Contract Time will be equitably adjusted for District directed suspension of Project Work.

## **8. MISCELLANEOUS**

### **8.1. CLAIMS RESOLUTION.**

**8.1.1. CONTRACTOR CONTINUATION OF WORK.** Notwithstanding any claim, dispute, disagreement or other matter in controversy between the District and the Contractor relating to the Contract Documents or the Project Work, the Contractor shall continue to diligently prosecute and perform the Work, pending any final determination or decision regarding any such claim, dispute, disagreement or matter in controversy.

**8.1.2. PUBLIC CONTRACT CODE §9204 CLAIMS RESOLUTION PROCEDURES.** Claims of the Contractor are subject to the non-binding dispute resolution procedures set forth in Public Contract Code §9204 ("Section 9204").

**8.1.2.1. CONTRACTOR CLAIMS.** Contractor Claims are subject to the Section 9204 Procedures provided, however, that the Section 9204 Procedures are expressly subject to the Contractor's prior full and timely compliance with requirements and procedures of the Contract Documents relating to submittal and resolution of Claims, change orders, disputes and other matters in controversy under the Contract Documents. By this reference, the Section 9204 Procedures are incorporated herein.

**8.1.2.2. SUBCONTRACTOR CLAIMS.** Subcontractor Claims are subject to Section 9204 Procedures, as modified herein. The District's review of Subcontractor Claims is expressly subject to the Contractor's submittal of a duly completed and executed form of Contractor Certification of Subcontractor Claim certifying that the Contractor has thoroughly reviewed the Subcontractor Claim and based on the Contractor's review, certify that: (i) the Subcontractor Claim is made by the Subcontractor in good faith; (ii) the Subcontractor Claim is supported by reasonable documentation establishing entitlement to the relief requested and District liability therefor;

and (iii) the Subcontractor Claim does not incorporate any request constituting a False Claim under applicable law, including the California False Claim Act (Government Code §12650 et seq.). The form of Contractor Certification of Subcontractor Claim is included in the Contract Documents.

**8.1.3. CONTRACTOR COMPLIANCE WITH GOVERNMENT CODE CLAIMS PROCEDURES.** Disputed Claims and other matters in controversy asserted by the Contractor against the District are a "suit for money or damages" and subject to Government Code §§945.4, 945.6 and 946 ("Government Code Claims Process"). An express condition precedent to the Contractor's initiation of Section 20104.4 Dispute Resolution Procedures or Small Claims Court proceedings is the Contractor's compliance with the Government Code Claims Process.

**8.1.4. DISPUTED CLAIMS.** Claims not resolved by the Section 9204 Procedures are subject to Small Claims Court proceedings or binding dispute resolution procedures of Public Contract Code §20104.4 (Section 20104.4 Dispute Resolution Procedures).

**8.1.4.1. CLAIMS WITHIN SMALL CLAIMS COURT JURISDICTION.** The exclusive tribunal for binding resolution of Disputed Claims valued at or less than the then current jurisdictional limits of the Small Claims Court. Venue for any Small Claims Court proceeding shall be the Small Claims Court designated for the geographic area of the Site.

**8.1.4.2. SECTION 20104.4 DISPUTE RESOLUTION PROCEDURES; CLAIMS LESS THAN \$375,000.** Disputed Claims of \$375,000 or less and more than the then current Small Claims Court jurisdictional limits shall be resolved in accordance with the civil action procedures established in Public Contract Code §20104.4. Mediation conducted pursuant to Section 9204 Procedures shall excuse any further obligation under Section 20104.4 to mediate after litigation has been commenced.

**8.1.4.3. LIMITATION ON SPECIAL/ CONSEQUENTIAL DAMAGES.** In the event of the District's breach or default of its obligations under the Contract Documents, the damages, if any, recoverable by the Contractor are limited to general damages directly caused by the breach or default and shall exclude any and all special or consequential damages, if any. The Contractor expressly waives and relinquishes any recovery of special or consequential damages from the District.

**8.1.4.4. ATTORNEYS' FEES:** Except as expressly provided for in the Contract Documents, or authorized by the Laws, neither the District nor the Contractor shall recover from the other any attorneys' fees or other costs associated with or arising out of any legal, administrative or other proceedings filed or instituted in connection with or arising out of the Contract Documents or the performance of either the District or the Contractor thereunder

**8.2. AUDIT.** The District shall have the right to review, audit, and to copy records and supporting documentation of the Contractor and Subcontractors relating to performance of the Contract. Contractor agrees to maintain such records for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated or required by the Laws. Contractor agrees to allow the District access to these records during normal business hours and to allow interviews of any employees who might reasonably have information related to

such records. Contractor agrees to include a similar right of the District to audit records and interview staff in any Subcontract.

**8.3. GOVERNING LAW; INTERPRETATION; VENUE.** This Contract is governed by the laws of the state of California and shall be interpreted as a whole and not in favor of the District or the Contractor. Venue for any legal proceeding shall be the Superior Court for the County in which the Site is situated at the Superior Court branch situated closest to the Site.

**8.4. FORCE MAJEURE.** The Contractor and District are excused from performance during the time and to the extent that they are prevented from obtaining, delivering, or performing by act of God, fire, strike, loss, or shortage of transportation facilities, lock-out, commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the other party, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

**8.5. SUCCESSORS:** This Contract shall be binding upon and inure to the benefit of the respective successors-in-interest of the District and the Contractor. The foregoing notwithstanding, the Contractor shall not assign by this Contract, any right or obligation hereunder or any portion thereof.

**8.6. DAYS:** Unless otherwise stated in the Contract, all references to "days" shall be deemed references to calendar days.

**8.7. TIME:** Time is of the essence in performance and completion of obligations under the Contract.

**8.8. NO ORAL MODIFICATIONS:** The terms of the Contract shall be modified only by written instrument duly executed on behalf of the Contractor and District. No term or condition of the Contract shall be modified or amended except by a subsequent writing executed by the District and Contractor and approved or ratified by the District's Board. Verbal or oral modifications to the Contract are not enforceable.

**8.9. NO DISTRICT WAIVER.** District's waiver or delayed enforcement of any term, condition, covenant or obligation of the Contractor under the Contract Documents shall not: (i) constitute the District's waiver or modification of such term, condition, covenant or obligation; or (ii) limit, restrict or impair the District's enforcement of such term, condition, covenant or obligation.

**8.10. PROVISIONS REQUIRED BY THE LAWS DEEMED INSERTED.** Provisions required by the Laws to be incorporated into the Contract Documents are deemed incorporated herein and the Contract Documents shall be read and enforced as though such provisions are incorporated herein.

**8.11. CONFLICTS/INCONSISTENCIES.** In the event of conflict or inconsistency between the Contract and these Terms and Conditions ("Contract") and the terms of Contractor's Proposal, the terms of the Contract shall prevail over the Contractor's Quote. It is further agreed that District's attachment of the Contractor's Quote/Proposal shall not constitute a modification, amendment or limitation of any term

or condition of the Contract unless such term or condition is expressly set forth in writing in this Contract.

**8.12. SEVERABILITY.** If any provision of this Contract is declared or determined by any court of competent jurisdiction to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining parts, terms and provisions shall not be affected thereby, and said illegal, unenforceable or invalid part, term or provision will be deemed not to be a part of this Contract.

**8.13. INDEPENDENT CONTRACTOR STATUS.** While engaged in carrying out the terms and conditions of the Contract, the Contractor is an independent contractor, and not an officer, employee, agent, partner, or joint venture of the District.

**8.14. DISABLED ACCESSIBILITY AND ELECTRONIC INFORMATION TECHNOLOGIES.** Consultant hereby warrants that any goods or services, including any hardware or software products or services, to be provided under the Contract Documents comply with the accessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, part 1194. The Contractor shall promptly respond to and resolve any complaint regarding accessibility of its products or services which is brought to its attention and will designate a contact person for expediting any complaints applicable to California Government Code §11135. The Contractor further agrees to indemnify, defend, and hold harmless the District, the Chancellor's Office of the California Community Colleges, and any California community college using the Contractor's products or services from any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of the Contract for Contractor default. The Contractor and Subcontractors shall provide credible, third-party verification demonstrating compliance of product accessibility per current requirements of the revised US Section 508 Standards or Web Content Accessibility Guidelines 2.0, Level AA (WCAG 2.0, AA) upon initial deployment and with each major subsequent release prior to production use by faculty, staff, or students. Appropriate documentation detailing the testing, including evaluation results, will be current and maintained.

**8.15. NON-DISCRIMINATORY EMPLOYMENT PRACTICES.** The Contractor and Subcontractors shall comply with District Policies prohibiting discriminatory practices against employees or prospective employees based on race, color, ancestry, national origin, religious creed, sex, age, sexual preference, marital status or other classification protected by the Laws. Contractor agrees to abide by this policy and to comply with Laws prohibiting discriminatory employment practices, including the California Fair Employment Practice Act.

**8.16. ENTIRE CONTRACT.** The Contract Documents contain the entire agreement and understanding between the District and the Contractor concerning the subject matter hereof, and supersedes and replaces all prior negotiations, proposed contracts or amendments, whether written or oral.

[END OF SECTION]

**SUBCONTRACTORS LIST**

**Project:** Classroom Audiovisual Project Phase II RFP #WKCCD 2122-109

**Contractor:** Serban's Background Music, Inc.

**Authorized Signature:** \_\_\_\_\_

If none, check box:

Subcontractor Name	Subcontractor Office, Mill or Shop Address	Subcontractor Trade or Portion of Work	Contractors' License No.	DIR Contractor Registration No.
Jarrett Electric	3321 N. Sillect Avenue Bakersfield, CA 93308	Electrical	667401	10000005965

*Attach additional page(s) as required*

VERIFICATION OF CERTIFIED PAYROLL RECORDS SUBMITTAL TO LABOR COMMISSIONER

I am the \_\_\_\_\_ for \_\_\_\_\_ in \_\_\_\_\_  
(Superintendent/Project Manager) (Contractor)

connection with the Classroom Audiovisual Project, RFP #WKCCD 2122-109.

1. This Verification is submitted to West Kern Community College District concurrently with the Contractor's submittal of an Application for Progress Payment to the District, identified as Application for Progress Payment No. \_\_\_\_\_ ("the Pay Application") for the Project identified above.
2. The Pay Application requests the District's disbursement of a Progress Payment for the value of Work \_\_\_\_\_ for the Project performed between \_\_\_\_\_, 20\_\_ and \_\_\_\_\_, 20\_\_.
3. The Contractor has submitted Certified Payroll Records ("CPR") to the Labor Commissioner for all employees of the Contractor engaged in performance of Work subject to prevailing wage rate requirements for the period of time covered by the Pay Application.
4. All Subcontractors who are entitled to any portion of payment to be disbursed pursuant to the Pay Application have submitted their CPRs to the Labor Commissioner for all of their employees performing Work subject to prevailing wage rate requirements for the period of time covered by the Pay Application.
5. I have reviewed the Contractor's CPRs submitted to the Labor Commissioner. The CPRs submitted to the Labor Commissioner by the Contractor are complete and accurate for the period of time covered by the Pay Application.
6. I have reviewed the Subcontractors' CPRs submitted to the Labor Commissioner. The CPRs submitted to the Labor Commissioner by the Subcontractors are complete and accurate for the period of time covered by the Pay Application.

I declare under penalty of perjury under California law that the foregoing is true and correct. I executed this Certification on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_  
(City and State)

By: \_\_\_\_\_  
\_\_\_\_\_  
(Typed or Printed Name)

**CONTRACTOR CERTIFICATION OF SUBCONTRACTOR CLAIM**

TO: WEST KERN COMMUNITY COLLEGE DISTRICT

RE: Classroom Audiovisual Project, RFP #WKCCD 2122-109

\_\_\_\_\_  
(Name of Contractor)  
\_\_\_\_\_  
(Name of Subcontractor) Claim

This Contractor Certification of Subcontractor Claim is submitted by

\_\_\_\_\_  
(Contractor)  
relating to Classroom Audiovisual Project, RFP #WKCCD 2122-109 to the District on behalf of  
\_\_\_\_\_  
(Subcontractor)

I am the \_\_\_\_\_ of the Contractor in connection with the above-described Project.

The Subcontractor has submitted the accompanying Subcontractor Claim to the Contractor for presentation to the District pursuant to Public Contract Code §9204.

1. I have personally reviewed the entirety of the Subcontractor Claim and all substantiating documentation in support of the Subcontractor Claim.
2. The Subcontractor Claim is made by the Subcontractor in good faith.
3. The Subcontractor Claim is supported by reasonable documentation establishing entitlement to the relief requested and District liability therefor.
4. The Subcontractor Claim does not incorporate any request constituting a False Claim under applicable law, including the California False Claim Act (Government Code §12650 et. seq.).
5. I am authorized: (i) to execute this Certification on behalf of the Contractor; and (ii) to submit this Certification and the accompanying Subcontractor Claim to the District.
6. I have personal first-hand knowledge of all of the foregoing.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed at \_\_\_\_\_, California, on \_\_\_\_\_, 20\_\_\_\_.

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

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS that we, \_\_\_\_\_, as Surety and **Serban's Background Music, Inc.**, as Principal, are jointly and severally, along with their respective heirs, executors, administrators, successors and assigns, held and firmly bound unto **WEST KERN COMMUNITY COLLEGE DISTRICT** ("the Obligee") for payment of the penal sum the penal sum of **Nine Hundred Fourteen Thousand Six Hundred Sixty-Nine Dollars and Forty-One Cents (\$914,669.41)** in lawful money of the United States, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally.

**THE CONDITION OF THIS OBLIGATION IS SUCH THAT:**

WHEREAS, the Obligee has awarded to the Principal a Contract for the Work described as **Classroom Audiovisual Project RFP #WKCCD 2122-109**.

WHEREAS, the Principal, has entered into a Contract with the Obligee for performance of the Work; the Contract and all other Contract Documents set forth therein are incorporated herein and made a part hereof by this reference.

WHEREAS, by the terms of the Contract Documents, the Principal is required to furnish a bond ensuring the Principal's prompt, full and faithful performance of the Work of the Contract Documents.

NOW THEREFORE, if the Principal shall promptly, fully and faithfully perform each and all of the obligations and things to be done and performed by the Principal in strict accordance with the terms of the Contract Documents as they may be modified or amended from time to time; and if the Principal shall indemnify and save harmless the Obligee and all of its officers, agents and employees from any and all losses, liability and damages, claims, judgments, liens, costs, and fees of every description, which may be incurred by the Obligee by reason of the failure or default on the part of the Principal in the performance of any or all of the terms or the obligations of the Contract Documents, including all modifications, and amendments, thereto, and any warranties or guarantees required thereunder; then this obligation shall be void; otherwise, it shall be, and remain, in full force and effect.

The Surety, for value received, hereby stipulates and agrees that no change, adjustment of the Contract Time, adjustment of the Contract Price, alterations, deletions, additions, or any other modifications to the terms of the Contract Documents, the Work to be performed thereunder, or to the Specifications or the Drawings shall limit, restrict or otherwise impair Surety's obligations or Obligee's rights hereunder; Surety hereby waives notice from the Obligee of any such changes, adjustments of Contract Time, adjustments of Contract Price, alterations, deletions, additions or other modifications to the Contract Documents, the Work to be performed under the Contract Documents, or the Drawings or the Specifications.

In the event of the Obligee's termination of the Contract due to the Principal's breach or default of the Principal's obligations thereunder, within twenty (20) days after written notice from the Obligee to the Surety of the Principal's breach or default of the Contract Documents and Obligee's termination of the Contract, the Surety shall notify Obligee in writing of Surety's assumption of obligations hereunder by its election to either remedy the default or breach of the Principal or to take charge of the Work of the Contract Documents and complete the Work at its own expense ("the Notice of Election"); provided, however, that the procedure by which the Surety undertakes to discharge its obligations under this Bond shall be subject to the advance written approval of the Obligee, which approval shall not be unreasonably withheld, limited or restricted.

The insolvency of the Principal or the Principal's denial of a failure of performance or default under the Contract Documents shall not by itself, without the Surety's prompt, diligent inquiry and investigation of such denial, be justification for Surety's failure to give the Notice of Election or for its failure to promptly remedy the failure of performance or default of the Principal or to complete the Work.

[CONTINUED NEXT PAGE]

In the event the Surety fails to issue its Notice of Election to Obligee within the time provided for hereinabove, the Obligee may thereafter cause the cure or remedy of the Principal's failure of performance or default or to complete the Work. The Principal and the Surety shall be jointly and severally liable to the Obligee for all damages and costs sustained by the Obligee as a result of the Principal's failure of performance under the Contract Documents or default in its performance of obligations thereunder, including without limitation the costs of cure or completion of the Work exceeding the then remaining balance of the Contract Price; provided that the Surety's liability hereunder for the costs of performance, damages and other costs sustained by the Obligee upon the Principal's failure of performance or default under the Contract Documents shall be limited to the penal sum hereof, which shall be deemed to include the costs or value of any Changes to the Work which increases the Contract Price.

In the event suit or other proceeding is brought upon this Bond by the Obligee, the Surety and Principal shall be jointly and severally liable for payment to the Obligee of all costs, expenses and fees incurred by the Obligee therewith, including without limitation, attorneys' fees.

IN WITNESS WHEREOF, the Principal and Surety have executed this instrument this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by their duly authorized agent or representative.

\_\_\_\_\_  
(Contractor-Principal Name)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or Printed Name)

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

**(Attach Notary Public Acknowledgement of Principal's Signature)**

\_\_\_\_\_  
(Surety Name)

By: \_\_\_\_\_  
(Signature of Attorney-In-Fact for Surety)

\_\_\_\_\_  
(Typed or Printed Name of Attorney-In-Fact)

**(Attach: (i) Attorney-In-Fact Certification; (ii) Notary Public Acknowledgment of Authorizing Signature on Attorney-Fact Certification; and (iii) Notary Public Acknowledgement of Attorney-In-Fact's Signature)**

**Contact name, address, telephone number and email address for notices to the Surety**

\_\_\_\_\_  
(Contact Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State & Zip Code)

Telephone (\_\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
(Email address)

## LABOR AND MATERIAL PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS that we, \_\_\_\_\_, as **Surety and Serban's Background Music, Inc.**, as Principal, are jointly and severally, along with their respective heirs, executors, administrators, successors and assigns, held and firmly bound unto **WEST KERN COMMUNITY COLLEGE DISTRICT** ("the Obligee") for payment of the penal sum the penal sum of **Nine Hundred Fourteen Thousand Six Hundred Sixty-Nine Dollars and Forty-One Cents (\$914,669.41)** in lawful money of the United States, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally.

### THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, the Obligee has awarded to the Principal a Contract for the Work described as **Classroom Audiovisual Project RFP #WKCCD 2122-109**.

WHEREAS, the Principal, has entered into an Agreement with the Obligee for performance of the Work, the Agreement and all other Contract Documents set forth therein are incorporated herein by this reference and made a part hereof.

WHEREAS, by the terms of the Contract Documents, the Principal is required to furnish a bond for the prompt, full and faithful payment to any Claimant, as hereinafter defined, for all labor materials or services used, or reasonably required for use, in the performance of the Work.

NOW THEREFORE, if the Principal shall promptly, fully and faithfully make payment: (i) to any Claimant for all labor, materials or services used or reasonably required for use in the performance of the Work; (ii) of amounts due under the Unemployment Insurance Code for work or labor performed under the Contract; and (iii) of amounts required to be deducted, withheld and paid to the Employment Development Department from wages of the employees of the Principal and its Subcontractors under Unemployment Insurance Code §13020 with respect to work and labor under the Contract then this obligation shall be void; otherwise, it shall be, and remain, in full force and effect.

The term "Claimant" shall refer to any person, corporation, partnership, proprietorship or other entity including without limitation, all persons and entities described in California Civil Code §9100, providing or furnishing labor, materials or services used or reasonably required for use in the performance of the Work under the Contract Documents, without regard for whether such labor, materials or services were sold, leased or rented. This Bond shall inure to the benefit of all Claimants so as to give them, or their assigns and successors, a right of action upon this Bond.

In the event suit is brought on this Bond by any Claimant for amounts due such Claimant for labor, materials or services provided or furnished by such Claimant, the Surety shall pay for the same and reasonable attorneys' fees pursuant to California Civil Code §9554.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, deletion, addition, or any other modification to the terms of the Contract Documents, the Work to be performed thereunder, the Specifications or the Drawings, or any other portion of the Contract Documents, shall in any way limit, restrict or otherwise affect its obligations under this Bond; the Surety hereby waives notice from the Obligee of any such change extension of time, alteration, deletion, addition or other modification to the Contract Documents, the Work to be performed under the Contract Documents, the Drawings or the Specifications of any other portion of the Contract Documents.

**[CONTINUED NEXT PAGE]**



IN WITNESS WHEREOF, the Principal and Surety have executed this instrument this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by their duly authorized agent or representative.

\_\_\_\_\_  
(Contractor-Principal Name)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or Printed Name)

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

**(Attach Notary Public Acknowledgement of Principal's Signature)**

\_\_\_\_\_  
(Surety Name)

By: \_\_\_\_\_  
Signature of Attorney-In-Fact for Surety)

\_\_\_\_\_  
(Typed or Printed Name of Attorney-In-Fact)

**(Attach: (i) Attorney-In-Fact Certification; (ii) Notary Public Acknowledgment of Authorizing Signature on Attorney-Fact Certification; and (iii) Notary Public Acknowledgement of Attorney-In-Fact's Signature)**

**Contact name, address, telephone number and email address for notices to the Surety**

\_\_\_\_\_  
(Contact Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State & Zip Code)

Telephone (\_\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
(Email address)

**Date:** December 16, 2021  
**Submitted by:** Dr. Debra Daniels, Superintendent/President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Information Item

---

**Board Meeting Date:** January 12, 2022

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

**Background:**  
The Board Policy listed below has been reviewed and found 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 #6910      Housing

**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 6910 Housing**

**Reference:**

*Education Code Section 94100 et seq.*

The Superintendent/President is delegated the authority to enter into agreements with nonprofit entities to finance the cost of constructing student, faculty, and staff housing near the campus of the District.

*See Administrative Procedures AP 6910*

**Date:** December 16, 2021  
**Submitted by:** Dr. Debra Daniels, Superintendent/President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Information Item

---

**Board Meeting Date:** January 12, 2022

**Title of Board Item:**  
First Reading – Board Policy Revision and Implementation

**Background:**  
The Board Policy listed below has 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 #7100 Commitment to Diversity  
BP #7250 Educational Administrators  
BP #7345 Catastrophic Leave Program  
BP #7350 Resignations

The Board Policy listed below has been reviewed and implemented 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 #7160 Professional Development

**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 7100 Commitment to Diversity

Reference:

*Education Code Section 87100 et seq.;*  
*Title 5, Section 53000, et seq.*

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success and committed to an inclusive, anti-racist campus culture.- The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. -The Board is strongly committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates, and create an anti-racist academic and employment environment.-

Formatted: Tab stops: Not at 5.5"





## BP 7250 Educational Administrators

### Reference:

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

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

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

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

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

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Superintendent/President. Educational

Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Superintendent/President.

Formatted: Indent: Left: 0.02", Right: 0"

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

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

Educational administrators are considered probationary during initial 12 months of employment.

Commented [SC1]: Per suggestion from Heather

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

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

See *Administrative Procedure #7250 – Administrator Retreat Rights*



## BP 7345 Catastrophic Leave Program

**Reference:**

*Education Code Section 87045*

The Board authorizes implementation of a catastrophic leave program to permit employees of the District to donate eligible leave credits to an employee when that employee or a member of his or her family suffers from a catastrophic illness or injury.

The Superintendent/President shall establish administrative procedures to administer the program that comply with the requirements established by the Education Code. The administrative procedures shall assure that the program is administered in a nondiscriminatory way.

The Superintendent/President shall provide the Board, when requested, with a report regarding catastrophic leave requests and responses. This report must disaggregate catastrophic leave requests and responses by race, age, gender, religion, or any other characteristic identified by the Board.

## BP 7350 Resignations

Reference:

*Education Code Sections 87730; 88201*

The Board shall accept the resignation of any employee and shall fix the time when the resignation takes effect, which shall not be later than the close of the academic year during which the resignation has been received by the Board.

The Board hereby delegates to the Superintendent/President the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board when accepted in writing by the Superintendent/President. When accepted by the Superintendent/President, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board for ratification.

The District, through its Human Resources staff, will encourage employees to participate in an exit interview when resigning.

