WEST KERN COMMUNITY COLLEGE DISTRICT AGENDA FOR REGULAR MEETING

March 13, 2024

Cougar Room

(Access Through the Library Entrance)
29 Cougar Court
Taft, California 93268

5:00 p.m.

- 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 hable 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. Oral 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. Oral 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.

- CALL TO ORDER
- 2. PUBLIC COMMENT ON CLOSED SESSION ITEMS
- 3. ADJOURN TO CLOSED SESSION
 - A. Public Employee Appointment/Employment, Government Code Section 54957 Title: Superintendent/President
 - 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)
 - G. Conference with Real Property Negotiations

Property: Franklin Field

Agency Negotiator: Todd Hampton, VP of Administrative Services Under Negotiation: Sale or Lease of Property, Including Price and Terms of Payment

H. Conference with Real Property Negotiations

Property: Parkside Development, LLC (APN 032-152-34)

Agency Negotiator: Todd Hampton, VP of Administrative Services

Under Negotiation: Sale or Lease of Property, Including Price and Terms of Payment

I. Conference with Real Property Negotiations

Property: Wheeler Ridge-Maricopa Water Storage District Agency Negotiator: Todd Hampton, VP of Administrative Services Under Negotiation: Sale or Lease of Property, Including Price and Terms of Payment

- 4. RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTION
- FLAG SALUTE
- 6. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
- 7. GENERAL COMMUNICATIONS

- 8. PRESENTATION Strategic Action Plan 2022/23 Data Update
- 9. APPROVAL OF MINUTES Regular meeting January 10, 2024

10. NEW BUSINESS:

- A. Request for Approval Campus Roofing Project Change Order No. 2; \$13,590.50
- B. Request for Approval CDC Wrought Iron Painting Project; \$23,210.00
- C. Request for Approval New Alternative Fuel Vehicle Purchase through the Public Benefit Grants Program; \$71,751.76 in Grant Funding
- D. Second Presentation and Request for Approval Tentative Agreement between Taft College Faculty Association and West Kern Community College District Adjunct Faculty Committee Requirements Compensation; Effective 1/1/24
- E. First Presentation: Adjunct Faculty Program Update and Comprehensive Program Review Compensation
- F. First Presentation: Spring Break 2024 Four-Day Workweek Policy
- G. First Presentation: Proposed reclassification of the Dental Hygiene Clinic Technician and Dental Hygiene Office Technician positions
- H. Second Reading and Request for Approval Board Policy Revisions BP #7600 Campus Security Officers
- I. Second Reading and Request for Approval Board Policy Revision BP #7400 Travel
- J. Second Reading and Request for Approval Administrative Procedure Revision AP #7400 Travel

11. CONSENT AGENDA (Items A – U)

- A. Information Item CCFS-311Q for the 2nd Quarter ending December 31, 2023
- B. Request for Ratification Oxford Global Resources, LLC Consultant Agreement for Banner 9 Training; 3/4/24 Start Date; Hourly Rate of \$165 per Hour for a Total of 80 Hours

- C. Request for Approval SYSCO Diesel Lease Agreement for Food Storage; 3/15/24 3/22/24
- D. Request for Approval Audit Service Engagement with CWDL, Certified Public Accountants; 7/1/23 6/30/26
- E. Request for Approval Support Services Agreement PlanetBids, LLC; 3/15/24 6/30/29; First Year Service Fee \$2,995.08 and Setup Fee of \$5,000.00
- F. Request for Approval Nextstar Media Group, LLC Bakersfield and KGET Digital Agreement; 4/1/24 8/31/24; \$25,000.00
- G. Request for Approval Sinclair Broadcast Group and KBAK/KBFX Digital Agreement; 3/1/24 8/31/24; \$45,000.00
- H. Request for Approval AGM Digital Agreement; 4/1/24 8/31/24; \$100,000.00
- I. Request for Approval AGM Radio Agreement; 4/1/24 8/31/24; \$23,100.00
- J. Request for Approval Alexander Strautman Copywriting and Consulting Agreement Extension; 2/1/24 5/31/24; \$50.00 per Hour for up to 100 Hours, Not to Exceed \$20,000.00
- K. Request for Approval Taft Midway Driller 12-Month Digital and Online Advertising Plan Renewal; \$8,290.20
- L. Request for Approval Modern Campus Omni Content Management Systems (CMS) License Renewal; 5/1/24 4/30/25; \$36,550.00
- M. Request for Approval Videography Services for Taft College Commencement Ceremony; 5/17/24; Not to Exceed \$3,500.00
- N. Request for Approval Purchase of Cidi Design Tool (Canvas Design Tool); 4/1/24 3/30/25; \$6,200.00
- O. Request for Approval Independent Consultant Agreement with Terry Townsend; 3/14/24 6/30/24; \$100.00 per Hour Not to Exceed 30 Hours
- P. Request for Approval Records Destruction
- Q. Request for Approval ABTECH Technologies Quotation Contract No. M5320 for Hardware and Software Maintenance; 4/16/24 4/16/25; \$10,801.00

- R. Request for Ratification Collaborative Brain Trust Amendment (#1) to Provide Educational Master Planning Services; 12/20/23 12/30/24; No Change in Cost
- S. Request for Approval Evisions FormFusion Software Maintenance Renewal; 7/1/24 6/30/25; \$13,057.00
- T. Request for Approval DJ Agreement for ASO Spring Fling Dance; \$500.00
- U. Ratification of the February 2024 Vendor Check & Purchase Order Registers
- 12. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST
- 13. EMPLOYMENT (Action)
 - A. Academic (Appendix I)
 - B. Classified/Confidential/Management Employment (Appendix II)
 - C. Separations (Appendix III)

14. REPORTS:

- A. Financial Reports (For Information)
 - 1. Revenue Accounts (Account Level 1) FY 2023/24
 - 2. Expenditure Accounts (Account Level 1) FY 2023/24
 - 3. Expenditure Detail of \$10,000.00 or Greater, February 2024
 - 4. Student Organization and Special Accounts, February 2024
 - 5. Funds Deposited in County Treasury, February 2024
 - 6. Employee Travel Report February 2024
- B. Trustee Reports
- C. Academic Senate Report
- D. Reports from Staff and Student Organizations
- 15. REPORT OF THE SUPERINTENDENT/PRESIDENT
- 16. NEXT MEETING DATE

The next regular meeting is tentatively scheduled for Wednesday, April 10, 2024, at 5:00 p.m.

- 17. CONTINUATION OF CLOSED SESSION (If Necessary)
- 18. ADJOURNMENT

WEST KERN COMMUNITY COLLEGE DISTRICT MINUTES OF THE BOARD OF TRUSTEES

REGULAR MEETING

February 14, 2024

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:00 p.m. by President Billy White. Secretary Kathy Orrin and trustees Dawn Cole, Mike Eveland and Jeremy Gregory were also in attendance. Interim Superintendent/President Brock McMurray and Executive Assistant Sarah Criss were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were made.

CLOSED SESSION

At 5:01 p.m. it was moved by Trustee Eveland, seconded by Trustee Gregory 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 Title: Superintendent/President
- 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)
- G. Conference with Real Property Negotiations

Property: Franklin Field

Agency Negotiator: Todd Hampton, VP of Administrative Services

Under Negotiation: Sale or Lease of Property, Including Price and Terms of Payment

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 5:59 p.m., it was moved by Trustee Cole, seconded by Trustee Eveland and unanimously carried, to reconvene in Public Session. President White announced that no action was taken.

PLEDGE OF ALLEGIANCE

President Billy White led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There was no public comment.

GENERAL COMMUNICATIONS

There were no general communications.

APPROVAL OF MINUTES

On a motion by Trustee Cole, seconded by Secretary Orrin and unanimously carried, the minutes of the Regular meeting held January 10, 2024, were approved.

NEW BUSINESS

Information Item – Taft College Children's Center 2022-23 Annual Program Self-Evaluation

Meghan Hall-Silviera, Director of the Children's Center, reviewed information from the annual selfevaluation that is submitted to the State Department of Education and the State Department of Social Services (copy attached to official minutes). Information reviews the center's quality of family engagement, program administration, fiscal audit status, and technical assistance and training. The center met all standards outlined and identified areas of growth to continue program improvement efforts.

Request for Approval – Resolution 2023/24-05 – Classified Appreciation Week – April 29 – May 3, 2024 Mr. McMurray shared that this week is in recognition of the work and dedication of classified employees. On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the recommendation was approved (copy attached to official minutes).

Request for Approval – Resolution 2023/24-06 – Faculty Appreciation Week – May 6-10, 2024

Mr. McMurray stated that this week is usually celebrated by the Associate Student Organization. This week is an honor to educators making a positive impact. On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the recommendation was approved (copy attached to official minutes).