*See Administrative Procedures 7350*

Formatted: Left

# BP 7160 Professional Development

**Reference:**

*ACCJC Accreditation Standard III.A.14*

It is the intent of the District to maximize professional development opportunities for its employees.



Date: December 6, 2021  
Submitted by: Rebecca Murillo, Director of Admissions and Records *RM*  
Area Administrator: Dr. Damon A. Bell, Interim Vice President, Student Services *DAB*  
Subject: Request for Approval

---

**Board Meeting Date:** January 13, 2022

**Title of Board Item:**

Salesforce Customer Relations Management (CRM) software system

**Background:**

Salesforce (CRM) is a software system built to integrate with the Banner ERP system. The purpose of implementing this computer program is to increase and better track communication with potential and current Taft College students. Salesforce will provide accurate and up-to-date reporting & analytics enhances visibility into constituent activity, empowers data-driven decisions. Salesforce will increase visibility into the enrollment funnel to better target student based on their current status (inquiry, applicant, enrolled student, alumni) to customize specific messaging built on the population demographic.

**Terms (if applicable):**

The term of the agreement is effective upon approval and final signatures for proposed licensing agreement with Salesforce and with Kennedy & Company for implementation and integration services. The Salesforce licensing agreement will remain in effect for the five-year contract for twenty licenses. The terms of Kennedy & Company are based on building out the CRM software system and training of specified users for Taft College.

**Expense (if applicable):**

Total combined quote \$99,681.50 (breakdown of services and licensing requirements listed below)

- Salesforce Licensing Agreement - \$33,210.00 (Exhibit A-1)
- Blackthorn Events integration - \$13,556.50 (Exhibit A-2)
- Kennedy & Company \$36,040.00 (Exhibit A-3)
- Jitterbit \$16,875.00 (Exhibit A-4)

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

This project will be funded by Retention and Enrollment Outreach funds (12676)

Approved: *D. Daniels / S. Cris*  
Dr. Debra Daniels/ Superintendent/President



salesforce.com, inc.  
Salesforce Tower  
415 Mission Street, 3rd Floor  
San Francisco, CA 94105  
United States

ORDER FORM for Taft College  
Offer Valid Through: 11/30/2021  
Proposed by: Alessandra Carreiro  
Quote Number: Q-05130673

## ORDER FORM

### Address Information

Bill To:  
29 Emmons Park Drive  
Taft  
CA, 93268-1437  
US - United States

Ship To:  
29 Emmons Park Drive  
Taft  
CA, 93268-1437  
US - United States

Billing Company Name: Taft College  
Billing Contact Name: Debra Daniels  
Billing Email Address: ddaniels@taftcollege.edu

Billing Phone: 661-763-7710  
Billing Fax:  
Billing Language: English

### Terms and Conditions

Contract Start Date\*: 11/16/2021  
Contract End Date\*: 11/15/2022  
Billing Frequency: Annual

Payment Method: Check  
Payment Terms: Net 30  
Billing Method: Email

### Services

Services	Order Start Date*	Order End Date*	Order Term (months)*	Monthly/ Unit Price**	Quantity	Total Price
Service Cloud - Unlimited Edition	11/16/2021	11/15/2022	12	USD 72.00	20	USD 17,280.00
Admissions Connect	11/16/2021	11/15/2022	12	USD 20.00	10	USD 2,400.00
Salesforce Inbox - Unlimited Edition	11/16/2021	11/15/2022	12	USD 12.50	20	USD 3,000.00
Pardot - Growth	11/16/2021	11/15/2022	12	USD 625.00	1	USD 7,500.00
Courtesy Administrators for Admin Assist - Unlimited Edition	11/16/2021	11/15/2022	12	USD 0.00	1	USD 0.00
Premier Success Plan - Pardot	11/16/2021	11/15/2022	12	USD 202.50	1	USD 2,430.00
Pardot - Growth - Additional Contacts (10,000)	11/16/2021	11/15/2022	12	USD 50.00	1	USD 600.00
Total:						USD 33,210.00

\*If this Order Form is executed and/or returned to salesforce.com by Customer after the Order Start Date above, salesforce.com may adjust the Order Start Date and Order End Date, without increasing the Total Price, based on the date salesforce.com activates the products and provided that the total term length does not change. Following activation, any adjustments to such Order Start Date and Order End Date may be confirmed by logging into Checkout, by reference to the order confirmation email sent by salesforce.com to the Billing Email Address above, and/or by contacting Customer Service.

\*\*The Monthly/Unit Price shown above has been rounded to two decimal places for display purposes. As many as eight decimal places may be present in the actual price. The totals for this order were calculated using the actual price, rather than the Monthly/Unit Price displayed above, and are the true and binding totals for this order

Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice.

For customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on this Order Form.

---

## Quote Special Terms

Customer acknowledges that these subscriptions are also subject to the Salesforce.org Supplemental Terms available at <https://www.salesforce.com/company/legal/agreements.jsp>, which are hereby made part of this Order Form.

---

## Product Special Terms

### Email Insights

SFDC may access Customer Data submitted to the Einstein features for the purpose of improving and training services and features Customer may access, and Customer instructs SFDC to process its Customer Data for such purpose. Customer retains all ownership of its Customer Data and SFDC retains all ownership in and to aggregated machine learning results.

### Additional Growth Contacts (10,000)

Additional Growth Contacts (10,000) may be purchased at any time. If in any monthly subscription period, Customer's Contact Records in its database exceed the limits associated with such purchased Growth Contacts, upon SFDC's written notice to Customer (email permitted), Customer shall have ten (10) business days to reduce or offset such excess, either by purchasing additional Growth Contacts at the applicable pricing set forth herein, or by deleting a certain number of Contact Records. For the avoidance of doubt, SFDC may require Customer to execute additional documentation (e.g. Order Forms) to effectuate such additional purchases, and in the event Customer's contact records remain in excess of the associated limits after ten (10) business days and Customer has not yet executed and returned such documentation, SFDC reserves the right to process a prospective add-on Order Form for the additional Growth Contacts at the then current list price via the billing or payment method specific above, with no signature required; provided, that Customer's execution of this Order Form shall be deemed acceptance of such add-on Order Form, which will be non-cancelable until the Contract End Date listed therewith. "Contact Record" means a business record pertaining to an individual (e.g. first name, last name, title, business address, business email address, and business telephone number).

### Einstein Bots Feature

The Einstein Bots feature shall be subject to the Order Form Supplement for Einstein Features available at <https://www.salesforce.com/company/legal/agreements.jsp> ("Supplement") which is hereby made part of this Order Form. Customer may enable and disable Einstein Bots at any time by following the instructions in the Supplement.

Customer will be provided with 25 Einstein Bots conversations per month for each Live Agent User with an active subscription. Unused Einstein Bot conversations are forfeited at the end of each anniversary of the Order Start Date hereunder or the Order End Date, whichever occurs first, and do not roll over to subsequent months. Customer understands that the above limitation is contractual in nature (i.e., it is not limited as a technical matter in the Service) and therefore agrees to monitor its Users' use of such subscriptions and enforce the limit set forth herein. SFDC may review Customer's use of the subscriptions at any time through the Service. Should any review reveal unauthorized use, Customer agrees that SFDC may terminate Customer's access to such 25 Einstein Bots conversations. Customer may purchase additional Einstein Bots conversations at SFDC's then-current list price.

The Einstein Bots Feature is not available to some customers, including Government Cloud as stated in the Documentation.

#### Einstein Features

SFDC may offer Customer access to Einstein features via the Services. Customer's use of the Einstein features shall be subject to the Order Form Supplement for Einstein features available at <https://www.salesforce.com/company/legal/agreements.jsp> ("Supplement") which is hereby made part of this Order Form. Upon Customer's first use of an Einstein feature in an instance of the Services, Customer will be presented with an In-App Message directing Customer to confirm acceptance of Einstein feature terms and conditions. Instructions for enabling/disabling each Einstein feature in any instance are outlined in the Documentation here: [https://help.salesforce.com/apex/HTViewSolution?urlname=Einstein-Enable-Disable&language=en\\_US](https://help.salesforce.com/apex/HTViewSolution?urlname=Einstein-Enable-Disable&language=en_US) The functionality of the Einstein features shall not be considered a material component of the Services being provisioned hereunder. The Einstein features are not available to some customers, including Government Cloud as stated in the Documentation.

#### Scratch Org

The following terms shall govern all of Customer's use of the Scratch Orgs functionality, whether provisioned pursuant to this or another Order Form. Scratch Orgs are for testing and development use only, and not for production use. As part of its system maintenance, SFDC will periodically delete any Scratch Org, including any associated data or Active Scratch Objects, as set forth in the Documentation. Deletion of an active Scratch Org shall not terminate Customer's Scratch Org subscription; if an active Scratch Org is deleted during Customer's Scratch Org subscription term, Customer may create a new active Scratch Org. Creation of new active Scratch Orgs count towards the daily scratch org limits set forth in the Documentation. Any representations, warranties and covenants in the Customer's MSA regarding log retention, back-ups, disaster recovery, and return and deletion of data shall not apply to Scratch Orgs.

#### Email Insights

Customer acknowledges that SFDC may access Customer Data submitted to services and features branded as Einstein for the purpose of training and improving similar or related services and features, and Customer instructs SFDC to process its Customer Data for such purpose. SFDC retains all right, title, and interest in and to all system performance data, machine learning algorithms, and aggregated results of such machine learning. SFDC will not share Customer's Customer Data with any other customers.

#### Service Cloud

Customer's use of this product is subject to the following restrictions:  
[https://www.salesforce.com/content/dam/web/en\\_us/www/documents/legal/misc/sales-service-contractual-restrictions.pdf](https://www.salesforce.com/content/dam/web/en_us/www/documents/legal/misc/sales-service-contractual-restrictions.pdf). Customer understands that the foregoing functionality restrictions are contractual in nature (i.e., these restrictions are not enforced in the Services as a technical matter) and therefore agrees it is responsible for monitoring its Users' use of such subscriptions and for enforcing such use restrictions. SFDC may review Customer's use of such subscriptions at any time through the Services.



#### Pardot Permission Based Marketing Policy

Customer is responsible for ensuring its use of Pardot Services is in accordance with the Permission Based Marketing Policy found at <http://www.pardot.com/company/legal/permission-based-marketing-policy/>.

#### Free Sandbox with Unlimited/Performance Edition

Sandbox subscriptions are for testing and development use only, and not for production use. As part of its system maintenance, SFDC may delete any Sandbox that Customer has not logged into for 150 consecutive days. Thirty or more days before any such deletion, SFDC will notify Customer (email acceptable) that the Sandbox will be deleted if Customer does not log into it during that 30-day (or longer) period. Deletion of a Sandbox shall not terminate Customer's Sandbox subscription; if a Sandbox is deleted during Customer's Sandbox subscription term, Customer may create a new Sandbox.

#### Courtesy Administrators for Admin Assist

The Courtesy Administrators for Admin Assist are provided to Customer free of charge for use only by the SFDC administration team in connection with Customer's purchase of the Admin Assist in order to allow SFDC to perform the administration functions described in the Premier+ Success Plan ("Courtesy Administrator Subscriptions"). After Customer's execution of this Order Form, SFDC will provide Customer with instructions on how to set up the Courtesy Administrator Subscriptions. For clarity, the Courtesy Administrator Subscriptions are provided on a one-time basis and Customer may not add on any additional Courtesy Administrator Subscriptions during the Order Term despite anything to the contrary in any agreement between Customer and SFDC.

#### Salesforce Inbox

Each User must have a Microsoft Exchange or Gmail account in order to use Salesforce Inbox, each of which is a non-SFDC application (a "Non-SFDC Application" or "Third-Party Application", as that term may be defined in the Agreement between SFDC and Customer). In order to access Salesforce Inbox, it must be activated by the Customer's system administrator via the following link: <https://appexchange.salesforce.com/listingDetail?listingId=a0N3000000CNj52EAD>

#### Pardot - Growth

In order to use the Pardot - Growth subscriptions, Customer must have at least one (1) Sales Cloud, Service Cloud or CRM User subscription (a "Prerequisite Subscription"). Customer must maintain such Prerequisite Subscription for the duration of the Order Term for the Pardot - Growth subscriptions ordered hereunder.

#### Admissions Connect

In order to use Admissions Connect, Customer's system administrator must first install, without modification to the source code, the following managed packages: Admissions Connect and the Education Data Architecture application, both available at <https://install.salesforce.org/products>. The Education Data Architecture application, PDF.js application, SFDO Base application, and the optional Admissions Connect Chatbot templates included with the Admissions Connect subscription are each a Non-SFDC Application, as that term is defined in the Master Subscription Agreement between SFDC and Customer, and are subject to the following terms of use: (1) for Education Data Architecture, <https://github.com/SalesforceFoundation/EDA>; (2) for PDF.js, <https://github.com/mozilla/pdf.js/blob/master/LICENSE>; (3) for SFDO Base, <https://github.com/SalesforceFoundation/ProductLicenses/blob/master/SFDOBase.md>; and (4) for the Admissions Connect Chatbot templates, the BSD-3 Clause License at <https://opensource.org/licenses/BSD-3-Clause>, and the installer terms available at <https://install.salesforce.org/products/admissions-connect-chatbot/latest>. Customer acknowledges that by entering into this Order Form it is a party to and will be bound by the aforementioned terms. In order to use the Admissions Connect Chatbot templates: (i) Customer must have an active subscription for Service Cloud - Unlimited Edition, Service Cloud - Performance Edition, or Einstein Bots, as applicable, for the duration of the Admissions Connect Order Term; and (ii) Customer's system administrator must have enabled Einstein features within its instance of Service Cloud and install the Admissions Connect Chatbot templates available at: <https://install.salesforce.org/products/admissions-connect-chatbot/latest>. Admissions Connect is available in English only.

#### Salesforce Inbox

In order to access Salesforce Inbox, it must be activated by the Customer's system administrator via the following link: <https://appexchange.salesforce.com/listingDetail?listingId=a0N3000000CNj52EAD>

---

## Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?(Customer to complete)

[        ] No

[        ] Yes - Please complete below

PO Number:

\_\_\_\_\_

PO Amount:

\_\_\_\_\_

---

Upon signature by Customer and submission to salesforce.com, this Order Form shall become legally binding unless this Order Form is rejected by salesforce.com for any of the following reasons: (1) the signatory below does not have the authority to bind Customer to this Order Form, (2) changes have been made to this Order Form (other than completion of the purchase order information and the signature block), or (3) the requested purchase order information or signature is incomplete or does not match our records or the rest of this Order Form. Subscriptions are non-cancelable before their Order End Date.

This Order Form is governed by the terms of the salesforce.com Master Subscription Agreement found at <https://www.salesforce.com/company/msa.jsp>, unless (i) Customer has a written master subscription agreement executed by salesforce.com for such Services as referenced in the Documentation, in which case such written salesforce.com master subscription agreement will govern or (ii) otherwise set forth herein.

Customer: Taft College

Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Business Title

\_\_\_\_\_

Date

\_\_\_\_\_



A2

ORDER FORM for:  
Offer Valid Through: December 20, 2021  
Proposed by: dylan@blackthorn.io  
Order Number: 00000974

**ORDER FORM**

---

**Address Information**

**Bill To:**  
29 Cougar Court  
Taft, California 93268

**Billing Company Name:**  
**Billing Contact Name:**  
**Billing Email Address:**

---

**Terms and Conditions**

**Contract Start Date:** January 1, 2022  
**Contract End Date:** December 31, 2024  
**Payment Terms:** Net 10

**Billing Frequency:** See line items  
**Billing Method:** Email  
**End of Term Renewal:** Automatic

---

**Purchase Order**

Do you require a Purchase Order for the Invoice to be paid? Yes \_\_\_ No \_\_\_

Product	Start Date	End Date	Unit Price	Quantity	Billing Frequency	Annual Total
Blackthorn Events - Full User - Can create, edit, manage all Blackthorn Events objects. All additional licenses will be purchased in blocks at \$1,960.80 per user.	January 1, 2022	December 31, 2024	<del>\$2,064.00</del> \$1,960.80	5.00	Annually	<del>\$40,320.00</del> \$9,804.00
Blackthorn Events - Payments component - Growth Edition - Includes up to 5 Blackthorn Payments User Licenses to be used solely for event registration fee management. Additional Licenses are \$400/yr each.	January 1, 2022	December 31, 2024	\$0.00	1.00	Annually	\$0.00
Blackthorn Support - Premier Plan - Features & Inclusions	January 1, 2022	December 31, 2024	<del>\$3,950.00</del> \$3,752.50	1.00	Annually	<del>\$3,950.00</del> \$3,752.50
<b>Total: USD \$13,556.50*</b>						

\*Reflects 5% HED Discount



Blackthorn contributes 1% of our revenue to remove CO2 from the atmosphere through Stripe's "Stripe Climate" program. \$135.57 of your subscription with us will help our environment.

If this Order Form is executed and/or returned to blackthorn.io, Inc. by Customer after the Order Start Date above, blackthorn.io, Inc. may adjust the Order Start Date and Order End Date, without increasing the Total Price, based on the date blackthorn.io, Inc. activates the products and provided that the total term length does not change. Following activation, any adjustments to these terms may be confirmed by referencing the order confirmation email sent by blackthorn.io, Inc. to the Billing Email Address above, and/or by contacting blackthorn.io, Inc.

Prices shown above do not include any taxes that may apply. Taxes will be calculated and billed at invoicing. This is not an invoice.

Upon signature by Customer and submission to blackthorn.io, Inc., this Order Form shall become legally binding unless this Order Form is rejected by blackthorn.io, Inc. for any of the following reasons: (1) the signatory below does not have the authority to bind Customer to this Order Form, (2) changes have been made to this Order Form (other than completion of the purchase order information and the signature block), or (3) the requested purchase order information or signature is incomplete or does not match our records or the rest of this Order Form. Subscriptions are non-cancelable before their Order End Date.

This Order Form is governed by the terms of the blackthorn.io, Inc. Master Subscription Agreement ("MSA") unless (i) Customer has a written master subscription agreement executed by blackthorn.io, Inc. for such Services as referenced in the Documentation, in which case such written blackthorn.io, Inc. Master Subscription Agreement will govern or (ii) otherwise set forth herein. MSA Link - <https://docs.google.com/document/d/1TB4qk1UKr3nplvHdK4sXAKc2C3g0d8vw9RqR44FRjQ/edit?usp=sharing>

Customer: Taft College

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Confidential and proprietary. © Copyright 2020 blackthorn.io, Inc. All rights reserved.

# KENNEDY & COMPANY

A3

2000 P Street, NW Suite 720  
Washington, DC. 20036

Phone: 703-623-5713  
Fax: 703-740-5778

Rebecca Murillo  
Director of Admissions and Records  
Taft College

November 17, 2021

Rebecca,

It is my pleasure to submit this proposal to you and your colleagues at Taft College to implement Salesforce for Admissions and Recruitment – and begin your campus CRM journey. In this proposal, it is our intent to share our approach to this type of project, demonstrate our ability to perform this work and express our specific interest in helping you and your colleagues build a plan to improve how CRM technology will help support your students' success.

As you read through our proposal, I want to ensure you have good context into who we are as a firm, and how we approach our work with technology. We have established a model to not only help clients grow through the use of CRM, but to empower them to better understand the power of their technology and to set high goals and expectations with their technology - not just for the immediate term, but for the future.

## **Our Firm**

Kennedy & Company is a privately owned higher education consulting firm established in 2013 and based in Washington, D.C. We focus our work exclusively in higher education, and support not only technical work like a CRM strategy, selection and implementation, but also strategic consulting projects for colleges and universities across the United States, as well as in Canada and the United Kingdom. Our work has grown every year of our company's existence - even during the pandemic. We continue to add expertise to our team and develop services that support the growing and shifting needs of colleges and universities.

Our Technology Services practice launched in 2016 and has grown to make up more than 40% of the company's work. We are a technology-agnostic firm and support many different CRM solutions.

As we have grown, so too has the size of our team. It is important to note that, as a lean firm, all but two members of the company work directly with clients; we have no sales and marketing divisions or teams. Our resources are dedicated to our work and our clients' success.

## **Our Experience**

The Kennedy & Company technology services team is one very much focused and experienced not only in higher ed CRM, but also in the day-to-day strategic and operational work of

# KENNEDY & COMPANY

enrollment management, marketing, recruitment, admissions operations, advising and student success. That deep level of understanding is a key differentiator in our work. It has led to the creation of our model for designing and planning for process and technology implementations. This approach allows us the opportunity to develop real, achievable and scalable solutions and to support clients through wide adoption of their CRM technology.

When we lead a strategic, selection or implementation project, our clients learn about improved and more advanced processes, about building advanced operational, marketing and/or enrollment plans, establish governance models and support structures established to ensure technology is being effectively managed and used, and they have a roadmap established to guide them through years of growth and innovation.

## **Our Proposal; Your Implementation**

The use of CRM systems in higher education is not a new practice, yet it is an evolving practice. Application of CRM beyond the work of recruitment and admissions teams is becoming the standard, as is the complexity with which institutions are using their CRM specifically to support enrollment. That growth often leads to competing priorities, over-architected or engineered systems and loss of adoption.

We approach implementation projects by looking carefully at the institutional goals, and then compare existing functionality and operational practices with user capabilities and staffing resources to ensure we launch our project at the proper scale.

We incorporate our work with our client's implementation team to ensure they understand not only how to use the system we are helping to build, but also how to apply current strategies into the system and more importantly, how to develop new strategies that will help them continue to grow and learn with their technology. The end result is a flywheel with three critical stages: innovation, adoption and growth.

We want to complete a project by providing technology that was innovatively designed, built and implemented specifically for that client's needs.

We want clients to adopt technology they are proud of; technology they embrace into the culture of their work; technology that supports their teams that service prospective and current students in the way they need and expect.

We want our clients to be able to see from all levels of the institution the difference the technology makes in the lives of the users of the technology, and in the results of their enrollment efforts.



# KENNEDY & COMPANY

During our implementation together, we will provide ongoing working sessions that teach and coach users at all levels how they will use the system and prepare them for the changes ahead.

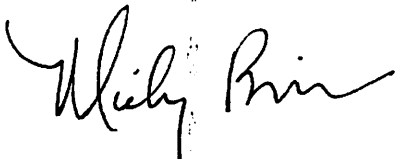
We understand you have plans for the use of the CRM both now and for the long-term. We will identify where there may be opportunities for new strategies that may further enhance your use of the CRM. We will collate this information throughout the project and just before you go live, we will present you with a roadmap document that outlines priorities and recommends the next steps to continue growth and journey with Salesforce.

And after you have been live using the CRM for six months, we conduct a review and audit of how well you are using the system and provide recommendations for improvements and ensure you are able to work towards your next phase of growth.

This work will be challenging and will push your comfort zones. We will be with you to support each member of your implementation team along the way.

The team and I are very passionate about our work in higher ed CRM and hope to have an opportunity to work with you and your colleagues soon.

Sincerely,

A handwritten signature in black ink, appearing to read "Mickey Baines". The signature is fluid and cursive, with the first name "Mickey" being more prominent than the last name "Baines".

Mickey Baines  
Partner and Technology Services Practice Lead  
Kennedy & Company



# KENNEDY & COMPANY

November 17, 2021

## Statement of Work

*A statement of work and price quote for work proposed for Taft College for the implementation of Salesforce, by Kennedy & Company*

### Scope of Services

Kennedy & Company will lead the implementation of the Salesforce CRM to support Taft College's marketing, admissions and recruitment operations based on the specifications listed herein. As part of this work, K&Co. will focus the efforts to configure the CRM, build and (re)design requisite processes to support the operation, and coach and train the teams and users of the system to ensure a proper and successful adoption.

Our goal is to provide Taft with basic Salesforce functionality to understand, track, engage and enroll prospective students from the point of inquiry through the application, with the ability to add functionality for future use beyond admissions. In addition to the work to configure Salesforce with the basic data architecture and business operations of Taft, we will implement and configure Pardot as the key communications engine, Blackthorn to support and promote events and Jitterbit for the integration of data between the student information system and Salesforce.

Once the work is complete, K&Co will provide a series of training sessions to end-users. We will also provide multiple working sessions for power users, functional owners and system administrators throughout the implementation.