First Presentation – Tentative Agreement between Taft College Faculty Association and West Kern Community College District – Adjunct Faculty Committee Requirements Compensation; Effective 1/1/24 Heather del Rosario, Vice President of Human Resources, shares that this language provides compensation for adjunct faculty who have required committee assignments outside of their assigned hours.

Second Reading and Request for Approval – Board Policy Revisions

BP #2735 Board Member Travel
BP #3250 Institutional Planning
BP #7120 Recruitment and Hiring
BP #7600 Campus Security Officers

Mr. McMurray said that these revisions are aligned with CCLC Policy and Procedure recommendations to meet current law (copy attached to official minutes). Trustee Gregory requested BP #7600 be pulled to gather more information. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the revisions to BP #2735, BP #3250, and BP #7120 were approved.

First Reading – Board Policy Revision BP #7400 Travel

Mr. McMurray said that these revisions are aligned with CCLC Policy and Procedure recommendations to meet current law (copy attached to official minutes).

First Reading – Administrative Procedure Revision AP #7400 Travel

Mr. McMurray said that these revisions are aligned with CCLC Policy and Procedure recommendations to meet current law (copy attached to official minutes). Todd Hampton, Vice President of Administrative Services, said that local language is being revised to reflect the government per diem rates for meal reimbursement. This rate is determined by the government annually and reflects costs to the area of travel.

CONSENT AGENDA:

A. Request for Approval – New Courses

Allied Health/Applied Technology Division

PHED 1602 Beginning Yoga

PHED 1612 Intermediate Yoga

Math & Science Division

MATH 1550 Precalculus & Trigonometry

- B. Request for Approval Contract between the California Department of Rehabilitation and Taft College for Workability III Program for 2023/24 2025/26; \$140,172 per Year Revenue with a Certified Match of \$35,830 per Year and a Cash Match of \$30,353 per Year
- C. Request for Ratification Strong Workforce Program Grant; Revenue of \$57,692.31
- D. Request for Ratification Distance Education Captioning and Transcription (DECT) Grant Funding Agreement; 1/19/24 6/30/28
- E. Request for Approval Adjustments to the 2023/24 Adopted Budget
- F. Request for Approval Residence Hall/Dormitory Room & Board Fee Increase; Effective 2024/25 Academic Year
- G. Request for Approval Increase in Room and Board Fees for CIL Residence Hall for the Academic Year 2024-25
- H. Reguest for Approval 2024/25 Non-Resident Tuition Fees
- I. Request for Approval Notice of Release of Grant or Categorically Funded or Temporary Faculty and Administration
- J. Request for Approval Award Marquee Sign Replacement to Sign Solutions; \$37,489.18
- K. Request for Approval Purchase of Metal Mobil Cabinets for Dental Hygiene; \$29,438.59
- L. Request for Approval AMS.NET, Inc. ETEC Switch Replacement Quote #Q-00076965; \$21,996.14
- M. Request for Approval ABTECH Technologies Dell Virtual Environment Support Renewal Quote ABTQ16059; Coverage through January 2025; \$9,527.19
- N. Request for Approval AMS.NET, Inc., Cisco SMARTnet Support Renewal Quote #Q-00077109; 2/27/24 2/28/25; \$7,330.65
- O. Request for Approval BIO-key International, Inc. Portal Guard Annual Renewal; Effective 4/27/24 4/26/25; \$5,500.00

- P. Request for Approval Use of Oildorado Building for TIL Bon Voyage Casino Night; June 1, 2024; \$1,000.00
- Q. Ratification of the January 2024 Vendor Check & Purchase Order Registers

On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, items A-Q were approved (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 Cole and seconded by Secretary Orrin, the Employment Items below were approved by the following vote (Employment Items A - C are attached to official minutes):

- A. Academic Employment
- B. Classified Employment
- C. Separations

Yes: Dawn Cole, Billy White, Mike Eveland, Dr. Kathy Orrin, Jeremy Gregory

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 2023/24
- 2. Expenditure Accounts (Account Level 1) FY 2023/24
- 3. Expenditure Detail of \$10,000.00 or Greater, January 2024
- 4. Student Organization and Special Accounts, January 2024
- 5. Funds Deposited in County Treasury, January 2024
- 6. Employee Travel Report January 2024

Trustee Reports

President White recently attended the State of the County dinner and had the opportunity to meet Tejon Chairman Octavio Escobedo. He shared that the dinner provided a lot of information from around the county.

Trustee Eveland also received a lot of information at the State of the County dinner. He appreciated the variety of representation from across the county.

Trustee Orrin also attended the State of the County dinner. She commended staff on the annual Triple Play dinner and noted that the College baseball team will be the recipients of the Chamber's Community Service award.

Trustee Gregory recognized collaboration with the special education students at Taft Union High School to encourage the students to continue education post-high school.

Academic Senate

Candace Duron, Academic Senate (AS) President, said that Dr. Vicki Jacobi was elected to continue service as the AS Vice President. She updated the Board on Senate discussions on AB 928 changes that have colleges considering adopting the Cal-GETC education plan to simplify education plans for transfer students. Senate members also discussed AB 1111 that would create a common course numbering system for California community colleges.

Associated Student Organization (ASO)

Jay Cuevas, Student Trustee, and the ASO held welcome week events for students as the spring semester kicked off. ASO is celebrating Black History month with many events sharing music, excellence, and history with students in a variety of ways. The celebration will end with a speaking event with Lyle Martin, Sr., former Bakersfield Police Chief. The ASO is also planning a resource outreach day to share resource opportunities with students and raise awareness of services offered by the College.

Instruction

Dr. Devin Daugherty, Dean of Instruction/CTE, shared details of a fieldtrip being planned for Panama Buena Vista Union School District eighth grade and CTE students that will bring over 500 students on campus. Dr. Daughterty is also working on a NASA bridge grant and potentially a National Science Foundation Type III Engine grant. Dr. Leslie Minor, Vice President of Instruction, said that staff have been notified we will be a part of a countywide grant to assist oil and gas displaced workers in conjunction with Employer's Training Resource center. Lori Sundgren, Learning Center Director, told the Board that the center gained a new part-time supplemental instruction aide and that a full-time staff member recently completed an anatomy course so that he may be able to fill the gap needed for tutoring in the course.

Foundation

Dr. Sheri Horn-Bunk, Executive Director, and Dr. Daugherty will host a luncheon on February 28th to share information with Foundation board members and healthcare partners on the upcoming nursing program at Taft College. She reminded the Board of the Hutchison naming event on March 5th that will also celebrate a Chevron gift and the 10-year anniversary of engineering at the College.

Child Development Center

Ms. Hall-Silviera, CDC Director, said that center will be hosting a Read Across America event and will share a children's book written by a Taft native. She also stated that the center is undergoing the self-evaluation cycle.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, is working with staff to advertise enrollment information for summer and fall registration. She continues to work with TIL on the Casino Night that will also celebrate the retirement of Superintendent/President McMurray.

Student Services

Cecilia Alvarado, Dean of Student Services, shared information on outreach events that include Cougar Days, a campaign to make personal contact with current students who have not yet registered, and registration workshops to assist students. Dr. Damon Bell, Vice President of Student Services, gave the Board details on a field trip to Fullerton and Chapman universities, separate summits for TUHS students and TC students, and outreach efforts to contact foster youth in the community. Dr. Bell reported that the EOPS program is serving 305 students, well over the funded amount. They intend to continue efforts to recruit more. Fall graduate count is 213 students that earned a degree.

Dental Hygiene

Dr. Vickie Kimbrough, Director of Dental Hygiene, recently hosted dental program accreditation representatives for a site visit. Of 53 areas reviewed in the process, the program received one recommendation for improvement. Steps to meet the recommendation are underway. The program is also preparing for a state board visit and is rolling out the application for the first bachelor's program courses.

Information Technology/Institutional Research

Dr. Xiaohong Li, Vice President of IT/IR, reviewed information from the first discovery visit from Collaborative Brain Trust, the Educational Master Plan consultant selected to assist in EMP development. Meetings went well with internal groups. Internal and external groups will meet with CBT in April for a second round of discovery sessions. Dr. Li said that IT staff are preparing for a switch and training for full Banner 9 implementation.

Faculty Association

Ruby Payne, President of the Faculty Association, said that faculty are assisting in fall and summer scheduling. Late start courses are beginning and faculty are encouraging past students to consider a late start course or registration in fall or summer courses.

Administrative Services

Dr. Hampton said that Grad Fest is being planned by Bookstore staff. He reported that work is beginning on the WESTEC roof project and that campus fire panel work has completed.