### Specific aspects of this work include:

- I. Discover the enrollment process at Taft
  - Meet with admissions-focused teams to understand how prospects are identified, engaged, recruited and supported through the enrollment process – up and to the point of registration
  - Develop process maps and identify critical elements and decision points to support platform configuration
- II. Install platform packages and configure data architecture
  - Install the Blackthorn events, Jitterbit, Admissions Connect and Pardot products
  - Configure the Education Data Architecture based on discovery with Taft
  - Contact records to store and offer basic functionality for engaging with prospective students for the for-credit certificate and degree programs; work will include the following:
    - Create page layouts based on specific end-user types (up to 4)

# KENNEDY & COMPANY

- Convert existing, and develop new processes to track prospective students through the Taft stages for enrollment, and establish
- III. Configure Pardot for email and landing page functionality
- Configure Pardot connectors to Salesforce sync
  - Build requisite custom fields for Pardot segmentation functionality for Prospective Student engagement, using all configured fields created in Salesforce
  - Develop three (3) communication journeys for nurture campaigns using Engagement Studio; topics and campaign focal points to be determined with Taft team.
  - Develop three (3) email templates to be used for communications.
  - Prepare Taft team for ownership of communications and management of existing and future campaigns
- IV. Configure Blackthorn Events Management
- Connect automations with Event communications
    - i. Establish Segmentation lists to populate communication distribution lists
    - ii. Build Salesforce Connector for Pardot
    - iii. Build up to 3 sets of Event Template Pages, Registration Forms and Communications
    - iv. Cohost implementation sessions with Blackthorn team
    - v. Prepare Taft team for ownership of the events functionality
- V. Configure Jitterbit for integration with the Student Information System
- Enable connectors to existing campus-hosted server (or alternative server – server destination provided by Taft)
  - Identify and build data export files from Salesforce to Banner
  - Configure Jitterbit for data export from Salesforce
  - Configure data import process into Salesforce through Jitterbit
    - i. Map data in import files appropriate into Salesforce
  - Work with Taft to identify data transfer schedule and build timing within Jitterbit
  - Support Taft IT resources to help identify fields needed for export from Banner to Salesforce
  - Provide three on-going demonstrations of Jitterbit through the configuration phase to ensure the team understands the build process and can manage the integration once live
  - Provide demonstration recordings and associated customizations of Jitterbit for Taft
- VI. Conduct Training and Administrator Coaching & post go-live support

# KENNEDY & COMPANY

- Conduct four (4) two-hour training sessions on Salesforce CRM management, detailing the process for each configuration provided within the CRM
- Provide documentation on the customizations provided for Taft
- Present a road map for next steps for implementation to ensure continued progress is made within the CRM and that a list of priorities is developed to give proper guidance on moving forward
- Coach Taft team on process for managing future development and use-case requests to ensure stable environment and data architecture (*up to 6 hours*)
- Provide six weeks (up to 18 hours total) of post go-live support as follows:
  - i. Taft team to submit questions, concerns and requests via email
  - ii. K&Co review and propose solution
  - iii. Once approved, K&Co to review solution with the Taft team with the goal of Taft attempting to resolve internally first
  - iv. If attempt is not successful, K&Co to resolve

## Project Timeline, Fees and Expenses

K&Co can begin the work with Taft within two weeks of Purchase Order creation and/or contract signing. Work can be completed within 16-20 weeks of commencement. During the project, users and leaders within the teams responsible for using and/or supporting Salesforce at Taft should anticipate being involved in 2-5 hours of meetings weekly. Below is a broad timeline of how the work will be performed over the project, along with an anticipated time and resource allocation for the Taft team.

- Weeks 1 - 3 will consist of a series of discovery to confirm enrollment process, goals for the marketing and recruitment engagement with Salesforce, as well as with Pardot (Taft will include project leaders with working knowledge of the operations of teams involved in the use of the CRM – 3 hours/week)
- Weeks 4-16 will be focused on the build and configuration of Salesforce, Jitterbit, Pardot and Blackthorn. During week 15, K&Co will work with Taft to test functionality and begin training (Taft will include operational experts and potential CRM administrator(s) and power users – 4 hours/week for testing)
- Training will complete between week 16 and 20, as Taft goes live with the CRM (K&Co will coordinate times and session with Taft. Taft will include all CRM users for training – 4 hours)
  - Session 1 will focus on Salesforce functionality for those work with prospective students
  - Session 2 will focus on Pardot Campaign
  - Session 3 will focus on Blackthorn
  - Session 4 will focus on the building a roadmap for future use of Salesforce and Pardot

# KENNEDY & COMPANY

- NOTE – there is no specific session on integration; that is intentional. We will be working directly with the team that will manage the integration throughout our work and use that time to provide some hands-on work to prepare that group
- Upon Go-live, six weeks of support are offered to ensure a successful adoption of the CRM

Total Price: As compensation for providing the Services hereunder, you will pay us the fee of \$36,040, based on the schedule below

Billing Timeline	Amount
Two weeks after project launch	\$12,000
Week eight of the project	\$12,000
Upon Project Completion	\$12,040

Additionally, based on our VASCUPP contract (#GMU-1442-17-04), this fee is based on the following rates and hours to complete this project:

Staff Roles	Hours	Rate	Cost
Principal	20	\$275	\$5,500
Technical Manager/Developer	60	\$250	\$15,000
Technical Associate	74	\$210	\$15,540
<b>Total</b>	<b>268</b>		<b>\$36,040</b>

## Payment Options

Wire/ACH transfer to:

Wells Fargo  
Alexandria, Virginia  
Routing No. 051400549

Account Number: 1484239023  
Account Title: Kennedy & Company Education Strategies LLC  
Comments: Please Include Invoice Number to ensure proper credit

# KENNEDY & COMPANY

**Checks may be made payable to:**

Kennedy & Company  
c/o Tracy Kondracki  
587 Old Farrington Rd.  
Chapel Hill, NC 27517

Invoices are due upon presentation. Amounts remaining outstanding for more than 30 days (past due) will be subject to an interest charge of 1.5% per month from the date of invoice.

We reserve the right to suspend further services until payment is received on past due invoices, in which event we will not be liable for any resulting loss, damage or expense connected with such suspension.

# KENNEDY & COMPANY

November 17, 2021

## Engagement Letter Contract Terms and Conditions

### Services and Deliverables

You have engaged us to provide analysis and recommendations (the "Services"), regarding CRM support and project management for Taft College, as outlined in the Quote for Services, dated November 17, 2021, pursuant to the terms and conditions set forth herein.

### Your Responsibilities

In connection with our provision of the Services, you will perform the tasks, furnish the personnel, provide the resources, and undertake the responsibilities specified below.

You will designate an individual within your senior management who will make or obtain all management decisions with respect to this engagement on a timely basis. You also agree to ensure that all assumptions set forth below are accurate and to provide us with such further information we may need and which we can rely on to be accurate and complete. You also agree to cause all levels of your employees and contractors to cooperate fully and timely with us. We will be entitled to rely on all of your decisions and approvals and we will not be obligated to evaluate, advise on, confirm, or reject such decisions and approvals.

To help maximize the value of our work to you and to keep the project moving on schedule, you agree to comply with all of our reasonable requests and to provide us timely access to all information and locations reasonably necessary to our performance of the Services.

To help Kennedy & Company's on-site professionals with their work, you agree to provide Kennedy & Company with a suitable workspace on your campus, if needed, for the duration of the project and provide access to a standard suite of technology resources, including a reliable internet connection and access to a printer. (NOTE NO ONSITE WORK IS EXPECTED FOR THIS PROJECT)

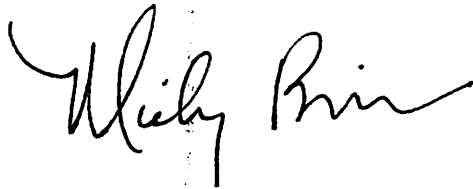
The successful delivery of our Services, and the fees charged, are dependent on (i) your timely and effective completion of your responsibilities, (ii) the accuracy and completeness of any assumptions, and (iii) timely decisions and approvals by your management. You will be responsible for any delays, additional costs, or other liabilities caused by any deficiencies in the assumptions or in carrying out your responsibilities, and we will provide routine updates and will alert you with as much notice as possible, but a minimum of one week's time, if there are issues with timely completion or accuracy of the information provided to reduce or eliminate the impact.

# KENNEDY & COMPANY

Please indicate your agreement with these terms by signing and returning to me the enclosed copy of this letter. We appreciate the opportunity to be of service to you and look forward to working with you on this engagement.

Sincerely,

Kennedy & Company Education Strategies LLC



Mickey Baines, Partner and Principal Consultant  
Kennedy & Company

---

Acknowledged and Accepted:

Taft College

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

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

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

V12019



A4

### Order Form

Bill To Name Taft College  
 Acct ID 0014X00002Lw025QAB  
 Bill To 29 Emmons Park Dr.  
 Taft, CA 93268  
 United States

Quote Number 00005844  
 Order ID (Internal) 0064X00001vUNOdQAO  
 Expires On 30-Nov-2021  
 Initial Term (Months)12

Contact Name Damon Bell  
 Email dbell@taftcollege.edu  
 Accounting Contact \_\_\_\_\_  
 (Email)

Prepared By Akshay Khatri  
 Phone 877.852.3500 Ext. 139  
 Email akshay.khatri@jitterbit.com

#### Purchase Summary

Product	Product Code	Item Description	Quantity	Sales Price	Discount	Total Price
Harmony Standard 2EP Subscription	JBH-STAN2EP1Y	Edition Annual Subscription includes: - 1 Production Endpoint Connection - Unlimited Test/Dev Endpoint Connections - 2 Environments - Included Cloud Agents - 2 Private Agents - Standard Connector Library - Support 8:00am-5:00pm with Unlimited Cases, 48-hour Response Time SLA - Jitterbit University LMS Training, with Unlimited Seats & On-Demand Library	1.00	USD 19,000.00	10.00%	USD 17,100.00
Harmony Subscription with Salesforce	JBH-EPSF	1 Application Connection (endpoint) Jitterbit Connect for Salesforce	1.00	USD 6,000.00	10.00%	USD 5,400.00

Total Price USD 22,500.00

Taxes may apply and will be reflected on the corresponding invoice as applicable.

#### Terms & Conditions

1. Payment due thirty (30) days from the Effective Date of this Order Form.
2. This Order Form incorporates the terms and conditions of the Jitterbit Master Subscription Agreement: (<https://www.jitterbit.com/JitterbitMSA.5.pdf>)
3. The Effective Date and Subscription Start Date of this Order Form is the last date it is signed by both parties. No change or modification to this Order Form shall be effective or binding except as expressly set forth in a written agreement signed by both parties.
4. Annual Subscription fees for the Jitterbit Platform / products listed in this Order Form shall increase by 7% over the prior year's subscription fees upon the Subscription renewal.

#### Purchase Order Detail





## Order Form

Purchase Order is required for payment:

PO Number:

**Signatures**

Signature:

Signature:

Name:

Name:

Title:

Title:

Date:

Date:

**Date:** December 21, 2021

**Submitted by:** Meghan Hall-Silveira, Director of the Child Development Center

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

**Subject:** Request for Ratification

---

**Board Meeting Date:** January 12, 2022

**Title of Board Item:**

Replacement of Fabric through USA Shade & Fabric Structures

**Background:**

The shade structures at the Child Development Center are in need of repair. The replacement of the fabric will be funded through Child Development Center's COVID-19 related expenses which allow for the purchase of outdoor equipment.

**Terms (if applicable):**

N/A

**Expense (if applicable):**

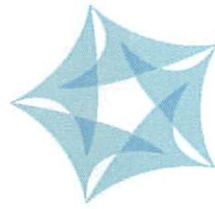
\$22,460.32

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

CDC COVID-19 funding to be utilized

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

*D. Daniels / S. Chiss*  
Dr. Debra Daniels, Superintendent/President



**USA SHADE**  
**& Fabric Structures.**

# **Child Development Center Fabric Replacement**

**12/16/2021**

**Proposal Prepared For:**

**West Kern Community College District**

**Taft College- Child Development Center**

**729 Ash , Taft, CA 93268**

AZ: 289388 CA: 989458 LA: 61718 NV: 78724

NM: 383826 TN: 68712 DIR: 1000003533



Date: 12/16/2021

## Proposal for USA SHADE & Fabric Structures

Project Information:				Sales Information:	
Purchaser:	West Kern Community College District	Contact:	Meghan Hall-Siveira	Sales Rep:	Kathy Rainey
Project Name:	Child Development Center Fabric Replacement	Phone:	(661) 763-7850	Phone:	(559) 974-1353
Quote No:	KLR050521-Taft	Email:	<a href="mailto:msilveira@taftcollege.eud">msilveira@taftcollege.eud</a>	Email:	<a href="mailto:kathy.rainey@usa-shade.com">kathy.rainey@usa-shade.com</a>
PO No:		Fax:		Fax:	

Billing Information:		Shipping Information:		Jobsite Information:	
West Kern Community College District		SOUTHERN CALIFORNIA		West Kern Community College District	
Taft College- Child Development Center		1085 N. Main Street, Suite C		Taft College- Child Development Center	
729 Ash		Orange		729 Ash	
Taft, CA		CA		Taft, CA	
93268		92867		93268	
Contact:	Meghan Hall-Siveira	Contact:		Contact:	Meghan Hall-Siveira
Phone	(661) 763-7850	Phone		Phone	(661) 763-7850
Email:	<a href="mailto:msilveira@taftcollege.eud">msilveira@taftcollege.eud</a>	Email:		Email:	<a href="mailto:msilveira@taftcollege.eud">msilveira@taftcollege.eud</a>
Fax:		Fax:		Fax:	

**CORPORATE ADDRESS:**  
 2580 Esters Blvd., Suite 100  
 DFW Airport, TX 75261

**MAILING ADDRESS:**  
 P.O. Box 3467  
 Coppel, TX 75019

**REMITTANCE ADDRESS:**  
 P.O. Box 734158  
 Dallas, TX 75373-4158

**SOUTHERN CALIFORNIA:**  
 1085 N. Main Street, Suite C  
 Orange, CA 92867

**NORTHERN CALIFORNIA:**  
 927 Enterprise Way, Suite A  
 Napa, CA 94558

**ARIZONA:**  
 2452 W. Birchwood Ave, Suite 112  
 Mesa, AZ 85202

**LAS VEGAS:**  
 6225 S. Valley View Blvd., Suite I  
 Las Vegas, NV 89118

NOTE: This message is intended only for the use of the individual to whom it is addressed, and contains information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient, or the employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any unauthorized disclosure, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by phone and return the original message to the applicable address above.



### Structure Pricing

Fabric Replacement				
UNIT IMAGE	UNIT DETAILS			
	Unit Quantity:	3	Foundations By	N/A
	Unit Type:	HIP Fabric Renlacement	Grout Installation	N/A
	Structure Size:	See Notes	Footing Type:	N/A
	USA Shade Model Number	401.5	Base Attachment:	N/A
	Entry Height:		Anchor Bolts:	N/A
	No of Columns:	4	Concrete Cutting:	N/A
	No of Fabric Tops:	1	Dirt Removal:	N/A
	Fabric Type:	Colourshade_FR	Surface Type:	N/A
	Fabric Color:	See Notes	<b>NOTES</b>	
	Steel Finish:	N/A	<b>Playground B- 30x26 Blue</b> <b>Playground C- 20x40 Red</b> <b>Playground D 20x15 Green</b>	
	Steel Color:	N/A		
	Electrical Provisions:	N/A		
Cable/HDW Finish:				
<b>PRICE</b>	Concept No:			
<b>\$22,460.32</b>				





ACCESS/MISC.			
QTY	ITEM	DETAILS	COST
<b>TOTAL FOR ACCESS/MISC ITEMS:</b>			<b>\$0.00</b>

PRICING TOTALS:	
Unit Total	Included
Accessories/Miscellaneous	Included
Shipping/Handling	Included
<b>SUBTOTAL</b>	
Sales Tax ( %)	Included
Engineering	Included
Installation	Included
<b>TOTAL PRICE</b>	<b>\$22,460.32</b>

PAYMENT TERMS:	
(1) Upon execution of the Agreement (Deposit)	PO
(2) Upon delivery of Unit(s)	
(3) Upon completion of assembly/installation	100%
(4) Other (specify):	
NOTES:	

USA SHADE reserves the right to implement a surcharge for significant increases in raw materials, including the following, but not limited to: fuel, steel, fabric, and concrete. Proposal pricing is only valid for 30 days due to the fluctuation in pricing. Due to recent significant increases experienced in raw steel and fabric materials, it may be necessary to order, invoice, and receive payments for steel and fabric as soon as final sizing can be determined.

ENGINEERING REQUIREMENTS	NOTES
Building Code	
Wind Load	
Snow Load	
Drawing Size	
No. of Sealed Drawings	
Calculations Required	

INCLUSIONS / EXCLUSIONS					
INCLUDED	EXCLUDED	ENGINEERING REQUIREMENTS	INCLUDED	EXCLUDED	INSTALLATION - MISCELLANEOUS
		Sealed Drawings & Calculations			Prevailing Wage / Certified Payroll
		Permit Submittal			Union Wages
		Permit Fee			Fencing
		DSA Submittal & Fees			Curb Repair
		Design and Engineering of Structure			Landscape Repair
		Design and Engineering of Foundation			Demolition (Existing Structures)
		Reactions and Loads for attachment to Walls, Rooftops, or Other			Payment and Performance Bonds
		Foundation Location and Elevation Survey			Special Inspection Fees



## Construction Assumptions

- 1) The designated area for our structures will be accessible by drive-up for unloading of our trucks and equipment, including personnel man-lifts, forklifts, etc. Should a crane be required and direct access not available, additional costs for such will be submitted by a Change Order.
- 2) Our pricing is based on the ability to perform all of our work with clear, sequential, and continuous access without interruption during normal daytime working hours. We have assumed one mobilization for the installation of foundations, steel and fabric; if additional mobilizations are required, there will be an additional charge. We will require exclusive access to the area for our work during the construction process.
- 3) Our pricing does not include daily site delays accessing the work areas. USA SHADE will submit a Change Order for any delays caused by other trades which interfere or cause us to stop working.
- 4) Pricing assumes secure storage and adequate lay down area for our tools, equipment, and materials, within close proximity to the installation site will be provided, free of charge.
- 5) Our price assumes others to provide 110-volt electrical service and necessary potable water available within 100 feet of our work.
- 6) We will require site sanitary facilities and refuse containers by others within 200 feet of our work.
- 7) USA SHADE will leave its work and materials in a clean condition at the conclusion of our work.
- 8) Barricades and public security requirements are not included.
- 9) Unless specifically included in this proposal, this agreement does not include, and Company will not provide, services, labor, or materials for any of the following work: (a) removal and disposal of any materials containing asbestos or any hazardous materials as defined by the EPA; (b) moving Owner's property around the installation site; (c) repair or replacement of any Purchaser or Owner-supplied materials; or (d) repair of damage to existing surfaces that may occur when construction equipment and vehicles are being used in the normal course of construction.
- 10) Pricing for foundation design is based on drilled pier footings. In the event the geotechnical report requires an alternate configuration, any additional costs incurred will be submitted to the client by a Change Order.
- 11) Digging of our foundations will not be constrained by any existing concrete or utilities. USA SHADE will not be responsible for moving or repairing any underground utility lines such as electrical, telephone, gas, water, or sprinkler lines that may be encountered during installation.
- 12) Any additional costs incurred as a result of hard rock conditions requiring extra equipment, utility removal or repair, resulting in delay, will result in additional charges unless they are detailed on as-built site drawings provided to USA SHADE or marked on the ground and communicated to USA SHADE in writing prior to installation.

---

## GENERAL TERMS & CONDITIONS AND WARRANTY

---

- 1) **Proposal:** The above proposal is valid for 30 days from the date first set forth above. After 30 days, we reserve the right to increase prices due to the rise in cost of raw materials, fuel, or other cost increases. When applicable, USA SHADE & Fabric Structures reserves the right to implement a surcharge for significant increases in raw materials, including, but not limited to; fuel, steel, and concrete. Due to the duration of time between proposals, contracts, and final installation, USA SHADE & Fabric Structures reserves the right to implement this surcharge, when applicable.
- 2) **Purchase:** By executing this proposal, or submitting a purchase order pursuant to this proposal (which shall incorporate the terms of this agreement specifically by reference) which is accepted by USA SHADE & Fabric Structures (the "Company"), the purchaser identified above ("you" or the "Purchaser") agrees to purchase Shade Structures brand shade structures ("Structures") and the services to be provided by the Company, as detailed in the "Structure Pricing" and "General Scope of Work" sections of this agreement, above, or in the relevant purchase order accepted by the Company, for use by Purchaser or for installation by Company or Purchaser on behalf of a third-party who will be the ultimate owner of the Structures (the ultimate owner of a Structure, whether Purchaser or a third-party, being the "Owner").
- 3) **Short Ship Claims:** Purchaser has 15 days from receipt of the structures to file a short ship report in writing to its sales representative. Company will not honor claims made after this time.





- 4) **Standard Exclusions:** Unless specifically included under the "General Scope of Work" section above, this agreement does not include, and Company will not provide, services, labor, or materials for any of the following work: (a) removal and disposal of any materials containing asbestos or any hazardous materials as defined by the EPA; (b) moving Owner's property around the installation site; (c) repair or replacement of any Purchaser or Owner-supplied materials; (d) repair of concealed underground utilities not located on prints supplied to Company by Owner during the bidding process, or physically staked out by Owner, and which are damaged during construction; or (e) repair of damage to existing surfaces that may occur when construction equipment and vehicles are being used in the normal course of construction.
  
- 5) **Bonding Guidelines:** If Purchaser will use or provide the Structures and Services for an Owner other than Purchaser (including, without limitation, as a subcontractor of Purchaser), Purchaser will include the following statement in Purchaser's contract with Owner:

"The manufacturer's warranty for the Shade Structures brand shade structures is a separate document between USA SHADE & Fabric Structures and the ultimate owner of the Shade Structures brand shade structures, which will be provided to the ultimate owner at the time of completion of the installation and other services to be provided by USA SHADE & Fabric Structures. Due to surety requirements, any performance and/or payment bond will cover only the first year of the USA SHADE & Fabric Structures warranty."
  
- 6) **Insurance Requirements:** Company is not required to provide any insurance coverage in excess of Company's standard insurance. A copy of the Company's standard insurance is available for your review prior to acceptance of the Company's proposal.
  
- 7) **Payment:** Terms of payment are defined in the "Pricing Details" section and are specific to this contract. For purposes of this agreement, "Completion" is defined as being the point at which the Structure is suitable for its intended use, the issue of occupancy consent, or a final building department approval is issued, whichever occurs first. In any event where Completion cannot be effected due to delays or postponements caused by the Purchaser or Owner, final payment (less 10% retainage) is due within 30 days of the date when Completion was scheduled, had the delay not occurred. All payments must be made to Shade Structures, Inc., P.O. Box 734158, Dallas, TX 75373-4158. If the Purchaser or Owner fails or delays in making any scheduled milestone payments, the Company may suspend the fulfillment of its obligations hereunder until such payments are made, or Company may be relieved of its obligations hereunder if payment is more than 60 days past due. Company may use all remedies available to it under current laws including, but not limited to, filing of liens against the property and using a collection agency or the courts to secure the collection of the outstanding debt.
  
- 8) **Lien Releases:** Upon request by Owner, Company will issue appropriate partial lien releases as corresponding payments are received from Purchaser, but prior to receiving final payment from Purchaser or Owner. Company will provide a full release of liens upon receipt of final payment. In accordance with state laws, Company reserves the right to place a lien on the property if final payment has not been received 10 days prior to the filing deadline for liens.
  
- 9) **Site Plan Approval, Permit/s, Permit Fees, Plans, Engineering Drawings, and Surveying:** Site plan approval, permits, permit fees, plans, engineering drawings, and surveying are specifically excluded from this agreement and the Services unless specified under the "General Scope of Work". The Company does not in any way warrant or represent that a permit or site plan approval for construction will be obtained. Sealed engineered drawings that are required but not included in the "General Scope of Work" will result in an additional cost to Purchaser.
  
- 10) **Manufacturing & Delivery:** Manufacturing lead-time from Company's receipt of the "Notice To Proceed" is approximately 6 to 8 weeks for standard structures, and 8 to 12 weeks for custom structures. Delivery is approximately 1 week thereafter. Delivery of structures may be prior to or at start of assembly. Please note that these timelines do not include approval or permitting timeframes.
  
- 11) **Returned Product, Deposits, and/or Cancelled Order:** Within the first 45 days after shipment from our facility, all returned product(s) and cancelled orders are subject to a 50% restocking fee. No returns are available following this 45 day period. All deposits are non-refundable. All expenses incurred (engineering, site surveys, shipping, handling, etc.) are the responsibility of the Purchaser, up to notice of cancellation.





- 12) **Concealed Conditions:** "Concealed conditions" include, without limitation, water, gas, sprinkler, electrical and sewage lines, post tension cables, and steel rebar. This agreement is based solely on observations the Company was able to make either by visual inspection or by drawings and/or plans submitted by Owner at the time this agreement was bid. If additional Concealed Conditions are discovered once work has commenced, which were not visible at the time this proposal was bid, Company will stop work and indicate these unforeseen Concealed Conditions to Purchaser or Owner so that Purchaser and Company can execute a Change Order for any additional work. In any event, any damage caused by or to unforeseen Concealed Conditions is the sole responsibility of the Purchaser and Company shall not be held liable for any such damage. Soil conditions are assumed to be soil that does not contain any water, hard rock (such as limestone, caliche, etc.), rocks larger than 4 inches in diameter, or any other condition that will require additional labor, equipment and/or materials not specified by the Purchaser or Owner in the bidding process. Any condition requiring additional labor, equipment, and/or materials to complete the drilling or concrete operations will require a Change Order before Company will complete the process. Price quotes are based on a drilled pier footing. Any variation will incur additional charges (i.e. spread footings, concrete mat, sand, water, landfill, etc.). Costs for footing and installation do not include any allowance for extending below frost lines (the additional costs for which vary by geographical region).
- 13) **Changes in the Work:** During the course of this project, Purchaser may order changes in the work (both additions and deletions). Additionally, an approving agency may require changes in the work from the original design or engineering quoted and provided by the Company (both additions and deletions.) The cost of these changes will be determined by the Company, and a Change Order form must be completed and signed by both the Purchaser and the Company, which will detail the "General Scope of the Change Order". Should any Change Order be essential to the completion of the project, and the Purchaser refuses to authorize such Change Order, then Company will be deemed to have performed its part of the project, and the project and services will be terminated. Upon such termination, Company will submit a final billing to Purchaser for payment, less a labor allowance for work not performed but including additional charges incurred due to the stoppage. No credit will be allowed for materials sold and supplied, which will remain the property of the Purchaser.
- 14) **Indemnification:** To the fullest extent permitted by law, Purchaser shall indemnify, defend, and hold harmless the Company and its consultants, agents, and employees or any of them from and against claims, damages, losses and expenses, including, but not limited to, attorneys' fees related to the installation of the Structure or performance of the services, provided that such claim, damage, loss, or expense is attributable to bodily injury to, sickness, disease, or death of a person, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of the Purchaser or its agents, employees, or subcontractors, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in Section 15.
- 15) **Statement of Limited Warranty:**
- The structural integrity of all supplied steel is warranted for ten years.
  - If assembly is provided by the Company, workmanship of the structure is covered for one year, including labor for the removal of any failed part, disassembly (if necessary), cost of shipping, and reassembly.
  - All steel surface finishes are warranted for one year.
  - Shadesure™, Colourshade® FR, eXtreme 32™, Commercial 95™, SaFRshade™, and Monotec 370™ fabrics all carry a ten year limited manufacturer's warranty against failure from significant fading, deterioration, breakdown, outdoor heat, cold, or discoloration. Should the fabric need to be replaced under the warranty, the Company will manufacture and ship a new replacement fabric at no charge for the first six years, thereafter pro-rated at 20% per year over the remaining four years. The following are exceptions to the preceding warranty terms:
    - o Shadesure™ fabrics in Red, Yellow, Atomic Orange, Electric Purple, Zesty Lime, Cinnamon, Olive, and Mulberry carry a five year pro-rated
    - o Fabric tops attached to Coolbrella™ structures carry a three year warranty;
    - o Individual fabric tops measuring greater than 40' in length are covered by a non-prorated five year warranty;
    - o Preconstraint 502™ waterproof membrane is subject to an eight year pro-rated warranty.
  - Sewing thread is warranted for ten years.



General Limited Warranty Terms and Conditions

- These limited warranties are effective from the date of sale, or, if assembly is provided by the Company, upon receipt by Company from Purchaser of a completed and signed "Customer Checklist and Sign-off" form.
- In its sole discretion, the Company will repair and or/replace defective structures, products or workmanship, or refund that portion of the price related to the defective product, labor, or service rendered.
- The Company reserves the right, in cases where certain fabric colors have been discontinued, to offer the Purchaser or Owner a choice of available alternative colors to replace the warranted fabric. The Company does not guarantee that any particular color will be available for any period of time, and reserves the right to discontinue any color for any reason, without recourse by the Purchaser or Owner of the discontinued fabric color.
- Should the Purchaser or Owner sell the structures to another party, the warranty cannot be transferred to the new owner without a complete and thorough on-site inspection performed by a Company representative. Please contact the Company at [warranty@usa-shade.com](mailto:warranty@usa-shade.com) for more details.
- All warranty claims covering Company supplied structures, products, and services must be submitted by Purchaser or Owner in writing to the Company within thirty days from the date of discovery of the alleged defect and must include a detailed description and applicable photographs of the alleged defect or problem. Warranty claims should be submitted by email to [warranty@usa-shade.com](mailto:warranty@usa-shade.com).
- Purchaser or Owner agrees that venue for any court action to enforce these limited warranties shall be in the City or County of Dallas in the State of Texas, USA.
- These limited warranties are void if:
  - o the supplied structures, products, services and/or labor are not paid for in full;
  - o the structures are not assembled in strict compliance with USA SHADE specifications;
  - o any changes, modifications, additions, or attachments are made to the structures in any way, without prior written approval from the Company. Specifically, no signs, objects, fans, light fixtures, etc. may be hung from the structures, unless specifically engineered by the Company.
- These limited warranties do not cover defects and/or damages caused by:
  - o normal wear and tear;
  - o misuse, willful or intentional damage, vandalism, contact with chemicals, cuts and Acts of God (i.e. tornado, hurricane, micro/macros burst, earthquake, wildfires, etc.);
  - o ice, snow or wind loads in excess of the designed load parameters engineered for the supplied structures;
  - o use, maintenance, neglect, repair, and/or service inconsistent with the Company's written care and maintenance instructions, provided with the order.
- The limited warranties explicitly exclude:
  - o workmanship related to assembly not provided by the Company or its agents;
  - o fabric curtains, valances, and flat vertical panels;
  - o fabric tops installed on structures that were not engineered and originally supplied by the Company.
- THE COMPANY SHALL NOT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, SPECIAL, LIQUIDATED, EXEMPLARY, OR PUNITIVE DAMAGES, OR ANY LOSS OF REVENUE, PROFIT, USE OR GOODWILL, WHETHER BASED UPON CONTRACT, TORT (INCLUDING NEGLIGENCE), OR ANY OTHER LEGAL THEORY, ARISING OUT OF A BREACH OF THIS WARRANTY OR IN CONNECTION WITH THE SALE, INSTALLATION, MAINTENANCE, USE, OPERATION OR REPAIR OF ANY PRODUCT OR SERVICE. IN NO EVENT WILL THE COMPANY BE LIABLE FOR ANY AMOUNT GREATER THAN THE PURCHASE PRICE FOR ANY PRODUCT OR SERVICE PROVIDED BY THE COMPANY.
- THE FOREGOING LIMITED WARRANTY IS THE SOLE AND EXCLUSIVE WARRANTY FOR THE COMPANY'S PRODUCTS AND SERVICES, AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, IN LAW OR IN FACT. SELLER SPECIFICALLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR PURPOSE, AND ANY IMPLIED WARRANTIES ARISING OUT OF COURSE OF DEALING OR PERFORMANCE OR TRADE USAGE. PURCHASER, BY ACCEPTANCE AND USE OF THIS LIMITED WARRANTY, WAIVES ANY RIGHTS IT WOULD OTHERWISE HAVE TO CLAIM OR ASSERT THAT THIS LIMITED WARRANTY FAILS OF ITS ESSENTIAL PURPOSE.

Colourshade® and eXtreme 32™ are registered trademarks of Multiknit Pty. Ltd.

Commercial 95™ and SaFRshade™ are registered trademarks of Gale Pacific USA Inc.

Monotec 370™ is a registered trademark of PRO-KNIT Industries Pty. Ltd.

Preconstraint 502™ is a registered trademark of Serge Ferrari North America, Inc.

[www.usa-shade.com](http://www.usa-shade.com)      800-966-5005

AZ: 289388 CA: 989458 LA: 61718 NV: 78724 NV: 78724 NM: 383826 TN: 68712 DIR: 1000003533





16) **Assembly/Installation:**

- Company will notify Purchaser of the scheduled assembly date. Owner agrees to have an owner representative meet the assembly crew at the job site on the scheduled assembly date to verify the exact location where the structure(s) is to be placed.
  - Labor for the removal, assembly, and/or freight charges will only be covered by Company in instances where the structures supplied and installed by Company are determined by the Company to be defective. In all cases where structures are not installed by Company, all labor for the removal, assembly, and/or freight of the structures will be the Purchaser's responsibility.
  - Installation prices are based on a single mobilization charge. If additional mobilizations are required, there will be additional charges.
  
  - If the requested services require Company access to Owner's premises, Company will be provided access to the Owner's premises free and clear of debris, automobiles, or other interference Monday ~ Friday during the hours of 8:00am to 6:00pm, and Company will have access to water and electrical facilities during installation. Additional charges will apply if utilities are not easily accessible. Where applicable, all vehicles will be moved prior to Company's crew beginning any installation.
  - Company will not be responsible for moving or repairing any underground utility lines such as electrical, telephone, gas, water, or sprinkler lines that may be encountered during installation.
  - Any additional costs incurred as a result of hard rock conditions requiring extra equipment, utility removal or repair resulting in delay will result in additional charges unless they are detailed on as-built site drawings provided to Company or marked on the ground and communicated to Company in writing prior to fabrication and installation.
- 17) **Installation/Assembly on-site:** Where installation/assembly is part of the services, Purchaser must provide the Company with a detailed drawing prepared by or for the Owner showing exactly where the structures are to be assembled as well as detailing any obstacles or other impediments that may cause the assembly process to be more difficult. Any fixture(s), e.g., playground, pools, etc., that the structures are to be assembled over must also be detailed, along with their peak heights (if applicable).
- 18) **Site/Use Review by Purchaser:** Company relies on the Purchaser to determine that the structures ordered are appropriate and safe for the Owner's installation site and/or intended use. Company is not responsible for damages or injuries resulting from collisions by moving objects or persons with the structure post(s). Company can recommend, or supply at additional cost, padding for posts from a third party manufacturer.
- 19) **Preparatory Work:** Where installation/assembly is part of the services and in the event that the foundation or job site is not suitable or ready for assembly to begin on the scheduled day, a Delay of Order notification must be sent to Company at least 4 working days prior, in order to allow Company to reschedule the project. In the event that Company is not notified and incurs an expense in attempting to execute the assembly, a re-mobilization charge may be charged to Purchaser before Company will reschedule the assembly.
- 20) **Delegation: Subcontractors:** The services and the manufacturing and assembly of the structures may be performed by subcontractors under appropriate agreements with the Company.
- 21) **Force Majeure: Impracticability:** The Company shall not be charged with any loss or damage for failure or delay in delivering or assembling of the structures when such failure or delay is due to any cause beyond the control of the Company, due to compliance with governmental regulations or orders, or due to any Acts of God, strikes, lockouts, slowdowns, wars, or shortages in transportation, materials or labor.
- 22) **Dispute Resolution:** Any controversy or claim arising out of or related to this agreement must be settled by binding arbitration administered in Dallas, TX by a single arbitrator selected by the parties or by the American Arbitration Association, and conducted in accordance with the construction industry arbitration rules. Judgment upon the award may be entered in any court having jurisdiction thereof.
- 23) **Entire Agreement; No Reliance:** This agreement represents and contains the entire agreement between the parties. Prior discussion or verbal representations by the parties that are not contained in this agreement are not part of this agreement. Purchaser hereby acknowledges that it has not received or relied upon any statements or representations by Company or its agents which are not expressly stipulated herein, including without limitation any statements as to the structures, warranties, or services provided hereunder.
- 24) **No Third-Party Beneficiaries:** This agreement creates no third-party rights or obligations between Company and any other person, including any Owner who is not also a Purchaser. It is understood and agreed that the parties do not intend that any third party should be a beneficiary of this agreement.
- 25) **Governing Law:** The agreement will be construed and enforced in accordance with the laws of the State of Texas.
- 26) **Assignment:** Purchaser may not assign this agreement, by operation of law or otherwise, without the prior written consent of Company. The agreement shall be binding upon and inure to the benefit of the Company and the Purchaser, and their successors and permitted assigns.



Executed to be effective as of the date executed by the Company:

NOTE: FOR ANY PURCHASE EQUAL TO OR EXCEEDING \$100,000.00 USD, NO WORK, OTHER THAN PRE-WORK, SHALL BE UNDERTAKEN WITHOUT A MUTUALLY ACCEPTABLE AND SIGNED CONSTRUCTION CONTRACT.

**PURCHASER:**

West Kern Community College District

**SELLER:**

USA SHADE & Fabric Structures

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

By: (Print) \_\_\_\_\_

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

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

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

By: Kathy Rainey \_\_\_\_\_

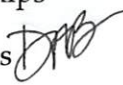
Title: Regional Manager \_\_\_\_\_

05-5-21 \_\_\_\_\_

NOTE: All purchase orders and contracts should be drafted in the name of Shade Structures, Inc.

**Date:** December 6, 2021

**Submitted by:** Barbara Amerio, Director, Financial Aid & Scholarships

**Area Administrator:** Damon Bell, Interim Vice President, Student Services 

**Subject:** Request for Approval

---

**Board Meeting Date:** January 12, 2022

**Title of Board Item:**

Contract with School Datebooks to produce Student Planners for the 2022-2023 Academic Year

**Background:**

Each year, as funds are available, the Financial Aid & Scholarships department purchases customized student planners with valuable information for students on all areas of the college. Distribution of planners are on a first come first serve basis to all students.

**Terms (if applicable):**

This is a one-year contract for the 2021-2022 Academic Year only.


**Expense (if applicable):**

Total cost will not exceed \$ 9,227.00. This includes a 4% discount for early commitment and 2% discount for multiple orders (continuing customer).

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

2021-2022 Board Financial Assistance Program-Student Financial Aid Administration (BFAP-SFAA) categorical outreach funds shall cover the cost of the Student Planners

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

  
Dr. Debra Daniels, Superintendent/President





# 2022 Custom Book 8.5x11 Contract

2880 U.S. Hwy. 231 S.  
Lafayette, IN 47909-2874  
Phone: (800) 705-7526  
Fax: (765) 471-8874

**School**  
Taft College-Financial Aid  
29 Cougar Court  
Taft, CA 93268

**Contact**  
Ms. Barbara Amerio, Director of Financial Aid  
Phone: (661) 763-7881  
Cell/Summer Number: (661) 204-1103  
Email: bamerio@taftcollege.edu; chasebrown@taftcollege.edu

**Date:** 11/17/2021  
**Sales Rep:** Angela Frakes  
angela.frakes@schooldatebooks.com  
**CSR:** Crissy Tarvin  
crissy@schooldatebooks.com

**Billing and Shipping**

<b>Bill To</b>	<b>Ship To</b>	
PO#:	Taft College-Financial Aid- Maintenance Yard	
Taft College-Financial Aid	Ms. Barbara Amerio	
Ms. Barbara Amerio	29 Cougar Court	
29 Cougar Court	Taft, California 93268	Desired Delivery Date: 6/24/2022
Taft, California 93268	United States	
United States	Email: bamerio@taftcollege.edu	
Email: bamerio@taftcollege.edu		

Product	#Books	#Pages	Add'l Monthlies	52-Week	Cost/Book	Base Cost
Custom Book 8.5x11	1,500	160	Two Page Monthlies Staggered	✓	\$4.85	\$7,275.00

**Discounts** \*Discounts do not apply to three-year contracts

4% Discount per year with a three-year contract	\$7,275.00	x	0.00	\$0.00
4% Discount for contracts received by 10/29/21*	\$7,275.00	x	0.04	\$291.00
3% Discount for contracts received by 12/17/21*	\$7,275.00	x	0.00	\$0.00
2% Discount for contracts received by 4/8/22*	\$7,275.00	x	0.00	\$0.00
2% Multiple Orders Discount	\$7,275.00	x	0.02	\$145.50

**Standard Options**

Events listed each day on any calendar design and posted online	FREE
Handbook formatted by School Datebooks and posted online	FREE
Custom cover in your colors and proof of entire datebook for your approval, posted online	FREE

**Cover Options**

▶ Custom PolyFusion™ 100% custom, full-color front and back covers – highest durability	\$0.00	x	0	\$0.00
Printing on inside covers (inside front and inside back)	\$0.35	x	1,500	\$525.00

**Enhancements**

Text ink color - Black (FREE)	\$0.10	x	0	\$0.00
Vinyl pocket page	\$0.30	x	0	\$0.00
Stickers (per sheet)	\$0.30	x	0	\$0.00
Card-stock hall pass	\$0.20	x	0	\$0.00
Events placed twice	\$250.00	x	1	\$250.00
Typing events	\$250.00	x	0	\$0.00

**Accessories**

This Week Marker	\$0.20	x	0	\$0.00
Teacher Lesson Plan and Grade Book	\$3.95	x	0	\$0.00

**Sub-Total\*** \$7,613.50

License Fee:	0.00%			\$0.00
License Admin Fee:				\$0.00

Will this datebook contain licensed trademarks, service marks, trade names, designs, logos, etc. for which School Datebooks needs official approval from an independent licensing agency or from your campus Licensing Officer?

- Yes + Fees: We need licensing approval and should be charged licensing fees.  
 Yes - Fees: We need licensing approval, but will be exempt from royalty fees. Administrative fees will be applied.  
 No - We will not include anything that needs licensing approval.

Shipping and Handling: 13% , Minimum \$15, Rate applies to contiguous US/Canada only. Int'l rates may vary. \$989.76

Sales Tax: 0.072500 Exempt#: \$623.74

* Net 30 (Net due within 30 days from invoice date)				
* Sales tax will be added if applicable				<b>Total (USD)</b> <span style="border: 1px solid black; padding: 2px;">\$9,227.00</span>

Buyer understands that handbook material and cover artwork are to be provided to School Datebooks, Inc. ("SDI") in the formats specified and within the deadlines provided in order to meet the desired delivery date. Failure to follow these guidelines may result in delivery delays and/or additional costs to the Buyer. Buyer understands that datebook and cover change requests after submission may result in additional costs and that quantity changes may result in a different per unit cost. Redelivery fees may apply if buyer is unable to accept delivery during the agreed upon delivery window. Cancelled contracts will be subject to a charge of 15% of the contract total or the total of all costs incurred as of the date of cancellation, whichever is greater. Buyer understands that when purchase orders are required, the buyer will be responsible for delivering the purchase order to SDI. In the event that invoices are not paid when due, Buyer will be responsible for any expenses, including reasonable legal fees, incurred by SDI in attempt to collect the balance due. Buyer represents and warrants to SDI that it owns or has the right to use and reproduce any and all trademarks, logos, images or other materials reproduced in this product. Buyer will be responsible for securing any required licenses and/or paying any and all licensing fees that may be due. Buyer agrees to indemnify and hold SDI harmless from and against any and all liability related to the use and reproduction of such items. As a representative of the Buyer, I understand and agree that I have authority to sign this contract and that this contract will remain in effect in the event that I leave my position prior to the completion of the contract.

In the event that an item on this contract is impacted by tariffs, SDI may impose a surcharge in the amount of the tariff. SDI will notify you if your order will be impacted.

**One-Year Contract**

We agree to purchase datebooks from School Datebooks for the year of 2022-2023.


**Three-Year Contract**

We agree to purchase datebooks from School Datebooks for the years of 2022-2023, 2023-2024, 2024-2025 at a 4% discount per year. The three year contract also "locks" into our current price grid for the length of the contract.\* (\*Shipping rate subject to change after initial year.)

Date

Signed (School Administrator)

*Superintendent/President*  
Title

**Date:** December 21, 2021  
**Submitted by:** Dr. Damon A. Bell, VP of Student Services   
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

---

**Board Meeting Date:** January 12, 2022

**Title of Board Item:**

Annual Renewal Agreement with Blackboard Connect for Emergency Outreach Messaging Services

**Background:**

Blackboard Connect is a service used for emergency messaging purposes, and allows us to quickly notify students, faculty, and staff of campus emergencies or campus closure via text message, email, voice message or any combination of the above depending on the nature of the emergency. In the event of a campus emergency, it is vital to be able to communicate warning notices or other time sensitive and critical information as promptly and efficiently as possible to help protect the safety of all.

**Terms (if applicable):**

The term of the agreement is for one year effective February 14, 2022 through February 13, 2023.

**Expense (if applicable):**

The cost for services is \$4,650.00 for a year which includes 2,600 end-users at \$1.50 per recipient and a \$750 annual fee.

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

The cost for services is \$4,650.00 which has been budgeted under the 2021-2022 General Unrestricted Funds (VPSS) budget for this service.

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



Blackboard Inc.  
11720 Plaza America Drive Fl 11  
Reston, VA 20190 USA  
Phone: +1 202.463.4860  
Fax: +1.312.236.7251  
Email: [operations@blackboard.com](mailto:operations@blackboard.com)  
Tax ID: 52-2081178

## New Period or Contract Renewal Confirmation Notice

---

### CUSTOMER INFORMATION:

**Billing Address:**

Taft College  
Accounts Payable 29 Cougar Court  
Taft, CA 93268  
USA

**Date:** 12/15/2021  
**Customer No:** 300607  
**Document No:** CSF000845072

**Customer Primary Contact:** Melissa Blanco

### PRODUCTS AND SERVICES SUBJECT TO NEW PERIOD OR RENEWAL:

Qty	Product Code	Product Description	Start Date	End Date	Price (USD)
2600	BC-STND	Blackboard Connect Unlimited Emergency and Outreach Messaging Service per Recipient License Fee	02/14/2022	02/13/2023	3,900.00
1	BC-CARE	Blackboard Connect Care Annual Fee	02/14/2022	02/13/2023	750.00

---

**Renewal Amount (USD) 4,650.00**

### CONFIRMATION:

Per the terms of your contract currently in place for Blackboard products and/or services, the next period or contract renewal period starts on **02/14/2022**. With respect to contract renewals, per the terms of your contract your license(s) may be automatically renewed 30 days prior to the renewal period start date, and use of the product and/or services on or beyond **02/14/2022** may result in an automatic invoice from Blackboard for the renewal amount noted above.

Any utilization beyond licensed quantities allowed under your current contract with Blackboard may result in license fees charged in addition to the new period or contract renewal amount noted above. Please reach out to Blackboard to adjust your current license quantity if applicable.

You will be invoiced for products and/or services for the total above upon receipt of this form unless other arrangements are made. Please note that taxes are not included in the total Amount Due and will be added, where applicable, when invoiced. If you are exempt from paying sales tax, include your current state tax exemption certificate or forward to [exemptcerts@blackboard.com](mailto:exemptcerts@blackboard.com).

### Please review the following to ensure accurate billing:

1. Provide updated billing information if inaccurate
2. Provide Purchase Order No., if required
3. Include current tax-exempt form for your institution, if applicable
4. Purchase Orders and/or Tax-Exempt Form can be sent via any one of the following methods by **12/22/2021**:
  - Email: [operations@blackboard.com](mailto:operations@blackboard.com)
  - Fax: +1.312.236.7251
  - Mail: Blackboard Inc., 11720 Plaza America Drive Fl 11, Reston, VA 20190, USA
5. If you do not require a Purchase Order, please provide confirmation via email that "No PO is required" to [operations@blackboard.com](mailto:operations@blackboard.com) or directly to your renewal representative.





## BOARD AGENDA ITEM

**Date:** December 15, 2021  
**Submitted by:** Leslie Minor, VP of Instruction  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Ratification

---

**Board Meeting Date:** January 12, 2022

**Title of Board Item:**

Professional Services Agreement with Trudi Radtke

**Background:**

This is a professional services agreement with Trudi Radtke to create a 508 compliant Open Educational Resources college textbook for Taft College's ADMJ 1503 Criminal Court Process.

**Terms (if applicable):**


December 15, 2021 - February 15, 2022

**Expense (if applicable):**

80 hours at \$21 per hour (total not to exceed: \$1,680.00)

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

Expense is included in the District 2021-2022 budget.