Human Resources

Ms. del Rosario said that recruiting is happening in many departments. HR staff are also preparing to switch employee timekeeping to the UKG system that hosts employee and recruitment data already.

DEIAA Committee

Dr. Amar Abbott, founding member of the Diversity, Equity, Inclusion, Accessibility and Anti-Racism committee, shared information regarding a 40 hour training that many members completed. Those members who completed the training are eligible to apply for NCORE conference registration.

SUPERINTENDENT REPORT

Mr. McMurray recognized recent Employee of the Month recipient Payroll Technician Shannon Clift. He also shared information on the CDC coat drive, the Triple Play dinner featuring Bill Russell, a ribbon cutting event for Berry Petroleum at the Fox Theater, and a community workshop for Carbon Terra Vault. The former CERF grant is transitioning to Kern Coalition for California Jobs. TC Associate Dean of Instruction Jaime Lopez will serve on the Coalition's Governance Council. Mr. McMurray provided more details of the Dental Hygiene accreditation site visit as well as community meetings with Tejon tribe leadership. He recognized successful meetings for the EMP development with engaged participation from many staff members and the importance of supporting consultant work to create a plan that reflects Taft College and our community.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, March 13, 2024.

ADJOURNMENT

At 7:25 p.m., on a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried the meeting was adjourned.

Respectfully Submitted:					
Dr. Kathy Orrin, Secretary					



BOARD AGENDA ITEM

Date:

February 29, 2024

Submitted by:

Richard Treece, Director of Facilities & Planning

Area Administrator:

Todd Hampton, Ed.D., Vice President of Administrative Services

Subject:

Request for Approval

Board Meeting Date: March 13, 2024

<u>Title of Board Item:</u>

Request for Approval of Campus Roofing Project Change Order No. 2

Background:

Please see the attached Change Order No. 2 submitted by AP Architects for Black Hall Construction on the Campus Roofing Project.

It was discovered that one of the overflow drains in the library leaks during heavy rains and one of the couplers needs to be replaced. The Children's Development Center has a roof leak at the upper curved portion of the roof that is leaking into the building and change Order No. 2 is to repair these two areas under the Campuswide Roofing project. The amount of \$13,590.50 is still within the original budget for this project. This will complete all repairs on campus.

It is recommended that the Board of Trustees approve the attached Change Order No. 2 on the Campus Roofing Project.

Terms (if applicable):

Not applicable.

Expense (if applicable):

This Change Order is \$13,590.50 and is still within the original budget for this project.

Fiscal Impact Including Source of Funds (if applicable):

Not applicable.

Approved:

Brock McMurray, Interim Superintendent/President

CHANGE ORDER No.		Distribution to: OWNER	T FIELD			
TWO		ARCHITECT X CONTRACTOR X SURETY X	INSPECTOR		File #: NA DSA #: NA	
PROJECT:	Campu	ollege Kern Community College Di Is Roofing Igar Court	istrict	HANGE ORDER INITIATION		2/21/2024 430-0075
		A 93268		ONTRACT START DATE:		5/19/2023
CONTRACT	147 Ke	Hall Construction, Inc. em Street A 93268	0	RIGINAL CONTRACT OMPLETION DATE:		7/18/2023
You are dire	ected to mal	e the following changes in	this Contract:		Days	\$
2.1	Repair ove	rflow drain pipe at Librar	y Roof per Cont	ractor's Cost Proposal #5.	0	4,589.20
	Reason:	Other: One roof overflow approves the investigation		-		
	Repair met	al roofing drip edge at Cl osal #6	nild Care high ro	oof roof per Contractor's	0	9,001.30
	Reason:	Other: The metal drip edg has damaged the roof na reconstruction of the high	iler. This cost ap	•		
				TOTAL		\$13,590.50
		the Owner and Architect. Idicated his agreement herewith,	including any adjusti	ments in the Contract Time		
The original (C Net change by The (Contract The (Contract	Contract Sum) of previously au Sum) prior to the Sum) will be in Sum) will be in the sum of the sum		modeling any adjust		\$ \$ \$ \$	648,448.00 (33,067.49) 615,380.51 13,590.50 628,971.01
The (Contract	Time) will be in		days days Odays e Order therefore is:	7/18/202	<u>3</u>	
Authorized:	:					
AP Architect	cts		construction, Inc.	Taft College	-	
	un Ave. Suit			OWNER 29 Cougar Court		
Address Bakersfield	, CA 93301	Address Taft, CA 932	268	Address Taft, CA 93268		
BY:		BY:		BY:		
DATE:		DATE:		DATE:		



26-Feb-2024

CP # 5

AP Architects Inc 3434 Truxtun Ave Suite 240 Bakersfield, CA 93301

430-0074 TC Campus Roofing Library Roof Drain Testing & Overflow Piping Repairs

Dear Jose

Black / Hall Construction is pleased to provide the below cost proposal for your review.

ITEM:

Library Roof Drain Testing & Overflow Piping Repairs

Contractor	<u>Total</u>
Testing	\$772.72
TPCO	\$3,399.28

Due to the volatility of our economy, Please note this proposal is good for 5 days

Additional Days Requested		TBD Days
Subtotal		\$ 4,172.00
Mark up	10%	\$ 417.20
Total Add This Request		\$ 4,589.20

Sincerely,

Glenn W. Black President Black / Hall Construction Inc.

P.O. Box 445
Taft, Ca 93268
Phone: 661-763-3818
Fax: 661-763-0048



26-Feb-2024

CP # 6

AP Architects Inc 3434 Truxtun Ave Suite 240 Bakersfield, CA 93301

430-0074 TC Campus Roofing Child Care Center Additional Work Demo Entire East Head Closure, Fabricate & Install Drip Edge Furnish & Install Patches to Cover Holes from Closure Removal

Dear Jose

Black / Hall Construction is pleased to provide the below cost proposal for your review.

ITEM:

Child Care Center Additional Work

<u>Contractor</u>	<u>Total</u>
Midstate Sheetmeta	\$6,024.65
Paint	\$2,158.35

Due to the volatility of our economy, Please note this proposal is good for 5 days

Additional Days Requested		TBD Days
Subtotal		\$ 8,183.00
Mark up	10%	\$ 818.30
Total Add This Request		\$ 9,001.30

Sincerely,

Glenn W. Black President Black / Hall Construction Inc.

P.O. Box 445
Taft, Ca 93268
Phone: 661-763-3818
Fax: 661-763-0048



BOARD AGENDA ITEM

Date:

March 1, 2024

Submitted by:

Richard Treece, Director of Facilities & Planning

Area Administrator:

Todd Hampton, Ed.D., Vice President of Administrative Services

Subject:

Request for Approval

Board Meeting Date: March 13, 2024

Title of Board Item:

Request to Award TC 24-00CDC Wrought Iron Painting Project

Background:

The Child Development Center has approximately 488 ± linear feet of 4' ± wrought iron fence and approximately 325 \pm linear feet of 6' \pm wrought iron fence around the perimeter of the Child Development Center facility, which is showing signs of rust and needs repainting. An alternate solution is to re-paint the fountain equipment fencing that is peeling off.

Proposals were solicited per CUPCCAA and AP 6340. Seven contractors were contacted and three attended the non-mandatory job walk on February 15, 2024. One proposal was received from W. B. Saleh Co. for \$23,210.00. Please see the attached bid tabulation and proposal form.

It is my recommendation that the Board of Trustees award the project to W. B. Saleh Co. for the total sum of \$23,210.00 contingent on CDC State funding agencies' approvals for the funding allocations.

Terms (if applicable):

None.

Expense (if applicable):

The total cost for this project is \$23,210.00.

Fiscal Impact Including Source of Funds (if applicable):

This project will be funded through the CDC budget (\$19,420.00) and the FM&O budget (3,790.00).

Approved:

Brock McMurray, Interim Superintendent/President

QUOTE / PROPOSAL TABULATION



Project Name:

CDC Wrought Iron Fence

Job Walk:

Yes

Project No:

TC 24-019

Proposals Rcvd at:

Taft College Facilities

Owner:

West Kern CCD / Taft College

Proposals Requested:

02/06/24

Architect:

N/A

Proposals Due:

02/27/24

Ba	se Bid	A	Alternate	Tot	al Bid	Bid Bond	CSLB#	DIR#	Date RCVD	Remarks
\$	19,420.00	\$	3,790.00	\$	23,210.00	NA	268108	1000001869	02/26/24	
\$		\$		\$	-	Exercise de la	551265	1000026455		Did not Bid
\$		\$		\$			502739	1000644965		Did not Bid
\$		\$		\$			662387	1000004955		Did not Bid
\$		\$		\$			873176	1000058126		Did not Bid
Ś		Ś		\$	1		647408	1000058493		Did not Bid
\$		\$	-	\$			859548	1000049652		Did not Bid
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BID PROPOSAL FORM

TC 23-019 CDC Wrought Iron Painting
Taft College / West Kern Community College District
Wm. B. Saleh Co. (Bidder Name)

 The above identified Bidder submits the following proposed Bid Price for the Taft College TC 23-019 CDC Wrought Iron Painting project.

1	Base Scope	\$ 19,420.00	
2	Alternate / other	\$ 3,790.00	
	Total Bid Price (Total Lines 1-2)	\$ 23,210.00	

- 2. The Total Bid Price is inclusive of all labor, materials, equipment and services necessary to complete the Project in accordance with requirements of the Contract Documents.
- 3. The Total Bid Price incorporates requirements of, and pricing for, all matters described in the Contract Documents, including Bid Addendum Nos. 12 inclusive.
- 4. The Bidder has submitted the following with this Proposal:

Bid Security (if required) Non-Collusion Affidavit Certificate of Workers Compensation

Subcontractors List Drug-Free Workplace Certification

The individual executing this Proposal on behalf of the Bidder is an employee of the Bidder, authorized to submit this Proposal on behalf of the Bidder and to bind the Bidder to the Proposal.

Dated	2/27/2024
Ву:	166
2	Chris Osburn
	(Name Typed or Printed)
Title	Vice President
DIR Re	egistration #: PWCR 10000 1869
CSLB;	#: <u>208108</u>



BOARD AGENDA ITEM

Date:

February 29, 2024

Submitted by:

Justin Madding, Operations Supervisor

Area Administrator:

Todd Hampton, Ed.D., Vice President of Administrative Services

Subject:

Request for Approval

Board Meeting Date:

March 13, 2024

Title of Board Item:

New Alternative Fuel Vehicle Purchase through the Public Benefit

Grants Program

Background:

The San Joaquin Valley Air Pollution Control District (SJVAPCD) is currently accepting applications from public agencies requesting funding, up to \$20,000 per vehicle not to exceed the maximum funding of \$100,000 per calendar year, for the purchase of new alternative-fuel vehicles.

The District is applying for four (4) Club Car Carryall 700 electric carts with a total cost of \$71,751.76 which would be 100% covered by the grant. These carts would replace the current aging custodial carts, as well as a 1998 Chevrolet Pickup and 2001 Chevrolet 15 Passenger Van. The current custodial carts will be traded in at a value of \$500.00 each as part of the purchase agreement with Power Machinery. The vehicles will be placed inactive until a future Surplus Sale is held or trade-in options are available.

Upon completion of the grant process, the carts will be purchased from Power Machinery Center, an OMNIA Partners member, Omnia ID# 4052035, Contract # EV2671-01. Taft College has been a participant of OMNIA Partners since 2011, member ID# 4052035. Please see the attached proposal.

Terms (if applicable): There is a three (3) year reporting period. The reports will be filed annually by the Director of Facilities & Planning.

Expense (if applicable): \$71,751.76 of grant funding (if approved). \$0.00 general fund.

Fiscal Impact Including Source of Funds (if applicable):

None. Grant funding (if approved).

Approved:

Brock McMurray, Interim Superintendent/President

Please return all completed applications to: SJVAPCD Strategies and Incentives Department 1990 East Gettysburg Avenue; Fresno, CA 93726-0244



PUBLIC BENEFIT GRANTS PROGRAM New Alternative Fuel Vehicle Purchase Application

Applicant Information							
1. Public Agency Name (as it appears			•				
West Kern Community College	e District		_				
2. Tax ID: Taxpayer ID Number (TIN) 95-226	6481						
3. Address:	_						
29 Cougar Court							
4. City:	,		5. State:		5. ZIP Code:		
Taft			CA	9	03268		
7. Mailing Address (if different from a	bove):						
8. City:			9. State:	:	10. ZIP Code:		
11. Have you applied to any other gran	t programs for a	ny vehicle i	n this applicat	ion?			
■ No □ Yes – Name of Grant Progr	am(s):						
Primary Contact Information							
1. First Name:		2. Last	Name:				
Justin		Madding					
3. Title:		4. E-Ma	4. E-Mail:				
Operations Supervisor		jmaddir	ig@taftcol	lege.e	du		
5. Phone Number:	6. Alternate	Contact Nu	mber:	7. Fa	x Number:		
(661) 763-7767 (661) 934-3655			655 n/a				
				_			
Contract Signing Authority							
1. First Name:		2. Last Name:					
Brock		McMurr	ay	_			
3. Title:							
Interim President / Superinten	dent						

New Vehicle Information- Compl	ete a separate	page for each	venicie make/model
1. Number of Vehicles:			
4			
2. Vehicle Type (please select one):			
Electric □ Light-light Duty Vehicle (GVWR < 8,500 lbs.) ■ Transport/Utility Cart □ Scooter □ Bicycle □ Other (specify):		0 lbs.) 1 Duty Vehicle – 14,000 lbs.)	CNG, LNG, or LPG □ Light-light Duty Vehicle (GVWR ≤8,500 lbs.) □ Light-Medium Duty Vehicle (GVWR 8,501 – 14,000 lbs.) □ Transport/Utility Cart □ Other (specify):
			To Makida Madal Vasas
3. Vehicle Make:	4. Vehicle Mo		5. Vehicle Model Year: 2024
Club Car	Carryall 700		
6. Vehicle GVWR:	lla a	7. Engine Ho	rsepower/Kilowatts:
1,475	lbs.	3.711p rate, p	Jeak 20 Hp
8. Fuel Type: ■ Electric □ Plug-In Hybrid □ CNG	□ LNG □ LPG	☐ Other (specify):	
9. Manufacturer's estimated range for	fully charged veh	icle (electric vehicle	es only):
60 miles			
10. Total Cost of each New Vehicle:		1	ling Requested from SJVAPCD (per vehicle):
17,937.94		17,937.94	4
If no, please describe a plan for build			
		of the project after	the grant has been applied:
☐ Co-funding (please name source)			
■ Other (please specify): Not app	ilicable if approv	/ea.	
New Vehicle Dealer Information 1. Vehicle Dealer Name: Power Machinery Center	n		
2. Contact / Salesperson Name:	T	3. E-mail:	
Mauricio Moreno		mmoreno@po	wermachinery.com
4. Phone Number: (661) 323-6041 Ext. 204		5. Fax Number:	

Internal use only

GMS Unit(s):______

New Vehicle Activity Information- Complete a separate page for each vehicle make/model *If applying for multiple vehicles that will be performing different activities, please complete a separate section for each different vehicle activity Number of vehicles with same vehicle activity: 4 **Estimated Annual Vehicle Usage** 3. Use within CA boundaries: 2. Use within SJVAPCD boundaries: (per vehicle): Vehicle Vocation/Use (examples: law enforcement, emergency services, commuting, patrol, pool vehicle, etc.): Taft College Custodial Services Carts 6. Please mark the reason for purchasing the new vehicle(s): ☐ Fleet Expansion - Please list the vehicle(s) you would have purchased had you not applied for this grant: ■ Vehicle Replacement - Please list the year, make, and model of the vehicle(s) to be replaced: 1998 Chevrolet 1/2 Ton Pickup; 2001 Chevrolet 1 Ton 15 passenger Van; 2011 Club Car Carryall 6 (Serial # JR1120-196765), 2008 Club Car Carryall 6 (Serial #JR0832-935240), 2007 Club Car Carryall 6 (Serial # JR0745-835016), 2005 Club Car Carryall 6 (Serial # J0554-582832). □ Other - Please specify: Internal use only GMS Unit(s): **New Vehicle Activity Information** 1. Number of vehicles with same vehicle activity: 4. Estimated Annual Vehicle Usage 3. Use within CA boundaries: Use within SJVAPCD boundaries: (per vehicle): Vehicle Vocation/Use (examples: law enforcement, emergency services, commuting, patrol, pool vehicle, etc.): 6. Please mark the reason for purchasing the new vehicle(s): ☐ Fleet Expansion - Please list the vehicle(s) you would have purchased had you not applied for this grant: □ Vehicle Replacement - Please list the year, make, and model of the vehicle(s) to be replaced: □ Other - Please specify: Internal use only

GMS Unit(s):_

Signature Form

Signing Authority to initial and sign in blue ink

Certifications

By <u>initialing each of the following sections</u>, I certify that I have read the Eligibility Criteria and Application Guidelines and agree to **ALL** of the following terms and conditions:

Signing Auth	ority Signature Date
hereby certif of my knowled	y that all information provided in this application and any attachments are true and correct to the best dge.
Initial	SJVAPCD maintains the right to inspect the new vehicle(s) at any time during the contract period.
Initial	Applicant will not purchase or take delivery of the new vehicle(s) until receiving an executed contract with the SJVAPCD.
Initial	Project match funding is reasonably available to complete the project in a timely manner.
Initial	Additional funding sources, or other financial incentive(s) and funding amounts to be used towards this project are disclosed on the application.
Initial	Any funding received, including funding from other sources, combined with this grant will not exceed the full cost of the new vehicle(s).
Initial	Appropriate fueling or charging infrastructure for the new vehicle(s) is or will be readily available or accessible.
Initial	The vehicle(s) purchased is/are a new OEM <u>electric, plug-in hybrid, or alternative fuel</u> vehicle(s) eligible for this program in accordance with the program guidelines.
Initial	The new vehicle(s) will be used by a public agency located within the geographic area of the SJVAPCD.
Initial	percent (75%) or more of the vehicle miles traveled or fuel consumption will be within the boundaries of the SJVAPCD for at least three (3) years from the date the vehicle is placed into service.