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

# WEST KERN COMMUNITY COLLEGE DISTRICT CONTRACT FOR PROFESSIONAL SERVICES

## PROFESSIONAL SERVICES AGREEMENT DEVELOPMENT OF OPEN EDUCATIONAL RESOURCES ("OER") "Criminal Court Process"

---

This Professional Services Agreement ("Agreement") is between West Kern Community College District ("District"), a California community college district and political subdivision of the State of California, and **Trudi Radtke** ("Contractor"), an **individual residing in the State of California**. District and Contractor are also referred to collectively as the "Parties" and individually as "Party."

WHEREAS, District is authorized by Section 53060 (see Appendix 14) of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required; and

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

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

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

1. **Scope of Service.** Contractor's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession. Services to be provided by Contractor ("Work"):

- **Contractor will provide OER curriculum development services for District**
- **Contractor will prepare course materials for a Criminal Court Process textbook (ADMJ 1503)**
- **Contractor shall complete a draft of the course and submit them to District's Vice President of Instruction, and Chair of the Social Science Division ("District Approvers"), in Word format via electronic mail by February 15, 2022 for review. Contractor shall work with District Approvers for any edits that are needed.**
- **Contractor shall submit the finalized course material to District Approvers in Word format via electronic mail no later than February 28, 2022.**

Contractor agrees and understands that District does not and will not take any responsibility for the storage, archiving or distribution of Contractor's instructional materials, textbooks, etc., and/or other supplies related to this program.

2. **Term.** This Agreement shall commence on December 15, 2021 and shall continue in full force and effect **thereafter until and including February 28, 2022** ("Term") unless this Agreement is terminated during the Term pursuant to this Agreement.

3. **Payment.**

A. **Amount of Compensation.** District agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this Agreement, **80 hours at \$21.00** for a total amount not to exceed **One Thousand, Six Hundred, Eighty Dollars (\$1680)** ("Contract Amount")

B. For Reimbursement of Expenses. Unless otherwise agreed upon by District in writing or specifically provided in this Agreement, Contractor shall assume and pay, at Contractor's sole expense, all costs and expenses incurred by Contractor in performing the Work under this Agreement ("Expenses").

C. Method and Schedule of Payment. District shall pay to Contractor the Contract Amount pursuant to invoice from Contractor in accordance with this Agreement.

**Invoice.** Contractor shall submit to District detailed billing information regarding the Work provided for the billing period, not more than once per month, and, if applicable, District-authorized Expenses incurred during the billing period. All District-authorized Expenses shall be documented with original itemized receipts and shall be pre-approved in writing by District unless such expenses are specifically authorized by this Agreement. Invoices must be sent to the attention of Fiscal Services and shall include the invoice date, date(s) of service(s), District's Purchase Order number, and Contractor's Taxpayer Identification Number. Invoices shall be paid on a "net 30-day basis" for Work satisfactorily rendered (as determined by the District) pursuant to this Agreement. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by District, and Contractor has submitted a completed Vendor Form/Substitute Form W-9 to District's Contract and Procurement Services Department. **FINAL INVOICE MUST BE RECEIVED BY DISTRICT NO LATER THAN June 30, 2022 IN ORDER TO RECEIVE PAYMENT.**

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

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

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

7. Use of Subcontractors. Contractor must obtain District's prior written approval to use any subcontractors while performing any portion of this Agreement and such approval may be conditioned on approval of the subcontract between Contractor and subcontractor. Such approval must include approval of the proposed subcontractor and the terms of compensation. District retains the right to obtain copies of subcontractor insurance coverage at any time. Nothing in this Section shall be interpreted as creating a contractual relationship between District and any approved subcontractor. Notwithstanding District's approval of any subcontractor's contract, Contractor shall remain solely responsible for any harm, damage, or claim arising from any subcontractor's acts or omissions as set forth in Section 14.

8. Public Retirement System Retirees. Contractor must disclose to District if Contractor has retired from the California State Teachers' Retirement System ("CalSTRS") or the California Public Employees' Retirement System ("CalPERS"). Pursuant to California Education Code Section 24214 and 24214.5, there are postretirement limitations on earnings if Contractor has retired from CalSTRS and hours worked limitations if Contractor has retired from CalPERS. If Contractor has retired from either CalSTRS or CalPERS, Contractor should be aware that the District is required to report all payments under this and any additional Agreements in any given year (July 1 - June 30).  
CalSTRS or CalPERS: Agency Retired From: Retirement Date:  
\_\_\_\_\_

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

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

11. Originality of Services.

1. Matters Produced Under this Agreement. Contractor understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Contractor consents to use of Contractor's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.
2. Contractor Use of Other Copyright/Trademark/Patent Materials. Contractor is responsible for arranging and paying for all rights and copyrights necessary and for all costs arising from the use of any material covered by copyright, patent, trademark or franchise. Contractor agrees to indemnify, defend and hold harmless the District from any claims or costs, including legal fees, which might arise from questionable use of any such material. The District reserves the right to require verification.
3. Creative Commons Attribution License. Contractor agrees that any works created under this Agreement funded by the California Community Colleges Chancellor's Office carries the Creative Commons Attribution License that gives permission to the public to reproduce, distribute, perform, display, or adapt the licensed materials for any purpose so long as the user gives attribution to the author.

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

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

1. Termination for Convenience. During the Term of this Agreement, District may terminate this Agreement at any time at its convenience and without cause, upon providing Contractor at least ten (10) days written notice before the effective date of termination. Upon such termination by District, Contractor shall only be entitled to payment for all Work provided, rendered, and received by District prior to the date of termination and in no event shall Contractor be entitled to any payment or reimbursement as the result of District's termination.

2. **Other Grounds.** Notwithstanding any provisions in this Agreement, District, at District's sole discretion and upon written notice to Contractor, shall have the right to terminate this Agreement effective on the date stated in District's written notice in the event District determines, at its sole discretion, that Contractor (i) is unable or unwilling to perform the Work or meet any obligation or duty as described or made necessary by the Agreement, (ii) changes the nature of its business so that it is not compatible with the mission or needs of the District or is involved in any incident or activity which embarrasses, creates unwelcome scrutiny or attention, or otherwise causes or threatens harm to the reputation of the District, or (iii) fails to comply with federal, state, and/or local laws applicable to Contractor's performance of the Work under this Agreement.

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

15. **Insurance.** Contractor agrees to maintain, in full force and effect, at Contractor's expense, the following insurance coverages from an admitted carrier in the State of California with a Best Rating of A-VII or higher: (i) Commercial General Liability insurance, with limits of not less than One Million Dollars (\$1,000,000) per occurrence including bodily injury, broad form property damage and blanket contractual liability, written on an "occurrence" form; (ii) Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000); (iii) Employer's Liability with limits of not less than One Million Dollars (\$1,000,000) per occurrence; (iv) Workers' Compensation insurance as required by statutory insurance requirement of the State of California; and (v) Automobile Liability covering all owned, non-owned and hired vehicles with combined single limit for bodily injury and/or property damage of not less than One Million Dollars (\$1,000,000).

Contractor agrees to name District, Taft College, District's Board of Trustees, its officers, agents, and employees as Additional Insured under its policy(ies). Contractor shall deliver Certificate(s) of Insurance and Additional Insured Endorsement(s) evidencing the required coverages to the District, which shall be subject to the District's approval for adequacy of protection. The Certificate(s) of Insurance shall provide thirty (30) days prior written notice of cancellation. All certificates must be faxed or emailed, followed by a hard-copy in the mail to District,

16. **Transportation.** Contractor hereby acknowledges and understands that it is his/her responsibility to arrange for transportation to provide all Work necessary and/or required by this Agreement and is solely responsible for all associated costs. The District is in no way responsible for, nor does District assume any liability for, any injury or loss which may result from Contractor's transportation for which the Contractor shall indemnify the District in accordance with Section 14 above.

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

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

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

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

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

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

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

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

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

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

District:

West Kern Community College District  
Attn: Leslie Minor  
29 Cougar Ct., Taft CA CA 93268  
Phone: (661) 763-7871  
Email: [lminor@taftcollege.edu](mailto:lminor@taftcollege.edu)

Contractor:

**Trudi Radtke**

**Email: [trudi.radtke@canyons.edu](mailto:trudi.radtke@canyons.edu)**

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

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

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

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

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

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

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

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

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

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

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

1. By executing this contractual instrument, Contractor agrees to comply with applicable federal suspension and debarment regulations, including, but not limited to, regulations implementing Executive Order 12549 (29 C.F.R. Part 98) (see Appendix 15).
2. By executing this contractual instrument, Contractor certifies to the best of its knowledge and belief that it and its principals:
  1. 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  2. 2) Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: (a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) or private transaction or contract; (b) Violation of Federal or State antitrust statutes; (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (d) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects Contractor's present responsibility;

3. 3) Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in b.2) above, of this certification;
4. 4) Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transaction (Federal, State or Local) terminated for cause or default;
5. 5) Shall not, except as otherwise provided under applicable federal regulations, knowingly enter into any lower tier covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded by any federal department or agency from participation in such transaction; and
6. 6) Include in all lower tier covered transactions, and all solicitations for covered transactions, provisions substantially similar to those set forth herein.

**SIGNATURES**

Executed at Taft, California, on the dates below:

Date of WKCCD Board Approval: \_\_\_\_\_

**West Kern Community College District**

**Independent Contractor**

Printed Name: **Dr. Debra Daniels**

Printed Name: **Trudi Radtke**

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

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

\_\_\_\_\_  
*Superintendent/President*  
(Title)



Date: December 14, 2021

Submitted by: Dr. Damon A. Bell, VP of Student Services *DAB*

Area Administrator: Dr. Debra Daniels, Superintendent/President

Subject: Request for Approval

---

Board Meeting Date: January 12, 2022

**Title of Board Item:**

Renewal of Eureka Agency/User Site License Contract for January 1, 2022 through December 31, 2022

**Background:**

Eureka is an online assessment tool that allows the Career Center and Student Success instructors to deliver career development services more efficiently. This tool provides assessments in the areas of personality, skills, interests, values, learning styles, and more, and then connects the assessment results to career options that may lead to high levels of fulfillment, as well as educational options that the students may consider. Eureka is easily integrated into both counseling and classroom curriculum, allowing students and counselors/instructors to access results via web.

**Terms (if applicable):**

The term of the agreement is for one year effective January 1, 2022 through December 31, 2022.

**Expense (if applicable):**

The cost for services is \$1,395.00 for a year.

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

The cost for services is \$1,395.00 which has been budgeted under the 2021-2022 General Unrestricted Funds (Career Transfer) budget for this service.

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



INVOICE

The California Career Information  
System  
P.O. Box 687  
Pinole, CA 94564-0687  
(888) 463 - 2247

INVOICE NUMBER 87029  
INVOICE DATE: 11/30/2021  
CUSTOMER NO.: WES26  
1

<u>QUANTITY</u>	<u>ITEM NUMBER</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>NET AMOUNT</u>
1.0000	BWB	EUREKA License- 500-U-WIN	\$1,595.00	\$1,595.00
-1.0000	BWG	Group Disc.-WIN	\$200.00	(\$200.00)

TERMS: NET 30 DAYS  
REF: P.O. CONTRACT RENEWAL  
PERIOD: 1/1/22-12/31/22  
FOR: TAFT COLLEGE

Subtotal:	\$1,395.00
Freight:	\$0.00
Tax:	\$0.00
Balance:	<u><u>\$1,395.00</u></u>

WEST KERN COMMUNITY COLLEGE DI  
29 EMMONS PARK DRIVE  
TAFT, CA 93268

ATTENTION: ACCOUNTS PAYABLE



## EUREKA, The California Career Information System

---

**MAILING ADDRESS**

P.O. Box 687  
Pinole, CA 94564

**PHONE/FAX:**

Phone: (510) 669-0996  
Toll free: (888) 463-2247  
Fax: (510) 669-0992

**WEBSITE:**

[www.eurekanet.org](http://www.eurekanet.org)  
[www.eureka.org](http://www.eureka.org)

November 30, 2021

Taft College  
29 Emmons Park Dr  
Taft, CA 93268

Attention: Melissa Blanco

Dear Ms. Blanco:

Enclosed are two sets of your EUREKA License Amendment to extend your license from JANUARY 1, 2022 through DECEMBER 31, 2022.

Please sign all copies, return one copy to us and retain one copy for your files.

Also enclosed is a Site Coordinator update form, please complete and email to: [Lisa@eureka.org](mailto:Lisa@eureka.org) or fax to (510) 669-0992.

Please help us improve our services. If you have any questions about this contract, or the program, please do not hesitate to call our toll free number, 1 (888) 463-2247, my extension is 107, or you can email me at: [Lisa@eureka.org](mailto:Lisa@eureka.org)

Thank you for using EUREKA, the California Career Information System. We appreciate your being a part of the consortium.

Respectfully,

Lisa Johnson  
Contract Administrator



P.O. Box 687

Pinole, CA 94564-0687

1.888.463.2247

## Agency/User Site License Contract Amendment Contract Renewal Provision

### I. Purpose:

This addendum is to extend the subscription for the presently in-place Agency/User Site License Agreement. This amendment will continue and extend the **EUREKA WINDOWS AND INTERNET** License for:

**Taft College**

**For the period from JANUARY 1, 2022 through DECEMBER 31, 2022**

This agreement will hold constant the agreement between your agency and EUREKA. This signed and dated document will be attached and become part of the present contractual agreement and shall extend the agency/Site License Agreement with the undersigned and EUREKA for the dates indicated above.

### II. Fee Description:

License Fee	\$1,595.00
Group Discount	(\$200.00)
Sales Tax	\$0.00
<b>Total</b>	<b>\$1,395.00</b>

### III. Notice:

#### For the Agency:

#### For EUREKA:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Lisa Johnson**   
\_\_\_\_\_  
Signature

**Contract Administrator**  
\_\_\_\_\_  
Title

**November 30, 2021**  
\_\_\_\_\_  
Date

### Billing Information

Agency Coordinator: \_\_\_\_\_

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

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Ext. \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

Site Coordinator: \_\_\_\_\_

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

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Ext. \_\_\_\_\_

(Copy attached) last page original contract.



## SITE COORDINATOR UPDATE FORM

Please fax 510.669.0992 or email to [lisa@eureka.org](mailto:lisa@eureka.org)

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

Site Phone Number: \_\_\_\_\_

Person filling out this Form: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

**Name & Title of the EUREKA Site-Coordinator (receives all licensing credentials)**

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

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

Email Address: \_\_\_\_\_

**Name & Title of Technical Contact**

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

Email Address: \_\_\_\_\_

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

**THANK YOU FOR THE UPDATE!**

**Taft College Check Register Report**

**01-December-21 through 31-December-21**

**FY 21-22**

78056599	12/01/2021	A00248932Abtech	I0066432	2109044-	12720	421	6412	67900	26,998.02
78056600	12/01/2021	A00292936Albertson's LLC	I0066829	17769111	32000	422	4410	69400	6.04
78056601	12/01/2021	A00203579Alcorn Aire, Inc.	I0066781	56429	11000	431	5631	65100	1,886.82
78056602	12/01/2021	A00200063Austin's Pest Control, Inc.	I0066802	NOV 21	39000	314	5860	64991	100.00
			I0066806	NOV. 21	12560	223	5860	09565	55.00
78056603	12/01/2021	A00200069Bakersfield Californian	I0066810	113021	12418	421	5970	67900	336.34
			I0066811	11/30/21	11000	431	5970	65100	524.36
78056604	12/01/2021	A00015850Berry, Wendy J.	I0066833	112321	11000	209	4311	04014	29.28
78056605	12/01/2021	A00326090Blue Icon Advisors LLC	I0066824	BI-541	12000	353	5641	64600	742.50
					12551	353	5641	64600	6,682.50
78056606	12/01/2021	A00200128California Library Assoc.	I0066782	30001045	11000	203	5210	61200	150.00
78056607	12/01/2021	A00200161CDW-G	I0066838	N516713	12573	353	6415	64600	2,382.85
			I0066839	N501654	12418	421	6415	67900	2,282.94
			I0066840	N474961	12418	421	4313	67900	265.67
			I0066841	N393975	12573	353	6415	64600	7,148.56
78056608	12/01/2021	A00201685Cengage Learning	I0066822	76182244	31000	423	4110	69100	5,875.00
					31000	423	5940	69100	189.52
78056609	12/01/2021	A00200181City of Taft	I0066790	121821	11000	431	5850	65700	2,126.19
					11000	431	5850	65500	43.39
78056610	12/01/2021	A00200181City of Taft	I0066803	12/18/21	39000	314	5850	64991	9.10
78056611	12/01/2021	A00258703College House	I0066799	53581	31000	423	4310	69100	869.60
					31000	423	5940	69100	211.37
			I0066800	53839	31000	423	4310	69100	717.60
					31000	423	5940	69100	57.03
78056612	12/01/2021	A00200210Costco Wholesale	I0066831	JAN 22	32000	422	5210	69400	60.00
78056613	12/01/2021	A00200243Dick Blick	I0066825	7403538	31000	423	4310	69100	1,601.91
78056614	12/01/2021	A00277845Double D Cleaning Service	I0066796	077	12560	202	5890	09565	240.00
78056615	12/01/2021	A00200302Eveland, Sharyn L.	I0066788	110321	11000	225	5710	60300	883.27
78056616	12/01/2021	A00200307Farmer Bros. Company	I0066855	90190007	32000	422	4410	69400	390.33
			I0066856	90190148	32000	422	4410	69400	853.53
78056617	12/01/2021	A00283264Frontier California Inc.	I0066836	57341110	11000	431	5840	65700	48.15
78056618	12/01/2021	A00317357Garcia, Amber M.	I0066805	111921	12551	353	4310	64600	23.63
78056619	12/01/2021	A00200655Henry Schein, Inc.	I0066785	13048140	11000	205	4311	12042	3,539.64
			I0066786	12851107	11000	205	4311	12042	54.89
			I0066787	12707818	35000	360	6412	67701	2,839.98
			I0066843	12649521	11000	352	4310	69619	294.95
			I0066845	12414193	11000	352	4310	69619	21.20
78056620	12/01/2021	A00200656Jacobi, Victoria J.	I0066854	110321	11000	225	5710	60300	325.00
78056621	12/01/2021	A00200806Kern Gardening Service	I0066784	32213	12560	223	5633	09565	400.00
78056622	12/01/2021	A00262851Lytle, Steve	I0066851	101821	11000	209	4311	04011	44.09
78056623	12/01/2021	A00002482May, James P.	I0066807	111921	11000	209	5740	19011	254.04
78056624	12/01/2021	A00209760MTS IntegraTRAK, INC	I0066801	2021-458	11000	113	5642	67801	1,044.75
78056625	12/01/2021	A00200498Office Depot	I0066779	21097491	11000	209	4310	17013	31.94
			I0066780	21090132	11000	113	4310	67801	99.23
			I0066783	20687496	11000	210	4310	13052	38.34
			I0066797	20968685	11000	202	4313	60100	83.19
					11000	202	4310	60100	0.00
78056626	12/01/2021	A00200508P. G. & E.	I0066793	111621	11000	431	5830	65700	14,677.72
					39000	314	5830	64991	2,249.22
					12433	314	5830	69800	249.91
					33428	310	5830	69200	986.07



**Taft College Check Register Report**

**01-December-21 through 31-December-21**

**FY 21-22**

Check #	Date	Account	Check #	Amount	Category	Balance	Check #	Amount	Balance
				33528	310	5830	69200	986.07	
				33588	310	5830	69200	986.07	
78056627	12/01/2021	A00200508P. G. & E.	I0066821	111221	39000	314	5830	64991	36.39
78056628	12/01/2021	A00200508P. G. & E.	I0066850	111021	35900	357	5820	69700	6.49
					35900	357	5830	69700	64.90
78056629	12/01/2021	A00200522Pepsi-Cola Company	I0066828	21989807	32000	422	4410	69400	828.67
			I0066835	22734653	32000	422	4410	69400	423.24
78056630	12/01/2021	A00312483PurpleAir Inc.	I0066820	PA24091	11000	352	4310	69619	308.56
78056631	12/01/2021	A00285830Ramirez, Ana K.	S0052254		11000		9526		1,000.00
78056632	12/01/2021	A00310166Riel, Jacob W.	I0066842	10262021	11999	421	7412	73900	271.00
78056633	12/01/2021	A00280086Rothgeb, Julie J.	I0066794	NOV 21	12558	223	5710	60103	30.24
78056634	12/01/2021	A00200487Sierra School Equipment Co.	I0066846	406306	41400	000	6411	71003	4,358.49
			I0066847	406308	11000	000	7211	00000	5,575.93
78056635	12/01/2021	A00303183Southern Computer Warehouse,	I0066809	IN-00071	12720	421	6415	67900	4,659.38
78056636	12/01/2021	A00200396Spurr	I0066792	117681	11000	431	5820	65700	1,633.41
					35827	357	5820	69700	262.33
					33428	310	5820	69200	47.35
					33528	310	5820	69200	47.35
					33588	310	5820	69200	94.68
78056637	12/01/2021	A00200417Sysco Food Service of Ventur	I0066816	27963152	33429	310	4410	69250	310.84
			I0066818	27963152	33429	310	4411	69250	207.47
			I0066823	27964586	32000	422	4410	69400	3,045.53
					32000	422	4411	69400	453.53
					32000	422	5940	69400	5.90
			I0066827	27963152	32000	422	4410	69400	7,142.37
					32000	422	4411	69400	1,564.57
					32000	422	4411	69400	850.73
					32000	422	5940	69400	12.07
78056638	12/01/2021	A00259618Taft College ASB General	I0066848	202150.	11000	601	7130	70990	4,200.00
78056639	12/01/2021	A00200862Taft College Bookstore	I0066813	10312021	31000	423	5912	69100	7,740.90
78056640	12/01/2021	A00200862Taft College Bookstore	I0066819	0922	11000	212	4310	49999	103.56
78056641	12/01/2021	A00200862Taft College Bookstore	I0066852	4772	12418	421	4110	67900	38.60
78056642	12/01/2021	A00200862Taft College Bookstore	I0066853	4774	12418	421	4110	67900	42.89
78056643	12/01/2021	A00200434Teacher's College Press	I0066826	5717747	31000	423	4110	69100	622.80
78056644	12/01/2021	A00320652Thomas Scientific,LLC	I0066795	3277964	12700	421	4310	67900	354.93
78056645	12/01/2021	A00201977TouchNet	I0066814	6340050	11000	421	5642	67200	74,911.00
78056646	12/01/2021	A00255644U.S. Bank Equipment Finance	I0066844	45778988	12560	223	5612	60103	242.14
					11000	205	5612	12042	242.14
					12201	203	5612	61200	242.14
					12201	203	5612	61200	242.14
					12201	113	5612	61200	242.14
					11000	301	5612	64500	121.07
					12000	318	5612	64800	121.07
					11000	113	5612	67801	242.14
					11000	431	5612	65100	242.14
					33428	310	5612	69200	60.54
					33528	310	5612	69200	60.54
					33588	310	5612	69200	60.54
					33591	310	5612	69200	60.54
					11000	207	5612	49999	242.14
					11000	202	5612	60100	242.14