Application Packet Checklist

When submitting a project for consideration, submit a **complete** application packet. An incomplete application packet will lengthen the application processing time and delay possible incentive funding. A complete application packet includes the following items:

Completed Application (Pages 1 thru 3), no required fields blank.
Completed Signature Form (Page 4), signed in blue ink.
First page of IRS Form W-9.
Dated and itemized dealer quote for the new vehicle(s).
The quote must provide a breakdown of the total cost of the new vehicle and warranty (if not included in the purchase price), and include specific vehicle and engine information such as make, model, model year, engine horse power or watts, and vehicle GVWR.
Resolution from the Applicant's governing body (i.e. City Council or County Board of Supervisors), or other documentation signed by a duly authorized official with authority to make financial decisions, authorizing the submittal of the application and identifying the individual authorized to implement the new vehicle project.
If applicable, documentation which demonstrates future availability/accessibility <u>and</u> specifies the timeframe when infrastructure will be available/accessible. Only applicants who currently do not have infrastructure, or access to infrastructure, specific to the new vehicle(s) applied for in this project are required to submit this documentation.

Form W-9 (Rev. December 2014)

(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

interna		lue Service																		_					_
,		-	on your incom			s requi	ired o	on this	nis line;	; do n	not leav	ve this	s line l	blank.											
	West Kern Community College District																								
જાં	1		disregarded ent	ity name	, if different f	irom a	above	/e																	
page	Taft	College																							_
e ns on pa	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☐ Individual/sole proprietor or ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate single-member LLC									cert	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any)														
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Print or type Instructions									_																
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See	Taft,	, CA 93268																	_						_
	7 Li	st account nur	mber(s) here (op	otional)																					
Pa	t I	Taxpa	yer Identif	ficatio	n Numb	er (T	TIN)	<u>)</u>																	
Enter	vour	TIN in the ar	propriate box	x. The Ti	N provided	d mus	st m	natch	the n	name	e give	n on l	line 1	to av	oid	So	cial s	ecurit	nun	ber					_
back	un wit	hholding, Fo	or individuals.	this is a	enerally vo	ur so	ocial	l secu	urity n	numb	ber (S	SN). I	Howe	ever, f	or a				_	l	۱_				
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TIN o	n pag	je 3.				,						•		•		or									
Note	. If the	account is	in more than o	one nan	ne, see the	instn	ructic	ions fo	for line	e 1 ai	and th	e cha	art on	page	4 for	En	tploy	er ider	tifica	tion	numt	er	_	_	
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Pai	rt II	Certif	ication																		_				
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			on this form is																						
S	2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and																								
3. I a	am a l	J.S. citizen c	or other U.S. p	erson (d	defined bel	ow); a	and	i																	
4. Th	e FAT	CA code(s)	entered on thi	is form (if any) indic	cating	g tha	at I ar	am exe	empt	t from	FAT	CA re	eportir	ng is c	orrect	: .								
beca intere gene instra	4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have falled to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.																								
Sign		Signature o												n	ate ►										
	ٽ ا	U.S. person	<u> </u>																						

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- 2. Certify that you are not subject to backup withholding, or
- 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.

Form W-9 (Rev. 12-2014)

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- · An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- . An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- in the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

- 1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident allen.
- 2. The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
 - 4. The type and amount of income that qualifies for the exemption from tax.
- Sufficient facts to justify the exemption from tax under the terms of the treaty

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

- 1. You do not furnish your TIN to the requester,
- 2. You do not certify your TIN when required (see the Part II instructions on page 3 for details).

- 3. The IRS tells the requester that you furnished an incorrect TIN,
- 4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
- You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See Exempt payee code on page 3 and the separate instructions for the Requester of Form W-9 for more information.

Also see Special rules for partnerships above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See Exemption from FATCA reporting code on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

- b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.
- c. Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.
- d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.
- e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4. Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2-The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
 - 5-A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
 - 8-A real estate investment trust
- 9—An entity registered at ail times during the tax year under the Investment Company Act of 1940
 - 10-A common trust fund operated by a bank under section 584(a)
 - 11-A financial institution
- 12-A middleman known in the investment community as a nominee or custodian
 - 13-A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for	THEN the payment is exempt for
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
 - B-The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- D-A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
 - G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
 - I-A common trust fund as defined in section 584(a)
 - J-A bank as defined in section 581
 - K-A broker
 - L-A trust exempt from tax under section 664 or described in section 4947(a)(1)
 - M-A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line (

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see Exempt payee code earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

- Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.
- 2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
- 3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.
- 4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
- 5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
Individual Two or more individuals (joint account)	The individual The actual owner of the account or, if combined funds, the first individual on the account
Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee' The actual owner'
Sole proprietorship or disregarded entity owned by an individual	The owner ³
 Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i) (A)) 	The grantor*
For this type of account:	Give name and EIN of:
Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
 Association, club, religious, charitable, educational, or other tax- exempt organization 	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i) (B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

- ³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.
- List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see Special rules for partnerships on page 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN
- Ensure your employer is protecting your SSN, and
- . Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

² Circle the minor's name and furnish the minor's SSN.

3450 East Camino Avenue Oxnard CA 93030-8809 Phone (805) 485-0577 Fax (805) 983-2773



3263 Rio Mirada Drive Bakersfield CA 93308-4945 Phone (661) 323-6041 Fax (661) 323-5671

February 28, 2024

Taft College Attn: Richard Treece

29 Cougar Court Taft, CA 93268 (661) 763-7767 rtreece@taftcollege.edu



2024 Club Car Carryall 700 (Electric)

OMNIA PARTNERS
NATIONAL ACCOUNT PRICING
OMNIA ID# 4052035
CONTRACT # EV2671-01
20% DISCOUNT- VEHICLE
15% DISCOUNT- ACCESSORIES

Thank you for considering Power Machinery Center for your material handling equipment needs. We are pleased to offer the following for your review and approval.

Model:

2024 Club Car Carryall 700 (Electric)

Quantity:

4

Specifications

Motor	48 Volt DC
Controller	500 Amp - Solid State
Horsepower	3.7 hp rated, Peak 20 hp.
Battery	Eight (8) 6V flooded lead acid
Charger	DeltaQ QuiQ High Frequency - On Board
Suspension Front	Independent leaf spring with dual hydrualic shocks
Suspension Rear	Independent leaf spring with dual hydrualic shocks
Brakes	4-Wheel mechanical drum
Bed (L x W)	65.5 x 47.5
Speed	5 - 17 mph
Range Distance	40-60 miles
Curb Weight	1,475 lbs.
Towing Capcity	1,500 lbs.
Vehicle Capacity	1,500 lbs.

	Curb Weight	1,475 lbs.
	Towing Capcity	1,500 lbs.
	Vehicle Capacity	1,500 lbs.
Standard F	eatures	
	☐ Halogen Headlights	☐ 12V Power Point
	☐ White Cowl Color	☐ Electric Bed Lift
	☐ Extra Heavy Duty Suspension	☐ Hour Meter
	☐ Grey Color Standard Seat	☐ DC-DC Converter
	On-Board Hi-Freq Charger	☐ Premium Tire 6 Ply Rated 20x10-10
Additional	Items Included	
	☐ Stake Side Kit	☐ Hinged Windshield
	5 Panel Rear View Mirror	☐ Differential Guard
	5 Spoke Silver Wheel Cover	
	☐ Tail Lights, Brake Lights, Horn	
	☐ White Canopy	

Pricing an	nd Terms						
7		Purchase Price		\$16,157.00			
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	Vehicle Subtotal			\$ 12,925.60			
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		sory Total		\$1,139.92			
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	Factory Freight			\$955.77			
	Delivery Fee			\$825.00			
	Total			\$17,937.94 Each			
		Qty: (4)		x 4			
		Grand Total:		\$71,751.76			
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Prepared and Submitted By: Mauricio "Maury" Moreno (661) 344-2209

WEST KERN COMMUNITY COLLEGE DISTRICT

RESOLUTION	#
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AUTHORIZATION OF INDIVIDUAL TO MAKE APPLICATION FOR AND ADMINISTER THE NEW ALTERNATIVE FUEL VEHICLE PURCHASE PROGRAM THROUGH THE SAN JOAQUIN VALLEY AIR POLLUTION CONTROL DISTRICT

WHEREAS, Several Local, State, and Federal programs allow public and nonprofit transportation providers to apply for administration, capital, and operation assistance programs or grants; and WHEREAS, West Kern Community College District Board of Trustees must authorize someone by resolution, as the "Authorized Individual" to make application and administer the Public Benefit Program through the San Joaquin Valley Air Pollution Control District: NOW, THEREFORE, be it resolved that the West Kern Community College District Board of Trustees hereby authorizes [Superintendent or Superintendent's designee to make application for, to sign required assurances, and to administer the New Alternative Fuel Vehicle Purchase Program through the San Joaquin Valley Air Pollution Control District with respect to applications for Local, State, and Federal programs, projects, or grants, on behalf of this District. The foregoing Resolution was adopted by the Board of Trustees of the West Kern Community College District at the regularly scheduled meeting held on March 13, 2024, by the following vote: AYES: NOES: ABSENT: ABSTAIN:

[Signature]

[Name]

[Position on the Board]

Board of Trustees



BOARD AGENDA ITEM

Date:

February 6, 2024

Submitted by:

Heather del Rosario, Vice President of Human Resources

Area Administrator:

Brock McMurray, Interim Superintendent/President

Subject:

Request for Approval

Board Meeting Date: March 13, 2024

Title of Board Item:

Second Presentation and Request for Approval: Adjunct Faculty Committee Requirements Compensation

Background:

As part of continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus on the addition of Article 7.2.6.2 "Adjunct Faculty Committee Requirements" and a revision of the Faculty Salary Schedule Appendix B-1. Article 7.2.6.2 would read:

Adjunct faculty committee requirements outside of assigned hours, that are required to support district obligations, will be compensated for hours served at the appropriate adjunct rate. Participation is assigned per request of the appropriate administrator and acceptance of the adjunct faculty member.

Terms (if applicable):

Effective January 1, 2024

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved:

Brock McMurray, Interim Superintendent/President

Tentative Agreement Between

Taft College Faculty Association (TCFA/CTA/NEA) And **West Kern Community College District**

ADJUNCT FACULTY COMMITTEE REQUIREMENTS COMPENSATION

This Tentative Agreement ("Agreement") is made by and between the Taft College Faculty Association ("TCFA/CTA/NEA") and the West Kern Community College District ("District") (collectively referenced as the "parties") with respect to the following recitals:

As part of continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus regarding the addition of Article 7.2.6.2. "Adjunct Faculty Committee Requirements" and revision to the Faculty Salary Schedules, Appendix B-1, "Extra Duty Compensation".

- 1. The above recitals are true and correct.
- 2. The parties agree, effective January 1, 2024, to add Article 7.2.6.2, "Adjunct Faculty Committee Requirements" as follows:
 - Article 7.2.6.2, Adjunct Faculty Committee Requirements: Adjunct faculty committee requirements outside of assigned hours, that are required to support district obligations, will be compensated for hours served at the appropriate adjunct rate. Participation is assigned per request of the appropriate administrator and acceptance of the adjunct faculty member.
- 3. The following will be added to the Faculty Salary Schedule, Appendix B-1, Extra Duty Compensation:
 - Adjunct Faculty Committee Requirements: Adjuncts will be compensated at the appropriate adjunct rate for committee assignments as outlined in Article 7.2.6.2.
- 4. Except as set forth in this Agreement, all other terms and conditions of the CBA shall remain unchanged.
- 5. This Agreement will become effective after ratification by the TCFA/CTA/NEA members and the District's Governing Board.

Billy White, President	
Board of Trustees West Kern Community College District	Taft College Faculty Association/CTA/NEA
Dated: March, 2024	Dated: March, 2024
Board Approval:	

First Presentation: February 14, 2024

Second Presentation/Approval: March 13, 2024



BOARD AGENDA ITEM

Date:

February 14, 2024

Submitted by:

Heather del Rosario, Vice President of Human Resources

Area Administrator:

Brock McMurray, Interim Superintendent/President

Subject:

Information Item

Board Meeting Date:

March 13, 2024

Title of Board Item:

First Presentation: Adjunct Faculty Program Update and Comprehensive Program Review Compensation

Background:

As part of continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus on compensation for adjuncts assigned to complete the annual program review and/or update process as follows:

The parties agree, effective January 1, 2024, to add Article 7.2.6.3, "Adjunct Faculty Comprehensive Program Review and/or Annual Program Update Compensation" as follows:

- Article 7.2.6.3, Adjunct Faculty Comprehensive Program Review and/or Annual Program Update Compensation: Adjunct faculty requested to complete the Annual Program Review or Comprehensive Program Review process will receive the appropriate stipend per the Faculty Extra Duty Page, Appendix B-1. Participation is assigned per request of the appropriate administrator and acceptance of the adjunct faculty member.
- 2. The parties agree, for the 2023-24 year, adjunct faculty completing an Annual Program Update will receive a \$300 stipend. For adjunct faculty completing an Annual Program Review they will receive a \$500 stipend. Adjunct Faculty that complete a Comprehensive Program Review will receive \$1,200.00. No additional compensation will be due for this review cycle.

Terms (if applicable): Effective January 1, 2024

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: Brock McMurray, Interim Superintendent/President

Tentative Agreement Between

Taft College Faculty Association (TCFA/CTA/NEA) And **West Kern Community College District**

ADJUNCT FACULTY COMPREHENSIVE PROGRAM REVIEW AND/OR ANNUAL PROGRAM REVIEW COMPENSATION

This Tentative Agreement ("Agreement") is made by and between the Taft College Faculty Association ("TCFA/CTA/NEA") and the West Kern Community College District ("District") (collectively referenced as the "parties") with respect to the following recitals:

As part of continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus regarding the addition of Article 7.2.6.3. "Adjunct Faculty Committee Requirements" and revision to the Faculty Salary Schedules, Appendix B-1, "Extra Duty Compensation".

- 1. The above recitals are true and correct.
- 2. The parties agree, effective January 1, 2024, to add Article 7.2.6.3, "Adjunct Faculty Comprehensive Program Review and/or Annual Program Update Compensation" as follows:

Article 7.2.6.3, Adjunct Faculty Comprehensive Program Review and/or Annual Program Update Compensation: Adjunct faculty requested to complete the Annual Program Review or Comprehensive Program Review process will receive the appropriate stipend per the Faculty Extra Duty Page, Appendix B-1. Participation is assigned per request of the appropriate administrator and acceptance of the adjunct faculty member.

- 3. The parties agree, for the 2023-24 year, adjunct faculty completing an Annual Program Update will receive a \$300 stipend. For adjunct faculty completing an Annual Program Review they will receive a \$500 stipend. Adjunct Faculty that complete a Comprehensive Program Review will receive \$1,200.00. No additional compensation will be due for this review cycle.
- 4. Except as set forth in this Agreement, all other terms and conditions of the CBA shall remain unchanged.
- 5. This Agreement will become effective after ratification by the TCFA/CTA/NEA members and the District's Governing Board.

Dille Wilete Described	
Billy White, President Board of Trustees	Ruby Payne, President Taft College Faculty Association/CTA/NEA
West Kern Community College District	Tate college Faculty Association, CTA, NEA
Dated:	Dated:
Board Approval:	

First Presentation: March 13, 2024

Second Presentation/Approval: April 10, 2024

WEST KERN COMMUNITY COLLEGE DISTRICT

ACADEMIC SALARY SCHEDULE 2023-24 (8.22%) EXTRA DUTY COMPENSATION

(Including Addendum to 2023-26 Agreement)

URLY RATE (ADJUNC	CHIMMED SESSION	I AND OVERLOADI*

Step 1	\$75.49
Step 2	\$79.08
Step 3	\$88.70

ATHLETIC ASSIGNMENTS (WHEN NOT A PART OF LOAD OR OVERLOAD)

See Appendix B-4, Exhibit 1

OTHER ACADEMIC ASSIGNMENTS	FTEF*	
Division Chairperson	0-10	\$11,050.46
20% Release Time + Stipend	>10-20	\$12,629.09
* FTEF will be recalculated by March 1 each year	>20+	\$14 207 72

Academic Senate - 100% Release Time - (AB 1725 funded)

Faculty Association President - 40% Release Time

Student Learning Outcome (SLO) Coordinator-50% Release Time (when position is assigned to faculty member)

Accreditation Liaison Officer - 3 hours for each week of the fall & spring semesters & summer session at the appropriate hourly rate

CDC Director Grant Writing Stipend (currently inactive) \$6,314.54
Coordinator of Art Gallery \$1,860.28
Student Newspaper Advisor \$1,530.07

College Concurrent Program Advisor***

Dental Hygiene Board of California (DHBC) 50 hour remediation course per semester. \$1,459.40 Western Regional Exam Board (WREB) 80 hour remediation course per semester. \$1,824.26

Adjunct Faculty Course Outlines of Records (COR) Development

Minor revision to COR - 3 hours at the appropriate hourly rate

Major revision to COR or New COR - 5 hours at the appropriate hourly rate

Credit by Exam: Pay for actual time worked, instructor completes time card and receives up to 3 hours for each test administered.