**Taft College Check Register Report**

**01-December-21 through 31-December-21**

**FY 21-22**

					11000	110	5612	66003	80.71
					11000	202	5612	60100	80.71
					11000	114	5612	66005	80.71
					11000	202	5612	60100	242.14
					11000	421	5612	67200	108.96
					11000	401	5612	67200	24.21
					11000	411	5612	67300	108.96
					39000	314	5612	64991	242.14
					12551	353	5612	64600	60.54
					11000	301	5612	64500	60.54
					11000	302	5612	63100	60.54
					11000	358	5612	62100	60.54
					11000	421	5612	67200	242.14
					11000	401	5612	67200	242.14
					11000	401	5612	67200	242.14
					31000	423	5612	69100	242.14
					31000	423	5612	69100	152.90
					12495	319	5612	61900	55.50
78056647	12/01/2021	A00200284U.S. Foods	I0066815	3154083	33429	310	4410	69250	742.39
			I0066817	3154084	33429	310	4411	69250	300.53
			I0066830	5875821	32000	422	4410	69400	3,006.72
78056648	12/01/2021	A00200309United Refrigeration, Inc.	I0066837	81717596	11000	431	4312	65100	1,039.61
78056649	12/01/2021	A00000456Uribe, Jose	I0066804	NOV 21	35000	000	5633	69700	100.00
			I0066808	JUL 21	35000	000	5633	69700	100.00
78056650	12/01/2021	A00200343Vistar Corporation	I0066834	62532242	32000	422	4410	69400	527.00
78056651	12/01/2021	A00232538Ward's Natural Science	I0066812	88067785	11000	209	4311	04011	176.19
78056652	12/01/2021	A00294733West Kern Adult Education Ne	I0066849	11302021	12603	125	7410	73100	72,197.00
78056653	12/01/2021	A00200355West Kern Water District	I0066791	111621	11000	431	5810	65700	24.82
					39000	314	5810	64991	4.57
					12433	314	5810	69800	0.51
78056654	12/01/2021	A00200360Westec	I0066789	27908	11450	204	5641	09543	35,857.50
78056655	12/01/2021	A00271281WKCCD-Taft College Grant Cle	I0066832	11302021	32000	422	5912	64900	305.00
78056656	12/01/2021	A00319010XanEdu Publishing, Inc.	I0066798	761413-9	31000	423	4110	69100	1,299.60
78056657	12/02/2021	A00324644Berrelleza, Anahi	S0054219		11000		9526		800.00
78056658	12/02/2021	A00318429Cabrera, Gabriel D.	S0054227		11000		9526		123.00
78056659	12/02/2021	A00293913De Los Garzas, Adrianna C.	S0054220		11000		9526		100.00
78056660	12/02/2021	A00247547Duran, Anthony	S0054226		11000		9526		184.00
78056661	12/02/2021	A00068733Esquibel-Collins, Joanne N.	S0054221		11000		9526		100.00
78056662	12/02/2021	A00304045Garcia, Vanessa L.	S0054222		11000		9526		100.00
78056663	12/02/2021	A00016466Harris, Ambra	S0054225		11000		9526		322.00
78056664	12/02/2021	A00305116Mossman, Hannah R.	S0054223		11000		9526		100.00
78056665	12/02/2021	A00312697Valenzuela, Eric	S0054224		11000		9526		874.00
78056666	12/09/2021	A00202515ACCCA	I0066907	19885	11000	421	5505	67200	75.00
78056667	12/09/2021	A00292936Albertson's LLC	I0066898	177689	39000	314	4310	64991	386.22
					12433	314	4310	69800	68.16
78056668	12/09/2021	A00200043American Express	I0066857	11005112	11000	000	7211	00000	5,628.42
78056669	12/09/2021	A00200076Bandy, Ingrun K.	I0066868	120221	11000	352	5710	69610	91.00
78056670	12/09/2021	A00200107Bright House Networks	I0066887	120421	12560	223	5645	09565	322.93
78056671	12/09/2021	A00200109Brown & Reich Petroleum, Inc	I0066863	25390	39000	314	5631	64991	108.02
78056671	12/09/2021	A00200109Brown & Reich Petroleum, Inc	I0066896	25116	39000	314	5631	64991	204.81
78056672	12/09/2021	A00200146Carolina Biological Supply C	I0066910	51582729	11000	210	4311	20015	316.41



**Taft College Check Register Report**

**01-December-21 through 31-December-21**

**FY 21-22**

78056673	12/09/2021	A00283035CCLC	I0066876	12658	12477	203	5643	61200	6,366.00
78056674	12/09/2021	A00200161CDW-G	I0066864	P071434	12000	311	6415	64200	1,386.28
			I0066865	P036518	12418	421	4310	67900	30.54
			I0066866	N917629	11000	113	6415	67801	19.77
			I0066867	P253056	12418	421	6415	67900	1,076.73
78056675	12/09/2021	A00230466Classic Charter, Inc.	I0066872	155469	11000	352	5750	69610	2,944.00
			I0066873	155475	11000	352	5750	69610	4,309.00
			I0066874	155570	11000	352	5750	69610	2,859.00
			I0066877	153905	11000	352	5750	69610	1,309.00
78056676	12/09/2021	A00200222Daily Midway Driller	I0066904	NOV 21	11000	101	5410	66004	199.75
78056677	12/09/2021	A00200308Federal Express Corporation	I0066901	7-579-11	11000	401	5940	67705	57.94
					39000	314	5940	64991	80.81
78056678	12/09/2021	A00319544FFP Fund V Lessee1, LLC	I0066908	2022-F5L	11000	431	5830	65700	11,321.77
78056679	12/09/2021	A00283264Frontier California Inc.	I0066869	112821	11000	431	5840	65700	1,009.69
78056680	12/09/2021	A00283264Frontier California Inc.	I0066870	79001128	11000	431	5840	65700	829.40
78056681	12/09/2021	A00200629Grainger	I0066885	91228218	11000	431	4312	69800	243.63
78056682	12/09/2021	A00200680J & L Locksmithing	I0066878	016975	39000	314	5631	64991	28.96
78056683	12/09/2021	A00200715Kern Electric Distributors	I0066880	587136	35819	357	4310	69700	117.87
78056684	12/09/2021	A00325895Linde Gas & Equipment Inc.	I0066883	67311997	11000	205	5641	12042	830.47
78056685	12/09/2021	A00227183North Kern Water Storage Dis	I0066902	14643	11000	431	5210	65100	922.35
78056686	12/09/2021	A00200498Office Depot	I0066884	21092065	11000	431	4310	65100	108.62
			I0066891	21083018	12495	319	4310	61900	159.60
			I0066894	20906604	39000	314	4311	64991	1,127.17
					12433	314	4311	69800	375.72
			I0066897	21097430	11000	209	4310	17013	54.13
78056687	12/09/2021	A00274574Penguin Random House LLC	I0066892	10825278	31000	423	4110	69100	259.20
78056688	12/09/2021	A00325056Rossi, Mallori	I0066890	111921	11000	209	5740	08354	90.00
78056689	12/09/2021	A00279312Self, Isaac J.	I0066886	NOV 21	39000	314	5710	64991	9.41
78056690	12/09/2021	A00220442Serban Sound & Communication	I0066871	1551	12720	421	6121	67900	170,147.97
78056691	12/09/2021	A00200487Sierra School Equipment Co.	I0066905	406435	12720	421	6411	67900	111,804.91
					12720	421	6411	67900	56,250.48
					12720	421	6411	67900	80,223.00
					12720	421	6411	67900	80,223.00
					12720	421	6411	67900	12,333.75
78056692	12/09/2021	A00317837Spanke, Madison N.	S0053251		11000		9526		1,000.00
78056693	12/09/2021	A00200393Sparkletts	I0066888	110521	12560	223	4310	60103	116.89
78056694	12/09/2021	A00237176SSD Systems	I0066906	R-003128	33428	310	5880	69200	37.85
					33528	310	5880	69200	37.85
					33588	310	5880	69200	75.68
78056695	12/09/2021	A00200417Sysco Food Service of Ventur	I0066858	27963815	33429	310	4410	69250	1,413.74
			I0066859	27963815	33429	310	4411	69250	57.64
			I0066861	27965243	32000	422	4410	69400	2,910.82
					32000	422	4411	69400	546.72
					32000	422	4411	69400	196.46
					32000	422	5940	69400	6.01
78056696	12/09/2021	A00319064T-Mobile USA Inc.	I0066882	73691213	11000	431	5840	65100	440.13
			I0066893	121321	39000	314	5840	64991	56.30
78056697	12/09/2021	A00200423Taft City School District	I0066881	22-066	11000	432	4312	65100	431.19
78056697	12/09/2021	A00200423Taft City School District	I0066881	22-066	11000	432	4312	65500	180.00
					11000	432	4312	67703	47.27
					11000	432	5632	65100	36.00

**Taft College Check Register Report**

**01-December-21 through 31-December-21**

**FY 21-22**

					11000	432	5632	65500	11.20
					11000	432	5632	67703	108.00
78056698	12/09/2021	A00324243TM Signs and Graphics	I0066903	INV-510	11020	110	4310	68900	469.96
78056699	12/09/2021	A00200284U.S. Foods	I0066860	3422087	33429	310	4411	69250	81.03
			I0066909	3422084	32000	422	4410	69400	471.06
					32000	422	4411	69400	97.12
78056700	12/09/2021	A00200338Verizon Wireless	I0066862	98936874	11000	113	5840	67801	76.02
					12551	353	6415	64600	38.01
78056701	12/09/2021	A00200827W.W. Norton & Company Inc.	I0066895	297328	31000	423	4110	69100	312.68
78056702	12/09/2021	A00200355West Kern Water District	I0066889	11/16/21	12560	223	5850	09565	270.50
78056703	12/09/2021	A00275443WestAir Gases & Equipment In	I0066875	11340926	11000	352	4310	69610	259.55
78056704	12/09/2021	A00200364Westside Furniture	I0066899	102721	35815	314	4310	69700	427.93
			I0066900	10/27/21	35815	314	4310	69700	1,283.78
78056705	12/09/2021	A00319010XanEdu Publishing, Inc.	I0066879	20211124	31000	423	4110	69100	2,144.00
78056706	12/14/2021	A00200017A.P.I. Plumbing	I0066935	21588	35815	357	4312	69700	107.25
			I0066943	21345	11000	431	4310	65100	17.16
78056707	12/14/2021	A00306660Advanced Data Storage, Inc.	I0066911	0137863	11000	207	5990	49999	25.30
78056708	12/14/2021	A00320403Arcpoint Labs of Bakersfield	I0066914	1121423	12700	421	5980	67900	3,625.00
78056709	12/14/2021	A00200063Austin's Pest Control, Inc.	I0066953	NOV '21	11000	431	5860	65100	420.00
78056710	12/14/2021	A00326017BarkleyREI, LLC	I0066948	122646	12418	421	5510	67900	2,712.50
78056711	12/14/2021	A00272600Beard Family Trust	I0066924	DEC 21	12560	223	5610	09565	3,500.00
78056712	12/14/2021	A00326991Big 8 Conference	I0066947	27	11000	352	5210	69610	800.00
78056713	12/14/2021	A00200105Brandco	I0066920	24142	11000	431	4310	65100	9.92
78056714	12/14/2021	A00200119C.A. Reding Company, Inc.	I0066941	614278	31000	423	5971	69100	3.81
78056715	12/14/2021	A00201685Cengage Learning	I0066973	76278551	31000	423	4110	69100	1,800.00
					31000	423	5940	69100	83.88
78056716	12/14/2021	A00200181City of Taft	I0066942	12-18-21	31000	423	5850	69100	61.53
78056717	12/14/2021	A00228756Country Auto & Truck Taft	I0066944	615038	11000	431	4312	65100	60.04
78056718	12/14/2021	A00200235Cutrona, Myisha J.	I0066960	120821	12532	351	4310	64900	291.33
					12532	351	4410	64900	436.99
					12532	351	7603	73200	145.67
78056719	12/14/2021	A00324281De Duclos, MJ Breceda	I0066971	JAN 22	39000	314	5610	64991	763.64
78056720	12/14/2021	A00265229DK&M Property	I0066970	JAN 22	39000	314	5610	64991	1,636.36
78056721	12/14/2021	A00237331Dumbrigue, Joanne Lucille V.	I0066946	NOV 21	12551	353	5710	64600	95.87
78056722	12/14/2021	A00202041Fresno Oxygen	I0066918	91560644	12560	223	4311	09565	181.26
78056723	12/14/2021	A00200629Grainger	I0066919	91342515	11000	431	4312	12042	82.74
			I0066925	91297791	11000	431	4312	69800	188.42
78056724	12/14/2021	A00200655Henry Schein, Inc.	I0066921	13305254	11000	352	4310	69619	30.06
			I0066966	13539362	12651	205	4311	12042	448.37
			I0066967	13442444	12651	205	4311	12042	273.43
78056725	12/14/2021	A00201122Home Depot Credit Services	I0066931	4851633	12700	421	6412	67900	191.98
					11000	431	6412	65100	191.98
			I0066932	1690219	11000	431	4310	65100	160.85
78056726	12/14/2021	A00224086inContact, Inc.	I0066913	6953389	11000	431	5840	65100	143.75
					11000	431	5840	65700	1,163.03
78056727	12/14/2021	A00200715Kern Electric Distributors	I0066968	588002	35819	357	4310	69700	190.89
78056728	12/14/2021	A00262851Lytle, Steve	I0066933	112321	11000	209	4311	04011	45.00
			I0066977	120321	11000	209	5740	04011	159.34
78056729	12/14/2021	A00200498Office Depot	I0066917	21314357	11000	302	4310	63100	60.99
			I0066975	21217913	11000	209	4318	17012	87.52
78056730	12/14/2021	A00315956Orkin Pest Control	I0066928	21998427	11000	431	5860	69400	165.00

**Taft College Check Register Report**

**01-December-21 through 31-December-21**

**FY 21-22**

78056731	12/14/2021	A00200508P. G. & E.	I0066912	120221	12560	223	5830	09565	367.51
78056732	12/14/2021	A00324842Payne, Kenneth E.	I0066969	DEC 21	39000	314	5610	64991	3,324.00
78056733	12/14/2021	A00200522Pepsi-Cola Company	I0066930	74129104	32000	422	4410	69400	984.88
			I0066963	23303152	32000	422	4410	69400	943.29
78056734	12/14/2021	A00307141Ruiz, Christopher J.	I0066959	TAFT2110	12676	301	5510	64900	500.00
78056735	12/14/2021	A00285838Sammy's Detail	I0066955	908	11000	432	5632	67703	315.00
78056736	12/14/2021	A00241620Sanchez, Morgan E.	I0066962	120821	12000	303	4323	64300	244.59
			I0066972	120721	12000	303	4410	64300	304.68
78056737	12/14/2021	A00200393Sparkletts	I0066936	120921	11000	205	5641	12042	33.12
78056738	12/14/2021	A00326669Spectrum Reach, LLC	I0066915	90009228	12676	301	5970	64900	47,995.10
78056739	12/14/2021	A00200417Sysco Food Service of Ventur	I0066964	27965110	32000	422	4410	69400	68.62
78056740	12/14/2021	A00200423Taft City School District	I0066957	22-068	11000	432	4312	65100	197.00
					11000	432	5632	65500	341.00
					11000	432	5632	67703	77.50
78056741	12/14/2021	A00200862Taft College Bookstore	I0066956	8275	11020	110	4310	68900	2,186.61
78056742	12/14/2021	A00200862Taft College Bookstore	I0066961	8227	12676	301	4310	64900	68.64
78056743	12/14/2021	A00324243TM Signs and Graphics	I0066929	INV-460	41400	000	6211	71003	1,119.53
78056744	12/14/2021	A00200282True Value Home Center	I0066937	449727	11000	431	4310	65100	19.49
			I0066939	449859	11000	431	4310	65100	63.65
			I0066940	449554	11000	431	4310	65100	7.40
			I0066950	448972	11000	431	4310	65100	18.22
					11000	431	4310	69800	12.96
78056744	12/14/2021	A00200282True Value Home Center	I0066951	449280	11000	431	4310	69610	49.78
			I0066952	449301	11000	431	4310	65100	22.49
78056745	12/14/2021	A00200284U.S. Foods	I0066934	3275081	33429	310	4410	69200	1,511.11
			I0066965	3562981	32000	422	4410	69400	1,192.00
					32000	422	4411	69400	133.45
78056746	12/14/2021	A00210209ULINE	I0066976	14198553	31000	423	4321	69100	117.86
					31000	423	5940	69100	47.46
78056747	12/14/2021	A00200293United Parcel Service	I0066949	00009697	31000	423	5940	67705	1,063.44
78056748	12/14/2021	A00200309United Refrigeration, Inc.	I0066958	81527350	11000	431	4312	65100	349.65
					11000	431	5940	65100	35.00
78056749	12/14/2021	A00266450USBank	I0066916	6338570	11000	401	5514	67200	2,750.00
78056750	12/14/2021	A00200338Verizon Wireless	I0066922	98940278	11000	357	5840	69700	213.87
78056751	12/14/2021	A00200338Verizon Wireless	I0066945	98936901	11000	431	5840	65100	68.98
78056752	12/14/2021	A00201117Vernier	I0066923	5413319	12720	421	4311	67900	1,832.22
78056753	12/14/2021	A00201081Westside Waste Management Co	I0066926	16998	11000	431	5850	65700	5,903.22
					39000	314	5850	69800	0.00
					39000	314	5850	64991	552.09
					12560	223	5850	09565	121.43
			I0066974	16993	39000	314	5850	64991	69.61
78056754	12/14/2021	A00308239WEX Inc.	I0066938	76537726	11000	352	4316	69610	75.05
					11000	432	4316	67703	135.00
78056755	12/14/2021	A00308504Wright Express FSC	I0066954	75974939	11000	352	4316	69610	1,474.89
					11000	431	4316	65100	388.41
78056756	12/15/2021	A00021473Bedolla, Oscar	S0054236		11000		9526		550.00
78056757	12/15/2021	A00318454Cervantes, Veronica	S0054243		11000		9526		182.00
78056758	12/15/2021	A00302452Curry, Sarah R.	S0054245		11000		9526		800.00
78056759	12/15/2021	A00039652Easley, Jolene	S0054235		11000		9526		322.00
78056760	12/15/2021	A00309381Evans, Brock M.	S0054237		11000		9526		642.00
78056761	12/15/2021	A00304673Furukawa, Devan S.	S0054238		11000		9526		499.12

**Taft College Check Register Report**

**01-December-21 through 31-December-21**

**FY 21-22**

78056762	12/15/2021	A00320169Garza, Angelissa I.	S0054242		11000			9526		616.00
78056763	12/15/2021	A00315274Horn, Jason F.	S0054231		11000			9526		460.00
78056764	12/15/2021	A00300104Huckins, Hannah R.	S0054239		11000			9526		140.00
78056765	12/15/2021	A00316944Jenkins, Liam M.	S0054230		11000			9526		2.00
78056766	12/15/2021	A00311560Lackey, Megan M.	S0054228		11000			9526		800.00
78056767	12/15/2021	A00318397Lascano, Coral	S0054246		11000			9526		800.00
78056768	12/15/2021	A00231709Lowe, Kody W.	S0054234		11000			9526		800.00
78056769	12/15/2021	A00233897Luther, Taylor N.	S0054233		11000			9526		644.00
78056770	12/15/2021	A00325428Metcalf, Sarah E.	S0054240		11000			9526		798.00
78056771	12/15/2021	A00311347Montgomery, Mercy	S0054247		11000			9526		494.00
78056772	12/15/2021	A00320755Mullins, Tricia A.	S0054248		11000			9526		105.07
78056773	12/15/2021	A00275509Pedroza Martinez, Dayana	S0054232		11000			9526		182.00
78056774	12/15/2021	A00291377Sparks, Jaye L.	S0054229		11000			9526		550.00
78056775	12/15/2021	A00323725Valente, Peter A.	S0054241		11000			9526		35.85
78056776	12/15/2021	A00318436Zacarias, Felisha N.	S0054244		11000			9526		46.00
78056777	12/16/2021	A00200017A.P.I. Plumbing	I0066982	22024	11000	431	4310	65500		3.22
78056778	12/16/2021	A00243588AARP Health Care Options	I0067020	JAN 22	11000	412	3350	59100	18,995.82	
78056779	12/16/2021	A00327115ABC Occupational Medical Cen	I0067026	EM003826	11000	411	5985	67300		145.00
78056780	12/16/2021	A00306660Advanced Data Storage, Inc.	I0067023	0137864	11000	411	5990	67300		293.25
78056781	12/16/2021	A00200053Apple Computer Inc.	I0066999	AG343246	12418	421	4310	67900		84.73
			I0067000	AG306047	12720	421	6415	67900	4,815.53	
					12720	421	6415	67900		40.00
			I0067001	AG247072	12745	421	6415	67900	1,429.35	
78056782	12/16/2021	A00202445AT&T Mobility	I0066983	120221	12720	421	7601	73200		362.16
78056783	12/16/2021	A00250381California Chamber of Commer	I0067025	SO162007	11000	411	4310	67300		477.15
					11000	411	4310	67300		26.45
78056784	12/16/2021	A00200161CDW-G	I0067005	P256214	31000	423	6412	69100		543.20
			I0067006	P403131	33428	310	5644	69200		115.89
					33528	310	5644	69200		115.90
					33588	310	5644	69200		115.90
					33591	310	5644	69200		115.90
78056785	12/16/2021	A00200168Central Valley Occupational	I0067027	00419334	11000	411	5985	67300		135.00
78056786	12/16/2021	A00200308Federal Express Corporation	I0067019	7-585-28	39000	314	5940	64991		45.15
78056787	12/16/2021	A00202041Fresno Oxygen	I0066998	62893171	12558	223	4311	09565		33.94
78056788	12/16/2021	A00283264Frontier California Inc.	I0066978	57031207	11000	431	5840	65700		150.35
78056789	12/16/2021	A00307514Great River Learning	I0066993	5509406	31000	423	4110	69100	9,828.37	
78056790	12/16/2021	A00326613Institute for Campus Safety,	I0067018	111621	12010	411	5710	67500		630.00
78056791	12/16/2021	A00314179Lithographix, Inc.	I0067021	167131	11000	110	5940	66003		3,847.85
78056792	12/16/2021	A00327120Mehoff, Karen	I0067024	2021-452	11020	110	5970	68900		7,500.00
78056793	12/16/2021	A00234628MPS	I0066989	75786311	31000	423	4110	69100	5,044.00	
					31000	423	5940	69100		248.54
78056794	12/16/2021	A00200498Office Depot	I0066995	21242897	11000	421	4310	67200		28.39
			I0066997	21243065	11000	421	4310	67200		29.07
			I0067004	21392720	11000	202	4313	60100		23.92
					11000	209	4310	17016		9.75
			I0067012	21217913	11000	209	4318	17012		197.34
			I0067013	21316790	11000	101	4310	66004		20.37
			I0067014	21126092	11000	352	4310	69610		71.99
			I0067017	20895870	11000	411	4310	67300		132.13
78056795	12/16/2021	A00200508P. G. & E.	I0066980	12207406	41400	000	6211	71003	1,428.44	
78056796	12/16/2021	A00317367Quadient Leasing USA, Inc.	I0067022	N9170824	11000	411	5950	67300		1,096.63

**Taft College Check Register Report**

**01-December-21 through 31-December-21**

**FY 21-22**

78056797	12/16/2021	A00210330	Redleaf Press	I0067002	495786	31000	423	4110	69100	263.40
						31000	423	5940	69100	5.27
78056798	12/16/2021	A00255612	Simon & Schuster, Inc.	I0066990	03016381	31000	423	4110	69100	1,215.49
						31000	423	5940	69100	0.01
78056799	12/16/2021	A00237176	SSD Systems	I0066986	R-003325	11000	113	5641	67801	605.10
						11000	205	5641	12042	117.75
				I0067003	R-003327	33428	310	5880	69200	37.85
						33528	310	5880	69200	37.85
						33588	310	5880	69200	75.68
78056800	12/16/2021	A00201787	Standard Insurance Company	I0067016	DEC 21	11000	411	3410	67300	451.36
						11000	411	3420	67300	1,197.07
78056801	12/16/2021	A00211077	Strata Information Group	I0066996	40353	12418	421	5510	67900	6,205.00
78056802	12/16/2021	A00200417	Sysco Food Service of Ventur	I0066988	27965894	32000	422	4410	69400	885.49
						32000	422	4411	69400	870.05
						32000	422	4411	69400	507.55
						32000	422	5940	69400	6.05
78056802	12/16/2021	A00200417	Sysco Food Service of Ventur	I0067010	27965894	33429	310	4410	69250	385.32
78056803	12/16/2021	A00200862	Taft College Bookstore	I0066994	110121	12000	303	7604	73200	252.79
						12000	303	7608	73200	30.00
78056804	12/16/2021	A00200432	Taft Union High School	I0067007	22-007	11000	352	5611	69612	2,175.00
						11000	352	5611	69613	0.00
78056805	12/16/2021	A00200282	True Value Home Center	I0066979	449983	11000	431	4310	65100	7.50
				I0066981	449927	11000	431	4310	65100	66.44
78056806	12/16/2021	A00200284	U.S. Foods	I0067009	3708817	33429	310	4411	69250	48.36
				I0067011	3708816	33429	310	4410	69200	729.15
78056807	12/16/2021	A00243587	United Healthcare Insurance	I0067015	JAN 22	11000	412	3350	59100	22,264.90
78056808	12/16/2021	A00294733	West Kern Adult Education Ne	I0066985	12162021	12603	125	7410	73100	72,196.00
78056809	12/16/2021	A00200355	West Kern Water District	I0066984	121021	11000	431	5810	65700	2,659.32
						39000	314	5810	64991	490.21
						12433	314	5810	69800	54.47
78056810	12/16/2021	A00200355	West Kern Water District	I0066987	12/10/21	35900	357	5810	69700	84.08
78056811	12/16/2021	A00275443	WestAir Gases & Equipment In	I0066991	80412597	31000	423	4321	69100	31.80
				I0067008	80412596	11000	352	4310	69610	38.24
78056812	12/16/2021	A00271281	WKCCD-Taft College Grant Cle	I0066992	12152021	39000	314	5610	64991	1,650.00
						39000	314	5610	64991	0.00