CLUB ADVISOR ASSIGNMENTS

Associated Student Body Advisor (ASB)***

Phi Theta Kappa Advisor (PTK)***

 Dental Hygiene Club (DHC)
 \$2,146.86

 International Club Advisor
 \$9,953.50

 Club Advisor (up to 11 per Article 7.3.7)
 \$2,186.79

- * Includes equity
- ** In addition to \$3,632.85/yr. for off-season duties, meetings and recruiting
- *** Advisor has the choice to receive 1 hr per week at the appropriate hourly rate or credit for two committee assignments

Adjunct Faculty Extra Duty

Annual Program Update Comprehensive Program Review Screening Committee Compensation \$300.00 \$1,200.00

Paid at appropriate adjunct rate

Historical Notes

*8.22% COLA effective 7/1/23, Board Approved 10/3/2023	1.59% Salary Schedule Increase effective 7/1/16, Board Approved 10/12/16
6.56% COLA effective 7/1/22, Board Approved 09/14/2022	1.02% COLA effective 7/1/15, Board Approved 9/9/15
2.75% COLA plus 0.32% effective 7/1/21, Board Approved 11/11/21	0.85% COLA effective 7/1/14, Board Approved 8/13/14
2.32% COLA effective 7/1/2020, Board Approved 10/14/2020	1.57% COLA plus 0.43% effective 7/1/13, Board Approved 10/09/13
3.26% COLA effective 7/1/19, Board Approved 10/9/2019	1.8% Salary Schedule increase effective 7/1/11, Board Approved 3/18/12
2.71% COLA effective 7/1/18, Board Approved 10/10/18	0.0% COLA effective 7/1/08, 7/1/09, 7/1/10, 7/1/11, 7/1/12
1.69% Salary Schedule Increase effective 7/1/17, Board Approved 01	/10 4.4% COLA effective 7/1/07, Board Approved 6/14/07
1.56% COLA effective 7/1/17, Board Approved 10/11/17	5.87% COLA plus 3% Effective 7/1/06, Board Approved 6/14/06
	3.81% COLA Effective 7/1/05, Board Approved 6/8/05



BOARD AGENDA ITEM

Date:

March 6, 2024

Submitted by:

Heather del Rosario, Vice President of Human Resources

Area Administrator:

Brock McMurray, Interim Superintendent/President

Subject:

Information Item

Board Meeting Date:

March 13, 2024

Title of Board Item:

Spring Break Four-Day Workweek Policy

Background:

The District would like to implement a four-day workweek for the week of March 25-29, 2024, for all District faculty and staff in departments that are able to participate. Departments that are eligible as outlined in the relevant MOU will work Monday-Thursday and have Friday off.

The attached MOU outlines the details of the change in the Districtwide work schedules during this time period. The attached policy also serves as a qualified alternative work schedule under the Classified Bargaining Agreement and under the Education Code. Any hourly classified employees working the ten hour–four day work schedule will not incur overtime for hours worked over 8, but not more than 10, in the day for the standard overtime work schedule during this time period.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

<u>Fiscal Impact Including Source of Funds (if applicable):</u>

N/A

Approved:

Brock McMurray, Interim Superintendent/President

Memorandum of Understanding

Classified School Employees Association and its Taft College Chapter #543 And West Kern Community College District

Spring Break Four-Day Work Week

This West Kern Community College District ("District") and California School Employee Association and its Chapter #543 ("CSEA") (collectively referenced as the "parties") here by agree to the following Memorandum of Understand and is with respect to the following recitals:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding implementation of a Spring Break Four-Day Work Week, effective March 25, 2024 through March 29, 2024.

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

- 1. The above recitals are true and correct.
- 2. The parties agree to implement a Four-Day Work Week for the period of March 25-29, 2024 as follows:
 - a) For the period extending from Monday, March 25, 2024 through Friday, March 29, 2024, employees in eligible departments will be moved to a "four-tens" work schedule, working Monday-Thursday and will be off on Friday. The following exceptions to apply:
 - Employees in Maintenance and Operations: full-time classified employees will work a four-day workweek. District need requires Maintenance and Operations duties be performed Monday through Friday. Alternate work schedules will be created for applicable staff to ensure coverage.
 - Child Development Center will maintain on-site operations Monday Friday.
 - Dental Hygiene is not eligible as individual alternate work schedules are in place to support department and clinic needs.
 - Campus Security will continue to provide on-campus security 7 days per week.
 - b) The parties agree that effective dates and impacted departments are subject to change based on student support needs. Changes will be made through mutual agreement with the Taft College Classified Collective Bargaining Committee.
 - c) The parties agree to waive the daily overtime provision for hours worked up to 10 per day for employees eligible to work a four day work week.
- 3. This MOU does not establish a precedent or create a past practice in regard to the subject matters set forth herein.
- 4. The terms of this MOU may not be cited or relied upon for any other purpose in any other administrative or judicial matter or forum.

5.	This Agreement will become effective after ran Board.	tification by the CSEA members and the Dis	trict's Governing
	k McMurray, Interim Superintendent/President t Kern Community College District	Greg Hawkins, President California School Employees Association Cl	hapter #543
Date	d:	Dated:	
		Andrea Juarez, Labor Relations Representa California School Employees Association	itive
Boar	d Approval:		
•	White, President d of Trustees, West Kern Community College Di	strict	
First	Presentation:, 2024	Second Presentation/Approval:	, 2024



BOARD AGENDA ITEM

Date:

February 29, 2024

Submitted by:

Heather del Rosario, Vice President of Human Resources

Area Administrator:

Brock McMurray, Interim Superintendent/President

Subject:

Information Item

Board Meeting Date:

March 13, 2024

Title of Board Item:

First Presentation: Proposed reclassification of the Dental Hygiene Clinic Technician and Dental Hygiene Office Technician positions.

Background:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding reclassification of the Dental Hygiene Clinic Technician and Dental Hygiene Program Technician positions due to an accretion of duties.

1) A step increase to Range 24 on the Classified Salary Schedule will be applied and implemented retroactively to March 1, 2024. The parties further agree to update the job descriptions as agreed upon in Exhibit A "Dental Hygiene Clinic Technician" and Exhibit B "Dental Hygiene Program Technician".

Terms (if applicable):

An implementation date retroactive to March 1, 2024.

Expense (if applicable):

See below.

Fiscal Impact Including Source of Funds (if applicable):

Approved:

Brock McMurray, Interim Superintendent/President



Position:	Dental Hygiene Clinic Technician	Position Control:	
Department:	Instruction	Position Class:	Clerical/Secretarial
Gives Direction:		Unit:	Classified
Direct Supervisor:	Dental Hygiene Director	Salary Range:	24
Next Level Supervisor:	Vice President of Instruction	Hours per week:	40
		Months per	
Educ. Admin.:	VP, Instruction	year:	12
Date Revised:	3/01/2024		

DEFINITION:

Under general supervision, performs duties such as processing of instruments, updating and maintaining the Safety Data Sheets (SDS), ensures compliance with Cal OSHA, Center for Disease Control (CDC) and Dental Hygiene Board of California (DHBC) regulations; performs specialized record keeping pertinent to patient records and student clinic worksheets; serves as the primary contact for the Dental Hygiene Clinic. Performs related duties as assigned.

CLASS CHARACTERISTICS:

Employees in this class have a responsibility to ensure that the Dental Hygiene Clinic is fully operational and maintained in a safe and efficient manner. Serves as the initial intake for the clinic working with students, staff, and patients in an education environment providing instruction, and clinical education to dental hygiene students. Keeps current on information regarding regulations and compliance laws of the State of California. Has a high degree of accountability.

REPRESENTATIVE DUTIES:

The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

Front Office Related Duties

Serves as the clinic receptionist and patient coordinator for the Dental Hygiene Clinic.