BANK TOTAL

=====

1,188,594.77

# Taft College Purchase Order Activity Report 1-December-2021 through 31-December-2021

FY 21-22

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A	
		NUMBER	NAME	NUMBER	DATE					AMOUNT
ABAUER	12/06/2021	A00202515	ACCCA	P0057996	12/01/2021	12/01/2021			\$75.00	
	12/07/2021	A00200487	Sierra School Equipment Co.	P0058004	12/02/2021	12/02/2021			\$31,354.22	
	12/13/2021	A00200481	Sehi Computer Products	P0058031	12/09/2021	12/09/2021			\$5,577.18	
			A00200487	Sierra School Equipment Co.	P0058030	12/09/2021	12/09/2021			\$5,949.16
	12/22/2021	A00200487	Sierra School Equipment Co.	P0058104	12/21/2021	12/21/2021			\$15,552.34	
									-----	
						TOTAL USER			\$58,507.90	
ASALAZAR	12/09/2021	A00200498	Office Depot	P0058011	12/06/2021	12/06/2021			\$60.99	
									-----	
						TOTAL USER			\$60.99	
BALKORIN	12/15/2021	A00200161	CDW-G	P0058054	12/14/2021	12/14/2021			\$9,490.47	
	12/23/2021	A00200360	Westec	P0058111	12/23/2021	12/23/2021			\$80.00	
			A00248932	Abtech	P0058110	12/23/2021	12/23/2021		\$25,427.20	
			A00200498	Office Depot	P0058109	12/22/2021	12/22/2021		\$175.17	
			A00200862	Taft College Bookstore	P0058092	12/20/2021	12/20/2021		\$388.07	
									-----	
						TOTAL USER			\$35,560.91	
BCRAMER	12/13/2021	A00200116	Burt Electric & Communicatio	P0058032	12/09/2021	12/09/2021			\$380.00	
	12/16/2021	A00248933	Abtech Systems, Inc.	P0058053	12/14/2021	12/14/2021			\$33,871.95	
	12/20/2021	A00253023	Ellucian Company L.P.	P0058100	12/20/2021	12/20/2021			\$220,304.70	
									-----	
						TOTAL USER			\$254,556.65	
DDURAN	12/02/2021	A00200146	Carolina Biological Supply C	P0057979	11/29/2021	11/29/2021			\$314.33	
			A00200498	Office Depot	P0057984	11/30/2021	11/30/2021		\$138.07	
			A00233814	D3 Sports	P0058000	12/02/2021	12/02/2021		\$537.63	
			A00250001	Blake, Paul Anderson.	P0057982	11/30/2021	11/30/2021		\$75.00	
	12/05/2021	A00200498	Office Depot	P0058001	12/02/2021	12/02/2021			\$20.37	
	12/07/2021	A00251929	Oja, Michelle Elizabeth.	P0058006	12/02/2021	12/02/2021			\$200.00	
	12/13/2021	A00200053	Apple Computer Inc.	P0058034	12/09/2021	12/09/2021			\$138.35	
			A00200161	CDW-G	P0058035	12/09/2021	12/09/2021		\$5,133.32	
			A00200498	Office Depot	P0058023	12/08/2021	12/08/2021		\$257.39	
					P0058024	12/08/2021	12/08/2021		\$115.71	
					P0058043	12/13/2021	12/13/2021		\$125.02	
			A00029774	Enciso, Rigoberto	P0058046	12/13/2021	12/13/2021		\$69.00	
					P0058047	12/13/2021	12/13/2021		\$37.00	
			A00200862	Taft College Bookstore	P0058042	12/13/2021	12/13/2021		\$2,186.62	
	12/16/2021	A00200498	Office Depot	P0058056	12/14/2021	12/14/2021			\$58.28	
			A00234659	Cahoon, Nathan Earl.	P0058068	12/15/2021	12/15/2021		\$17.99	
			A00314179	Lithographix, Inc.	P0058064	12/15/2021	12/15/2021		\$3,847.85	
	12/20/2021	A00200498	Office Depot	P0058088	12/20/2021	12/20/2021			\$413.55	
		A00284634	Abbott, Amar Isa.	P0058086	12/20/2021	12/20/2021		\$200.00		
									-----	



**Taft College Purchase Order Activity Report 1-December-2021 through 31-December-2021**

**FY 21-22**

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
							TOTAL USER			\$13,885.48
DRIOS	12/02/2021	A00234028	H.E.A.R.T.S. Connection	P0057986	11/30/2021	11/30/2021				\$25.00
	12/05/2021	A00200109	Brown & Reich Petroleum, Inc	P0057948	11/18/2021	11/18/2021				\$2,200.00
		A00200712	Kern County Supt. of Schools	P0057999	12/02/2021	12/02/2021				\$25.00
	12/09/2021	A00200161	CDW-G	P0057974	11/24/2021	11/24/2021				\$18,005.46
	12/21/2021	A00055076	Rios, Debra Sue.	P0058066	12/15/2021	12/15/2021				\$14.95
		A00289498	Gutierrez, Rosalinda	P0058073	12/16/2021	12/16/2021				\$50.00
							TOTAL USER			\$20,320.41
HCASH	12/20/2021	A00200498	Office Depot	P0058061	12/15/2021	12/31/2021				\$103.74
							TOTAL USER			\$103.74
JEDMAISTON	12/02/2021	A00275443	WestAir Gases & Equipment In	P0057998	12/02/2021	12/02/2021				\$259.55
	12/10/2021	A00326991	Big 8 Conference	P0058028	12/09/2021	12/09/2021				\$800.00
	12/21/2021	A00259618	Taft College ASB General	P0058096	12/20/2021	12/20/2021				\$15,151.74
							TOTAL USER			\$16,211.29
JMADDING	12/02/2021	A00200308	Federal Express Corporation	P0057976	11/29/2021	11/29/2021				\$138.75
	12/06/2021	A00200043	American Express	P0058003	12/02/2021	12/02/2021				\$5,628.42
		A00227183	North Kern Water Storage Dis	P0057985	11/30/2021	11/30/2021				\$922.35
		A00319544	FFP Fund V Lesseel, LLC	P0058007	12/02/2021	12/02/2021				\$11,321.77
	12/09/2021	A00266450	USBank	P0058022	12/08/2021	12/08/2021				\$2,750.00
	12/13/2021	A00321763	Signs of Success, Inc.	P0058041	12/13/2021	12/13/2021				\$3,066.91
	12/14/2021	A00200498	Office Depot	P0058050	12/13/2021	12/13/2021				\$113.25
	12/15/2021	A00200508	P. G. & E.	P0058049	12/13/2021	12/13/2021				\$1,428.44
	12/16/2021	A00200308	Federal Express Corporation	P0058010	12/06/2021	12/06/2021				\$45.15
	12/21/2021	A00200308	Federal Express Corporation	P0058087	12/20/2021	12/20/2021				\$48.80
	12/22/2021	A00313072	Colombo Construction Co., In	P0058084	12/17/2021	12/17/2021				\$41,408.57
							TOTAL USER			\$66,872.41
JROTHGEB	12/13/2021	A00202041	Fresno Oxygen	P0058014	12/07/2021	12/07/2021				\$181.26
	12/16/2021	A00200181	City of Taft	P0058075	12/16/2021	12/16/2021				\$9.19
		A00277845	Double D Cleaning Service	P0058076	12/16/2021	12/16/2021				\$1,280.00
		A00220442	Serban Sound & Communication	P0057298	08/11/2021	08/11/2021				\$36,213.05
	12/21/2021	A00200161	CDW-G	P0057740	10/18/2021	10/18/2021				\$1,650.70
							TOTAL USER			\$39,334.20
KSTEARMAN	12/14/2021	A00239585	High Tide Press	P0058027	12/08/2021	12/08/2021				\$1,000.00
		A00277748	Taylor and Francis Group LLC	P0058012	12/06/2021	12/06/2021				\$1,700.00
	12/15/2021	A00270994	Legal Books Distributing	P0058062	12/15/2021	12/15/2021				\$559.00
	12/20/2021	A00200555	McGraw-Hill	P0058085	12/20/2021	12/20/2021				\$9,000.00

# Taft College Purchase Order Activity Report 1-December-2021 through 31-December-2021

FY 21-22

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
							TOTAL USER			\$12,259.00
MBLANCO	12/09/2021	A00200300	Eureka	P0057997	12/01/2021	12/01/2021				\$1,395.00
		A00200862	Taft College Bookstore	P0057993	11/30/2021	11/30/2021				\$68.64
	12/16/2021	A00200108	Broadcast Music, Inc.	P0058067	12/15/2021	12/15/2021				\$893.58
		A00259229	Blackboard Inc.	P0058065	12/15/2021	12/15/2021				\$4,650.00
	12/23/2021	A00200862	Taft College Bookstore	P0058108	12/21/2021	12/21/2021				\$107.25
							TOTAL USER			\$7,114.47
MMATTHEWS	12/02/2021	A00200655	Henry Schein, Inc.	P0057991	11/30/2021	12/02/2021				\$483.06
	12/07/2021	A00200655	Henry Schein, Inc.	P0058002	12/02/2021	12/03/2021				\$484.64
							TOTAL USER			\$967.70
MSANCHEZ	12/09/2021	A00200862	Taft College Bookstore	P0057994	12/01/2021	06/30/2022				\$1,500.00
		A00241620	Sanchez, Morgan Elaine.	P0057995	12/01/2021	12/07/2021				\$300.00
				P0058025	12/08/2021	12/30/2021				\$304.69
							TOTAL USER			\$2,104.69
MSILVEIRA	12/05/2021	A00200161	CDW-G	P0058005	12/02/2021	12/02/2021				\$500.00
	12/10/2021	A00200284	U.S. Foods	P0058038	12/10/2021	12/10/2021				\$20,000.00
							TOTAL USER			\$20,500.00
MTOFTE	12/02/2021	A00283035	CCLC	P0057983	11/30/2021	11/30/2021				\$6,366.00
							TOTAL USER			\$6,366.00
MWHITE	12/06/2021	A00200282	True Value Home Center	P0057953	11/19/2021	11/19/2021				\$49.78
				P0057954	11/22/2021	11/22/2021				\$22.49
		A00200498	Office Depot	P0057952	11/19/2021	11/19/2021				\$107.25
		A00200017	A.P.I. Plumbing	P0058009	12/06/2021	12/06/2021				\$2,359.50
		A00200282	True Value Home Center	P0058008	12/03/2021	12/03/2021				\$19.49
	12/09/2021	A00200017	A.P.I. Plumbing	P0057988	11/30/2021	11/30/2021				\$107.25
		A00308504	Wright Express FSC	P0057980	11/29/2021	11/29/2021				\$1,863.30
	12/10/2021	A00308239	WEX Inc.	P0058016	12/07/2021	12/07/2021				\$210.05
	12/13/2021	A00200017	A.P.I. Plumbing	P0058015	12/07/2021	12/07/2021				\$17.16
		A00200228	Dave's Glass Shop	P0058020	12/08/2021	12/08/2021				\$1,500.00
		A00200282	True Value Home Center	P0058019	12/08/2021	12/08/2021				\$7.40
				P0058021	12/08/2021	12/08/2021				\$63.65
		A00200352	Waxie Sanitary Supply	P0058026	12/08/2021	12/08/2021				\$238.16
		A00200629	Grainger	P0057981	11/29/2021	11/29/2021				\$96.53
		A00201081	Westside Waste Management Co	P0058013	12/07/2021	12/07/2021				\$1,400.00
		A00200116	Burt Electric & Communicatio	P0058018	12/08/2021	12/08/2021				\$95,596.00
	12/14/2021	A00200715	Kern Electric Distributors	P0058029	12/09/2021	12/09/2021				\$190.89
		A00200423	Taft City School District	P0058055	12/14/2021	12/14/2021				\$650.00

# Taft College Purchase Order Activity Report 1-December-2021 through 31-December-2021

FY 21-22

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
	12/15/2021	A00200017	A.P.I. Plumbing	P0058045	12/13/2021	12/13/2021				\$3.22
				P0058051	12/13/2021	12/13/2021				\$134.06
		A00200282	True Value Home Center	P0058044	12/13/2021	12/13/2021				\$66.44
				P0058052	12/14/2021	12/14/2021				\$7.50
		A00201122	Home Depot Credit Services	P0058048	12/13/2021	12/13/2021				\$500.00
	12/17/2021	A00200109	Brown & Reich Petroleum, Inc	P0057987	11/30/2021	11/30/2021				\$3,200.00
	12/21/2021	A00200017	A.P.I. Plumbing	P0058101	12/21/2021	12/21/2021				\$30.03
		A00200017	A.P.I. Plumbing	P0058057	12/15/2021	12/15/2021				\$21.45
		A00200629	Grainger	P0058058	12/15/2021	12/15/2021				\$1,000.00
		A00238497	All-Tech Electronic Systems,	P0058060	12/15/2021	12/15/2021				\$3,786.66
		A00200161	CDW-G	P0058071	12/16/2021	12/16/2021				\$653.15
		A00200282	True Value Home Center	P0058074	12/16/2021	12/16/2021				\$39.67
		A00200715	Kern Electric Distributors	P0058083	12/17/2021	12/17/2021				\$220.26
		A00315956	Orkin Pest Control	P0058081	12/16/2021	12/16/2021				\$11,518.00
	12/22/2021	A00203579	Alcorn Aire, Inc.	P0058059	12/15/2021	12/15/2021				\$1,000.00
		A00321194	C & P Sanitary Supply, INC	P0058082	12/17/2021	12/17/2021				\$13,595.01
							TOTAL USER			\$140,274.35
NFIGUEROA	12/22/2021	A00097418	Porta, Jean C.	P0058105	12/21/2021	12/21/2021				\$368.00
		A00312278	Martinez, Miguel Angel.	P0058107	12/21/2021	12/21/2021				\$188.00
		A00318622	Guevara, Noah Daniel.	P0058106	12/21/2021	12/21/2021				\$322.00
							TOTAL USER			\$878.00
OWISE	12/20/2021	A00200498	Office Depot	P0058090	12/20/2021	12/20/2021				\$139.41
		A00210285	Innovative Educators	P0058089	12/20/2021	12/20/2021				\$1,000.00
				P0058091	12/20/2021	12/20/2021				\$1,000.00
							TOTAL USER			\$2,139.41
SCRISS	12/02/2021	A00324243	TM Signs and Graphics	P0057990	11/30/2021	11/30/2021				\$469.96
		A00200222	Daily Midway Driller	P0057992	11/30/2021	11/30/2021				\$199.75
	12/10/2021	A00200487	Sierra School Equipment Co.	P0058017	12/07/2021	12/07/2021				\$1,080.09
		A00326669	Spectrum Reach, LLC	P0057989	11/30/2021	11/30/2021				\$48,000.00
	12/15/2021	A00318642	Randy Witt Productions	P0058063	12/15/2021	12/15/2021				\$1,500.00
	12/16/2021	A00314179	Lithographix, Inc.	P0058072	12/16/2021	12/16/2021				\$26,401.00
		A00327120	Mehoff, Karen	P0058077	12/16/2021	12/16/2021				\$7,500.00
							TOTAL USER			\$85,150.80
TROWDEN	12/13/2021	A00200092	Bio Rad	P0058036	12/09/2021	12/09/2021				\$844.06
				P0058037	12/09/2021	12/09/2021				\$278.85
	12/15/2021	A00202272	VWR International	P0058040	12/10/2021	12/10/2021				\$2,932.38
		A00320652	Thomas Scientific, LLC	P0058039	12/10/2021	12/10/2021				\$870.79
	12/16/2021	A00326613	Institute for Campus Safety,	P0057938	11/17/2021	11/17/2021				\$630.00

**Taft College Purchase Order Activity Report 1-December-2021 through 31-December-2021**

**FY 21-22**

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00200168	Central Valley Occupational	P0058080	12/16/2021	12/16/2021				\$135.00
		A00250381	California Chamber of Commer	P0058078	12/16/2021	12/16/2021				\$503.59
		A00306660	Advanced Data Storage, Inc.	P0058070	12/15/2021	12/15/2021				\$293.25
		A00317367	Quadient Leasing USA, Inc.	P0058069	12/15/2021	12/15/2021				\$1,096.63
		A00327115	ABC Occupational Medical Cen	P0058079	12/16/2021	12/16/2021				\$1,500.00
	12/22/2021	A00320018	Integrated DNA Technologies,	P0058098	12/20/2021	12/20/2021				\$489.06
				P0058097	12/20/2021	12/20/2021				\$615.08
										-----
							TOTAL USER			\$10,188.69

**West Kern Community College District  
Board of Trustees Meeting  
January 12, 2022**

**Agenda Item 13.  
A. Academic Employment**

**1. 2020 Extra Duty-Hourly**

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Bledsoe, Adam	CVC-OEI Faculty Extra Duty Assignment: Final Project Report Completion	3	\$74.62*	12/16/2020
↓	VanRy, Veronica	CVC-OEI Faculty Extra Duty Assignment: Final Project Report Completion	3	\$74.62*	12/16/2020
b.	Shahrzad, Sheibani	CVC-OEI Faculty Extra Duty Assignment: Final Project Report Completion	3	\$66.53*	12/16/2020
c.	Richards, Kristi	CTE Counselor for Energy Technology Orientation	3	\$74.62*	12/14/2020
d.	Jacobi, Vicki	CTE Counselor for Engineering Orientation	3	\$74.62*	12/10/2020
e.	Blake, Paul	Engineering Orientation Faculty Lead	3	\$74.62*	12/10/2020
f.	Davis, Terry	Energy Technology Orientation Faculty Lead	3	\$74.62*	12/10/2020

\*Not to exceed 43.33 hours/mo.

**2. 2020 Club Advisors**

Item	Name	Assignment	Step	Stipend	Effective Date
a.	Eveland, Sharyn	Phi Theta Kappa Club Advisor	--	\$2,479.62	9/1/2020

**3. Spring 2021 Overload Assignments**

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Altenhofel, Jennifer	HIST 2231, 2232	3	\$74.62	1/19/2021 - 5/21/2021
b.	Bandy, Kanoe	BUSN 1059,2001,2002,2003 MGMT1520,1525,1555 PHED1509,1528,2509,1728,1523,1623,1723,1823	3	\$74.62	1/19/2021 - 5/21/2021
c.	Bogle, Darcy	PSYC 1500 & STSU 1001, 1018, 1500	3	\$74.62	1/19/2021 - 5/21/2021
d.	Cahoon, Nathan	MATH 1060, 1505 & STAT 1510	3	\$74.62	1/19/2021 - 5/21/2021
e.	Chung-Wee, Christopher	ENGL 1500	3	\$74.62	1/19/2021 - 5/21/2021
f.	Devine, William	ENGL 1500, 2750	3	\$74.62	1/19/2021 - 5/21/2021
g.	Duron, Candace	DS 1504, 1506 & STSU 1017, 1500	3	\$74.62	1/19/2021 - 5/21/2021

h.	Mitchell, David	MATH 0240, 1500 & STAT 1510	3	\$74.62	1/19/2021 - 5/21/2021
i.	Payne, Ruby	MATH 0240, 1500	3	\$74.62	1/19/2021 - 5/21/2021
j.	Polski, Robin	ECEF 1611 & PSYC 1500, 2050	3	\$74.62	1/19/2021 - 5/21/2021
k.	Reynolds, Joy	MATH 1050, 2130	3	\$74.62	1/19/2021 - 5/21/2021
l.	Travis, Lori	COMM 1511	3	\$74.62	1/19/2021 - 5/21/2021

#### 4. Spring 2021 Coaching Assignments

Item	Name	Assignment	Step	Stipend	Effective Date
a.	Bandy, Kanoe	Head Women's Volleyball Coach	--	\$15,385.21	1/1/2021
b.	Cutrona, Angelo	Head Men's Soccer Coach	--	\$15,385.21	1/1/2021
c.	Cutrona, Myisha	Head Women's Soccer Coach	--	\$15,385.21	1/1/2021
d.	Maiocco, Vince	Head Baseball Coach (Recruiting Stipend)	--	\$2,987.11	1/18/2021

#### 5. Spring 2021 Adjunct Assignments

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Abernathy, Cathy	POSC 1501	3	\$74.62	1/19/2021 - 5/20/2021
b.	Agundez, Adrian	COSC 2020	3	\$74.62	1/19/2021 - 5/20/2021
c.	Altenhofel, Kevin	ADMJ 1506	3	\$74.62	1/19/2021 - 5/20/2021
d.	Anderson, Ian	POSC 1501	2	\$66.53	1/19/2021 - 5/20/2021
e.	Brennan, Sean	GEOG 1510	3	\$74.62	1/19/2021 - 5/20/2021
f.	Brixey, Gabrielle	PHED 1507, 2507, 1523, 1623, 1723, 1823	3	\$74.62	1/19/2021 - 6/25/2021
g.	Brown, Elizabeth	STSU 1016, 1019, 1500	3	\$74.62	1/19/2021 - 5/20/2021
h.	Brown, Sharon	ECEF 1500	3	\$74.62	1/19/2021 - 5/20/2021
i.	Bunk, Gary	WELD 1510	3	\$74.62	1/19/2021 - 5/20/2021
j.	Burnham, Kyle	MUSC 1510	3	\$74.62	1/19/2021 - 5/20/2021
k.	Clemons, Reginald	CJA 2133	3	\$74.62	1/19/2021 - 5/20/2021
l.	Colaw, Rebecca	PSYC 2205	3	\$74.62	1/19/2021 - 5/20/2021
m.	Combs, Noelle	POSC 1501	3	\$74.62	1/19/2021 - 5/20/2021
n.	Connors, April	BIOL 1500, 1510	3	\$74.62	1/19/2021 - 5/20/2021
o.	Cottrell, Angela	BUSN 1500 & MGMT 1550, 1545	3	\$74.62	1/19/2021 - 5/20/2021
p.	Cutrona, Angelo	PHED 1742, 1511, 2511	3	\$74.62	1/4/2021 - 5/20/2021
q.	Cutrona, Myisha	PHED 1742, 1542, 1510, 2510	3	\$74.62	1/4/2021 - 5/20/2021
r.	Davis, Terry	ENER 1503	3	\$74.62	1/19/2021 - 5/20/2021
s.	Dimayuga, Anna	ART 1800, 1811, 1820	3	\$74.62	1/19/2021 - 5/20/2021
t.	Dodson, Rebecca	DNTL 2024, 2243	1	\$63.51	1/19/2021 - 5/20/2021



u.	Duncan, Brandon	HIST 2231	3	\$74.62	1/19/2021 - 5/20/2021
v.	Durkan, Jana	BUSN 1055& MGMT 1525, 1545, 1550, 1555	3	\$74.62	1/19/2021 - 5/20/2021
w.	Enciso, Rigoberto	OSH 2061, 2065	3	\$74.62	1/19/2021 - 5/12/2021
x.	Fariss, Jeff	HLED 1531, 1535	3	\$74.62	1/19/2021 - 5/20/2021
y.	Ferguson, Bruce	HLED 1541, PHED 1523, 1623, 1649, 1723, 1823	3	\$74.62	1/19/2021 - 5/20/2021
z.	Furman, Tori	WKEX 1014	3	\$74.62	1/19/2021 - 5/20/2021
aa.	Garcia, Olivia	HIST 2232	3	\$74.62	1/19/2021 - 5/20/2021
bb.	Gee, Steven	PHED 1523, 1623, 1723, 1823	3	\$74.62	1/19/2021 - 5/20/2021
cc.	Golling, Leigh	DRAM 1510, 1535	3	\$74.62	1/19/2021 - 5/20/2021
dd.	Goodman, Daniel	COSC 1532, 1812, 1902	3	\$74.62	3/15/2021 - 5/12/2021
ee.	Grimes, Jessica	PHIL 1531	3	\$74.62	1/19/2021 - 5/20/2021
ff.	Guitron, Anna	SPAN 1601, 1602	3	\$74.62	1/19/2021 - 5/20/2021
gg.	Hall Silveira, Margaret	ECEF 1590	3	\$74.62	3/15/2021 - 5/12/2021
hh.	Hall, Daniel	COSC 2020	3	\$74.62	1/19/2021 - 3/12/2021
ii.	Hanawalt, April	SOC 1510, 2120	3	\$74.62	1/19/2021 - 5/20/2021
jj.	Harris-Alarcon, Gisela	SPAN 1601	3	\$74.62	1/19/2021 - 5/20/2021
kk.	Hickman, Ryan	BIOL 1510, 2370	3	\$74.62	1/19/2021 - 5/20/2021
ll.	Hipa, Christine	PHED 1724	3	\$74.62	1/19/2021 - 2/26/2021
mm.	Howell, Christina	ECEF 2041	3	\$74.62	3/15/2021 - 5/12/2021
nn.	Jennings, Sandra	DNTL 2025	3	\$74.62	1/19/2021 - 5/20/2021
oo.	Kashani, Tony	HUM 1500, 2010	3	\$74.62	1/19/2021 - 5/20/2021
pp.	Layne, David	BUSN 1051, 2280	3	\$74.62	1/19/2021 - 5/20/2021
qq.	Lemmons, Christene	DNTL 2243	1	\$63.51	1/19/2021 - 5/20/2021
rr.	Lidgett, Nick	HLED 1531, 1535	3	\$74.62	1/19/2021 - 5/20/2021
ss.	Lindquist, Erica	ARTH 1500, 1520	3	\$74.62	1/19/2021 - 5/20/2021
tt.	Lohman, Benjamin	JRNL 1510	3	\$74.62	1/19/2021 - 5/20/2021
uu.	Mansi, Gregory	HIST 2202, 2210	3	\$74.62	1/19/2021 - 5/20/2021
vv.	Montelongo, Maribel	SPAN 1601, 2500	3	\$74.62	1/19/2021 - 5/20/2021
ww.	Narup, Nicholas	ENER 1610	3	\$74.62	1/19/2021 - 5/20/2021
xx.	Nelms, Daniel	PHED 1508, 1734, 2508, 2734	3	\$74.62	1/4/2021 - 5/20/2021
yy.	Payne, Aarron	INTC 1000, WELD 1540	3	\$74.62	1/19/2021 - 5/20/2021
zz.	Payne, Bryan	WELD 1500	3	\$74.62	1/19/2021 - 5/20/2021
aaa.	Raber, Tabitha	ADMJ 1503	3	\$74.62	1/19/2021 - 5/20/2021
bbb.	Reed, Nyoka	ART 1620, 1631	3	\$74.62	1/19/2021 - 5/20/2021
ccc.	Rients, Amy	ECEF 1501	3	\$74.62	3/15/2021 - 5/12/2021

ddd.	Romero, Megan	ECEF 1531, 1581, 1612	3	\$74.62	1/19/2021 - 5/12/2021
eee.	Rozar, Tanna	ENGL 1500	3	\$74.62	1/19/2021 - 3/12/2021
fff.	Ruff, Mandy	BUSN 2275	3	\$74.62	1/19/2021 - 5/20/2021
ggg.	Schoneweis, Caroline	COMM 1511, ENGL 1600	3	\$74.62	1/19/2021 - 5/20/2021
hhh.	Sheibani, Shahrzad	BUSN 1510, MGMT 1520	2	\$66.53	1/19/2021 - 5/20/2021
iii.	Sicari, Chad	OSH 2900	3	\$74.62	1/19/2021 - 5/20/2021
jjj.	Smith, Amanda	ECEF 2051	3	\$74.62	1/19/2021 - 3/12/2021
kkk.	Smith, Gaysha	ARTH 1500	3	\$74.62	1/19/2021 - 5/20/2021
lll.	Snyder, Amy	PSYC 2033	3	\$74.62	1/19/2021 - 5/20/2021
mmm.	Sorensen, Chad	PHED 1505, 1506, 2505, 2506	3	\$74.62	1/19/2021 - 6/25/2021
nnn.	Swenson, Sonja	ARTH 2040, HUM 1500	3	\$74.62	1/19/2021 - 5/20/2021
ooo.	Taibjee, Sukena	INCO 1048	3	\$74.62	1/19/2021 - 5/20/2021
ppp.	Turakhia, Mit	ENGR 2000, 2200	3	\$74.62	1/19/2021 - 5/20/2021
qqq.	Uhalt, Joshua	PSYC 2200	2	\$66.53	1/19/2021 - 5/20/2021
rrr.	Vallejo, Benigno	HLED 1541	3	\$74.62	1/19/2021 - 5/20/2021
sss.	VanRy, Veronica	SOC 1510	3	\$74.62	1/19/2021 - 5/20/2021
ttt.	VanSistine-Yost, Linda	INCO 1048	3	\$74.62	1/19/2021 - 5/20/2021
uuu.	Villa, Walter	POSC 1501	3	\$74.62	1/19/2021 - 5/20/2021
vvv.	Villalpando, Jesus	PHED 1533	3	\$74.62	1/19/2021 - 5/20/2021
www.	Wessely, Jason	ADMJ 1501, 1505	3	\$74.62	1/19/2021 - 5/20/2021
xxx.	White, Marisol	SOC 2141	3	\$74.62	1/19/2021 - 5/20/2021
yyy.	Wymore, Dave	ADMJ 1502	3	\$74.62	1/19/2021 - 5/20/2021

## 6. Fall 2020 Staff Development Assignments

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Alfaro, Antonio	Staff Development Pay for Fall 2020	3	\$74.62*	8/17/2020 - 12/18/2020
b.	Buchanan, Joseph	Staff Development Pay for Fall 2020	3	\$74.62**	8/17/2020 - 12/18/2020
c.	Dunham, Geoffrey	Staff Development Pay for Fall 2020	3	\$74.62***	8/17/2020 - 12/18/2020
d.	Gonzalez, Omar	Staff Development Pay for Fall 2020	2	\$66.53****	8/17/2020 - 12/18/2020
e.	Jennings, Sandra	Staff Development Pay for Fall 2020	3	\$74.62*****	8/17/2020 - 12/18/2020
f.	Montelongo, Maribel	Staff Development Pay for Fall 2020	2	\$66.53*****	8/17/2020 - 12/18/2020
g.	Raber, Tabitha	Staff Development Pay for Fall 2020	3	\$74.62*****	8/17/2020 - 12/18/2020
h.	Sheibani, Shahrzad	Staff Development Pay for Fall 2020	2	\$66.53*****	8/17/2020 - 12/18/2020
i.	VanRy, Veronica	Staff Development Pay for Fall 2020	3	\$74.62*****	8/17/2020 - 12/18/2020
j.	White, Marisol	Staff Development Pay for Fall 2020	3	\$74.62*****	8/17/2020 - 12/18/2020

\*Not to exceed 7 total hours or \$522.34.

\*\*Not to exceed 9 total hours or \$671.58.

\*\*\*Not to exceed 0.5 hours or \$37.31.

\*\*\*\*Not to exceed 6 hours or \$399.18.

\*\*\*\*\*Not to exceed 5.5 hours or \$410.41.

\*\*\*\*\*Not to exceed 4 hours or \$266.12.

\*\*\*\*\*Not to exceed 3 hours or \$233.86.

\*\*\*\*\*Not to exceed 1 hour or \$66.53.

\*\*\*\*\*Not to exceed 6 hours or \$447.72.

\*\*\*\*\*Not to exceed 6 hours or \$447.72.

**West Kern Community College District  
Board of Trustees Meeting  
January 12, 2022**

**Agenda Item 13.  
B. Classified Employment**

**1. Classified**

Item	Name	Assignment	Range/ Step	FTE	Hourly Rate	Effective Date
a.	Alldredge, Rachel	Temporary Bookstore Clerk	1A	A/N	\$13.30	12/21/2020
b.	Alkorin, Baghdad	Financial Aid Technician I	19A	100.0%	\$20.72	1/5/2021

**2. Classified Administrator**

Item	Name	Assignment	Range/ Step	FTE	Monthly	Effective Date
a.	Murillo, Rebecca	Director of Admissions and Records/Registrar	14/4	100%	\$7,531.50	1/25/2021

**C. Resignations/Retirements**

Item	Name	Position	Range/ Step	FTE	Stipend/ Salary	Effective Date
a.	Lewis, Donna	TIL Weekend Support Aide - Resignaton	--	--	--	12/31/2020
b.	Schryver, Lee	TIL Vocational Specialist - Retirement	--	--	--	1/7/2021

**WEST KERN COMMUNITY COLLEGE DISTRICT GENERAL FUND UNRESTRICTED  
 BUDGETED SOURCES OF FUNDS AT ACCOUNT LEVEL 1  
 REVENUE ACCOUNTS FISCAL YEAR 2021-2022  
 FOR THE MONTH ENDING DECEMBER 31, 2021**

Account Level	Account Level Description	Proposed Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
8600	State Revenues	22,304,618	22,370,570	10,724,584	0	11,645,986
8800	Local Revenues	8,864,888	8,864,888	2,854,218	0	6,010,670
<b>Summary</b>		<b>31,169,506</b>	<b>31,235,458</b>	<b>13,578,802</b>	<b>0</b>	<b>17,656,656</b>

**West Kern Community College District General Fund Unrestricted  
 Budgeted Sources of Funds at Account Level 1  
 Expenditure Accounts Fiscal Year 2021-2022  
 For the Month Ending December 31, 2021**

Account Level	Account Level Description	Proposed Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
1000	Academic Salaries	10,102,363	10,075,363	4,310,868	0	5,764,495
2000	Classified & Other Nonacademic Sala	6,041,949	6,041,949	2,759,634	0	3,282,315
3000	Employee Benefits	9,142,284	9,208,236	3,598,941	219,554	5,389,742
4000	Supplies and Materials	489,344	485,719	112,164	59,822	313,733
5000	Other Operating Expenses & Services	4,485,842	4,509,166	1,501,397	1,611,465	1,396,304
6000	Capital Outlay	172,623	179,925	8,110	20,880	150,936
7000	Other Outgo	394,282	394,282	9,992	67,681	316,609
7200	Transfers	340,818	340,818	217,246	9,678	113,893
		<b>31,169,506</b>	<b>31,235,458</b>	<b>12,518,352</b>	<b>1,989,081</b>	<b>16,728,026</b>



**Disbursement Register of Expenditures Greater than \$10,000  
For the Month of December 2021**

Check Number	Check Date	Vendor Name	Description	Net Amount
78056599	12/01/2021	Abtech	Dell 64GB RDIMM RAM	26,998.02
78056626	12/01/2021	P. G. & E.	PGE - District - 21-22	20,135.06
78056645	12/01/2021	TouchNet	Annual Subscription Service 6/1/21-5/31/22	74,911.00
78056652	12/01/2021	West Kern Adult Education Network JPA	2021-22 AEBG Pass-through to WKEAN	72,197.00
78056654	12/01/2021	Westec	Westec - 2021-22 Open PO	35,857.50
78056678	12/09/2021	FFP Fund V Lessee1, LLC	ForeFront Power - November Charges	11,321.77
78056690	12/09/2021	Serban Sound & Communications	Serban Sound - Audio Visual Project - COVID	170,147.97
78056691	12/09/2021	Sierra School Equipment Co.	Sierra Schools - COVID - Campus seating - chairs	340,835.14
78056738	12/14/2021	Spectrum Reach, LLC	12 Mo Digital Campaign	47,995.10
78056778	12/16/2021	AARP Health Care Options	2021-22 AARP Retiree Supplemental Health Insurance	18,995.82
78056807	12/16/2021	United Healthcare Insurance Company	2021-22 Retiree Supplemental RX Insurance	22,264.90
78056808	12/16/2021	West Kern Adult Education Network JPA	2021-22 AEBG Pass-through to WKEAN	72,196.00
				<b>913,855.28</b>

**ASO**  
**Balance Sheet**

As of December 31, 2021

Dec 31, 21

**ASSETS**

**Current Assets**

**Checking/Savings**

ASO Safe1 200,727.52

ASO Safe1 - Savings 143.84

**Total Checking/Savings** 200,871.36

**Total Current Assets** 200,871.36

**TOTAL ASSETS** 200,871.36

**Restricted Funds**

Anime and Above 1,692.00

Art Club 834.00

ASO Athletics 32,107.45

ASO General - Operating 83,248.83

ASSE 385.43

Baseball Club 18,317.98

Best Buddies 4,271.37

Cougar Echo 773.50

D.H. Class of 2022 997.50

D.H. CLUB GENERAL 3,138.52

ECE 3,318.99

Golf Club Mens 1,365.00

Golf Club Womens 1,121.25

Intersivity Club 1,671.82

Literary Club 1,831.53

NSLS Club 3,905.15

On Our Own 989.92

Performing Arts 2,402.62

Phi Theta Kappa 0.00

Roleplaying Game Club 745.42

Soccer Club - Mens 2,393.34

Soccer Club - Womens 2,365.73

Social Science/ Research 3,239.31

Softball Club 3,578.84

Spectrum 1,482.45

STEM 3,855.40

TC Cares 609.00

TIL Reunion 1,461.73

Uniform Replacement 10,874.63

Veterans Club 1,639.91

Women's Athletic Club 3,494.06

Women's Basketball Club 2,758.68

**Total Restricted Funds** 200,871.36

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Dec 02, 2021 10:45:19AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 563083

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 \$17,640.19

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$17,640.19	\$17,640.19

TOTAL DEPOSIT: \$17,640.19

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$17,640.19 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #220066**

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: 12/02/2021 To 12/02/2021  
 Transaction Number from: 220066 To 220066  
 Date entered from: 00/00/0000 To 99/99/9999

J90057 DC0100 L.00.01 12/02/21 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
220066	12/02/2021	12/02/2021	WKCCD DEPOSIT		17,640.19
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	17,640.19
				ENTERED BY: MDJB UNAPPROVED	
				TOTAL AMOUNT	17,640.19
				DISTRICT TOTAL	17,640.19
				GRAND TOTAL	17,640.19

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Dec 02, 2021 10:47:35AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 563085

DEPT NO.  
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$6,487.33

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$976.54	\$976.54
RESTRICTED FUND	84097	0886	5490	\$4,439.00	\$4,439.00
CHILD DEVELOPMENT	84496	0886	5490	\$116.25	\$116.25
RESTRICTED FUND 41	84597	0886	5490	\$30.00	\$30.00
CAFETERIA	84699	0886	5490	\$925.54	\$925.54

TOTAL DEPOSIT: \$6,487.33

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$6,487.33 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #220067**

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: 12/02/2021 To 12/02/2021  
 Transaction Number from: 220067 To 220067  
 Date entered from: 00/00/0000 To 99/99/9999

J90058 DC0100 L.00.01 12/02/21 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
220067	12/02/2021	12/02/2021	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300	420.54
2.	78	REIMBURSEMENT		11000-352-5750-69616	550.00
3.	78	RETAINED FINANCIAL AID		11000-000-9526-00000	6.00
4.	78	CDTC UNITS		12427-210-8699-69200	4,439.00
5.	78	CAFETERIA SALES		32000-422-8841-69400	925.54
6.	78	REIMBURSEMENT		33528-310-2190-69200	58.12
7.	78	REIMBURSEMENT		33588-310-2190-69200	58.13
8.	78	SURPLUS AUCTION		41000-000-8913-00000	30.00
				TOTAL AMOUNT	6,487.33
				DISTRICT TOTAL	6,487.33
				GRAND TOTAL	6,487.33

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Dec 09, 2021 01:51:07PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 563714

DEPT NO.  
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$1,364.95

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$1,364.95	\$1,364.95

TOTAL DEPOSIT: \$1,364.95

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$1,364.95 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #220068

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: 12/09/2021 To 12/09/2021  
Transaction Number from: 220068 To 220068  
Date entered from: 00/00/0000 To 99/99/9999

J95237 DC0100 L.00.01 12/09/21 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
220068	12/09/2021	12/09/2021	WKCCD DEPOSIT		
1.	78	BOOKSTORE SALES		31000-423-8841-69100	
				ENTERED BY: MDJB UNAPPROVED	1,364.95
				TOTAL AMOUNT	1,364.95
				DISTRICT TOTAL	1,364.95
				GRAND TOTAL	1,364.95

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Dec 09, 2021 02:16:16PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 563718

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 \$12,215.24

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$12,215.24	\$12,215.24

TOTAL DEPOSIT: \$12,215.24

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$12,215.24 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
**NOTES: DEPOSIT #220069**

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: 12/09/2021 To 12/09/2021  
Transaction Number from: 220069 To 220069  
Date entered from: 00/00/0000 To 99/99/9999

J95238 DC0100 L.00.01 12/09/21 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
220069	12/09/2021	12/09/2021	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	12,215.24
				TOTAL AMOUNT	12,215.24
				DISTRICT TOTAL	12,215.24
				GRAND TOTAL	12,215.24

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Dec 09, 2021 02:18:51PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 563720

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 \$115,380.34

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$39,809.68	\$39,809.68
RESTRICTED FUND	84097	0886	5490	\$64,137.40	\$64,137.40
CHILD DEVELOPMENT	84496	0886	5490	\$10,517.01	\$10,517.01
RESTRICTED FUND 41	84597	0886	5490	\$10.00	\$10.00
CAFETERIA	84699	0886	5490	\$906.25	\$906.25

TOTAL DEPOSIT: \$115,380.34

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$115,380.34 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #220070**

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: 12/09/2021 To 12/09/2021  
Transaction Number from: 220070 To 220070  
Date entered from: 00/00/0000 To 99/99/9999

J95239 DC0100 L.00.01 12/09/21 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
220070	12/09/2021	12/09/2021	WKCCD DEPOSIT		
				ENTERED BY: MDJB UNAPPROVED	
1.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300	586.98
2.	78	WEST KERN OPEB		11000-412-5990-73900	38,500.00
3.	78	TRANSCRIPTS		11000-000-8879-00000	722.70
4.	78	FOUNDATION SALARIES		12000-114-8892-70999	8,542.18
5.	78	STRONG WORKFORCE		12561-223-8647-68900	55,595.22
6.	78	CAFETERIA SALES		32000-422-8841-69400	906.25
7.	78	CC CHILD CARE FOOD		33429-310-8159-69250	10,517.01
8.	78	SURPLUS AUCTION		41000-000-8913-00000	10.00
				TOTAL AMOUNT	115,380.34
				DISTRICT TOTAL	115,380.34
				GRAND TOTAL	115,380.34

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Dec 16, 2021 10:23:14AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 564334

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 \$835.07

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$835.07	\$835.07

TOTAL DEPOSIT: \$835.07

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$835.07 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #220071

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: 12/16/2021 To 12/16/2021  
Transaction Number from: 220071 To 220071  
Date entered from: 00/00/0000 To 99/99/9999

J10020 DC0100 L.00.01 12/16/21 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
220071	12/16/2021	12/16/2021	WKCCD DEPOSIT		
1.	78	BOOKSTORE SALES		31000-423-8841-69100	
				ENTERED BY: MDJB UNAPPROVED	835.07
				TOTAL AMOUNT	835.07
				DISTRICT TOTAL	835.07
				GRAND TOTAL	835.07



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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Dec 16, 2021 10:26:19AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 564335

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 \$14,199.17

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$14,199.17	\$14,199.17

TOTAL DEPOSIT: \$14,199.17

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$14,199.17 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #220072

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

J10021 DC0100 L.00.01 12/16/21 PAC

Date last used from: 12/16/2021 To 12/16/2021  
Transaction Number from: 220072 To 220072  
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		
220072	12/16/2021	12/16/2021	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	14,199.17
				TOTAL AMOUNT	14,199.17
				DISTRICT TOTAL	14,199.17
				GRAND TOTAL	14,199.17

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Dec 16, 2021 10:28:21AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 564336

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 **\$603,290.78**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$683.15	\$683.15
CHILD DEVELOPMENT	84496	0886	5490	\$246,683.38	\$246,683.38
TIL	84697	0886	5490	\$258,277.59	\$258,277.59
BOOKSTORE	84698	0886	5490	\$97,646.66	\$97,646.66

TOTAL DEPOSIT: **\$603,290.78**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$603,290.78 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #220073**

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

J10022 DC0100 L.00.01 12/16/21 PAG

Date last used from: 12/16/2021 To 12/16/2021  
 Transaction Number from: 220073 To 220073  
 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		
220073	12/16/2021	12/16/2021	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	78	INSURANCE REIMBURSEMENTS	11000-412-8876-67300		497.14
2.	78	REIMBURSEMENT	11000-000-7211-00000		148.73
3.	78	REIMBURSEMENT	11000-202-1110-17012		37.28
4.	78	BOOKSTORE	31000-423-8841-69100		97,646.66
5.	78	CC MIGRANT BILINGUAL	33591-310-8621-69200		36,823.00
6.	78	CC MIGRANT ED GRANT	33588-310-8621-69200		209,337.00
7.	78	SISC REIMBURSEMENT	33528-310-2190-69200		261.69
8.	78	SISC REIMBURSEMENT	33588-310-2190-69200		261.69
9.	78	TIL REGIONAL CENTERS	39000-314-8699-64991		258,277.59
				TOTAL AMOUNT	603,290.78
				DISTRICT TOTAL	603,290.78
				GRAND TOTAL	603,290.78

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

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Dec 23, 2021 09:59:00AM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
DEPT NO.  
0886  
EROD NO.  
564853

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 \$625.61

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$625.61	\$625.61

TOTAL DEPOSIT: \$625.61

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$625.61 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #220074

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

J12432 DC0100 L.00.01 12/23/21 PAC

Date last used from: 12/23/2021 To 12/23/2021  
Transaction Number from: 220074 To 220074  
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		
220074	12/23/2021	12/23/2021	WKCCD DEPOSIT		
1.	78	BOOKSTORE SALES		31000-423-8841-69100	625.61
				ENTERED BY: MDJB UNAPPROVED	
				TOTAL AMOUNT	625.61
				DISTRICT TOTAL	625.61
				GRAND TOTAL	625.61

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Dec 23, 2021 10:00:47AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 564854

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 **\$2,029.62**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$2,029.62	\$2,029.62

TOTAL DEPOSIT: **\$2,029.62**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$2,029.62 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
**NOTES: DEPOSIT #220075**

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

J12433 DC0100 L.00.01 12/23/21 FAC

Date last used from: 12/23/2021 To 12/23/2021  
Transaction Number from: 220075 To 220075  
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
220075	12/23/2021	12/23/2021	WKCCD DEPOSIT		
	1.	78	STUDENT RECEIPTS	11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	2,029.62
				TOTAL AMOUNT	2,029.62
				DISTRICT TOTAL	2,029.62
				GRAND TOTAL	2,029.62

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Dec 23, 2021 10:02:52AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 564855

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 **\$19,499.81**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$5,455.40	\$5,455.40
RESTRICTED FUND	84097	0886	5490	\$13,320.33	\$13,320.33
RESTRICTED FUND 41	84597	0886	5490	\$40.00	\$40.00
CAFETERIA	84699	0886	5490	\$684.08	\$684.08

TOTAL DEPOSIT: **\$19,499.81**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$19,499.81 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #220076**

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: 12/23/2021 To 12/23/2021  
 Transaction Number from: 220076 To 220076  
 Date entered from: 00/00/0000 To 99/99/9999

J12434 DC0100 L.00.01 12/23/21 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
220076	12/23/2021	12/23/2021	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300	400.40
2.	78	REIMBURSEMENT		11000-205-6415-12042	1,749.00
3.	78	RETAINED FINANCIAL AID		11000-000-9526-00000	3,306.00
4.	78	DHS ADMIN		12602-309-8839-64992	1,463.33
5.	78	FEDERAL WORK STUDY		12401-353-8153-64600	11,294.82
6.	78	FWS ADMIN ALLOWANCE		12401-353-8151-64600	562.18
7.	78	CAFETERIA SALES		32000-422-8841-69400	684.08
8.	78	SURPLUS AUCTION		41000-000-8913-00000	40.00
				TOTAL AMOUNT	19,499.81
				DISTRICT TOTAL	19,499.81
				GRAND TOTAL	19,499.81

WEST KERN COMMUNITY COLLEGE DISTRICT

Travel Period: 12/1/21 - 12/31/21

Employee	Event/Purpose	Location	Travel Start Date	Travel End Date	Estimated Cost
Brixey, Gabrielle	National Fastpitch Coaches Association Convention	Las Vegas, NV	12/7/2021	12/11/2021	\$ 475.00
Rossi, Mallori	Volleyball State Tournament	Fresno, CA	12/2/2021	12/3/2021	\$ 147.32
Criss, Sarah	Policy and Procedure Workshop	Virtual	12/7/2021	12/7/2021	\$ -
Sundgren, Lori	Regional Supervisor Training	Long Beach, CA	12/9/2021	12/10/2021	\$ 1,455.56
Adriano, Christi	Teaching Public Health Session	Webinar	12/1/2021	12/1/2021	\$ 97.00
Bandy, Kanoe	Volleyball State Tournament	Fresno, CA	12/2/2021	12/5/2021	\$ 159.00