Assists the Department in general office work, such as correspondence, schedules, reports, purchase orders, etc.

Coordinates and performs a variety of complex secretarial and clerical duties such as data entry, maintaining records, filing, processing and distributing mail; and ordering and maintaining general office supplies, and maintenance of office equipment.

Serves as a liaison to students and faculty;

Provides information and assistance to faculty, staff, students, and the public regarding the clinic, including providing public tours as requested.

Checks-in all patients scheduled for clinic sessions, ensures patient paperwork is up to date and filled out properly. Accepts patient payments.

Receives and reconciles patient payments to ensure audits are correct.

Deposits all funds collected.

Develops and maintains patient appointment book for each semester and each student cohort; notifies students of cancellations and schedule changes.

Develops and maintains confidential patient files in compliance with HIPAA regulations.

Manages electronic processes to send and receive patient x-rays with other oral health providers via DENTRIX software or email, ensuring correct diagnostic order for teeth positioning.

Develops and maintains standard patient documents such as patient questionnaire forms, flyers, policies and procedures.

Attends meetings as assigned and provides administrative staff support, including taking notes and preparing minutes.

Coordinate patient satisfaction surveys.

Clinic Related Duties

Serves as a technical resource for staff and students. Assists students with the use of Dentrix (patient management software) and Dexis (x-ray software). Provide basic troubleshooting with Dentrix and Dexis systems.

Orders and maintains all clinic and lab supplies required for student instruction and learning during patient care procedures.

Maintains/troubleshoots dental equipment which includes, dental chairs, bracket tables, sterilizers, instrument processors, and radiography equipment.

Ensures that the clinic is clean and orderly following OSHA/CDC infection control mandates.

Demonstrates to students and faculty the safe and proper use of laboratory/clinic equipment, which includes radiology equipment (digital sensors, Dexis software, and other related systems).

Provides guidance to students learning to operate clinic equipment (dental chairs, instrument processing, sterilization machines, and record logbooks).

Monitors and changes water filtration cartridges when required.

Monitors and orders oxygen and nitrous oxide tanks as needed for clinic, labs, or continuing education courses.

Assists the Director in the daily operations of the clinic, which includes implementing staff and student rotation schedules, providing direction on clinical procedures during emergency situations and the opening and closing of each clinic session.

Maintains audit forms required by CODA accreditation.

Develops and maintains check-out systems for equipment used daily by students to ensure equipment is returned in working order.

Completes weekly spore tests on steam sterilizers. Maintains record of all test results.

Cleans and tests all waterlines on dental and ultrasonic units each semester as required by OSHA/CDC. Maintains record of test results.

Performs routine and analytical work needed to prepare chemicals, equipment, and materials safely and correctly order, mix and keep dated material current.

Operates, maintains, adjusts, performs routine maintenance on and calibrates a variety of technical laboratory equipment; troubleshoots equipment and makes minor repairs or arranges for service repair.

Maintains safety standards by safely handling, labeling, storing, and disposing of hazardous or bio-hazardous materials properly.

Assists in preparation of and submits data to the state and federal agencies in order to maintain licensure, radiology certifications and accreditation.

Completes required paperwork as needed such as work orders, warranty registration, and yearly support of Dental Hygiene equipment.

Apprise director and faculty of problems or unexpected shortages and resource requirements in the Dental Hygiene Clinic

Performs other related duties as requested or assigned.

EMPLOYMENT STANDARDS:

Minimum Qualifications

Education and Experience:

High school diploma or equivalent and three (3) years of front office dental experience or related administrative assistant experience.

Desirable Qualifications:

Associates degree or equivalent Registered Dental Assistant Dental Assistant Dental Office Experience OSAP Certification

Personal:

Ability and desire to work cordially and effectively with students, staff, faculty and the general public.

Show initiative, poise, good judgment and tact.

Oriented in customer service.

Maintain confidentiality.

Detail oriented.

Dependable in attendance and punctuality.

Flexible in assuming other assignments as the need arises.

Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, faculty and the general public.

Knowledge of:

Principles and practices of dental hygiene.

The subject matter and theoretical principles of dental hygiene.

The materials, equipment, supplies and laboratory methods, practices and techniques used in dental hygiene.

The care and maintenance of chemicals for required clinic laboratory studies.

The applicable tools, materials and equipment utilized in the repair, calibration and maintenance of clinical laboratory equipment and instruments.

The principles, practices and environmental health and safety regulations necessary to use and dispose of hazardous or bio-hazardous materials.

Effective methods of working with the public.

Effective written and oral skills.

Basic research and evaluation methods.

Computer applications such as Word, Excel, e-mail and internet browsers.

Basic filing methods.

Correct English usage, grammar, spelling, punctuation and vocabulary.

General secretarial skills and techniques.

Organizational and prioritization skills.

Accurate recordkeeping operations and guidelines.

Knowledge of math procedures for computation purposes.

Modern office practices, procedures and equipment.

Record keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Ability to:

Perform receptionist and clerical duties.

Provide information in a clear and understandable manner.

Work independently with constant interruptions.

Provide good customer service.

Learn office policies, rules and practices.

Understand and follow oral and written directions.

Meet schedules and timelines.

Maintain records and prepare accurate reports.

Maintain confidentiality.

Communicate effectively both orally and in writing.

Establish and maintain cordial, cooperative and effective working relationships with others.

Learn District processes and procedures, rules, laws and regulations.

Learn District programs and services offered to students.

Read and interpret and maintain currency of knowledge of applicable state and federal laws, rules and regulations.

Be efficient and well organized.

Enter and retrieve computer information accurately.

Keep files current, accurate and in order.

Comply with requested data, reports, and fiscal operations.

Learn program referral procedures.

Learn admission requirements and waiting list system.

WORKING CONDITIONS:

Physical Requirements:

Assignments are typically 40 hours per week and 12 months per year.

May require evening, overtime, holiday or weekend hours throughout the year.

Work is generally performed indoors.

- 1. Vision sufficient to read documents and computer terminal displays.
- 2. Speech and hearing to communicate in person or by telephone.
- 3. Manual dexterity sufficient to use a variety of office equipment, computer keyboards and to handle paper.
- 4. Sit for long periods of time.
- 5. Ability to lift and carry 25 pounds such as paper and reports.
- 6. Ability to bend and reach to retrieve and file supplies, equipment and documents.

Reasonable accommodations will be made for candidates and employees with physical disabilities.

Environment:

Work is performed in an office/clinic environment and in the classrooms and laboratories of the Dental Hygiene Program serving a diverse student population with an emphasis on student success. May be exposed to an environment where chemicals, fumes, particulates and organisms can present health hazards if not handled efficiently and safely.

Supervision:

Direct Supervision is received from the Director of Dental Hygiene. Work direction may be given to student workers. May take or give work direction on projects as assigned.

Tentative Agreement

California School Employees Association and its Taft College Chapter #543 And West Kern Community College District

Reclassification

This West Kern Community College District ("District") and California School Employee Association and its Chapter #543 ("CSEA") (collectively referenced as the "parties") here by agree to the following Tentative Agreement and is with respect to the following recitals:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding reclassification of the Dental Hygiene Clinic Technician and Dental Hygiene Program Technician positions due to an accretion of duties.

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

- 1) The above recitals are true and correct.
- 2) A step increase to Range 24 on the Classified Salary Schedule will be applied and implemented retroactively to March 1, 2024. The parties further agree to update the job descriptions as agreed upon in Exhibit A "Dental Hygiene Clinic Technician" and Exhibit B "Dental Hygiene Program Technician".
- 3) Except as set forth in the Agreement, all other terms and conditions of the CBA will remain unchanged.
- 4) This agreement does not establish a precedent or create a past practice in regard to the subject matters set forth herein.
- 5) The terms of this Tentative Agreement may not be cited or relied upon for any other purpose in any other administrative or judicial matter or forum.
- 6) This Agreement will become effective after ratification by the CSEA members.

ROW	
Brock McMurray, Interim Superintendent/President	Greg Hawkins, President
West Kern Community College District	California School Employees Association Chapter #543
Dated:	Dated:
	Andrea Juarez, Labor Relations Representative California School Employees Association
Board Approval:	
Billy White, President	
Board of Trustees, West Kern Community College Di	istrict
First Presentation: March 2024 Second	Presentation/Approval: April 2024



	Dental Hygiene Program		
Position:	Technician	Position Control:	
Department:	Instruction	Position Class:	Secretarial/Clerical
Gives Direction:		Unit:	Classified
Direct Supervisor:	Dental Hygiene Director	Salary Range:	24
Next Level Supervisor:	VP, Instruction	Hours per week:	40
Educ. Admin.:	VP, Instruction	Months per year:	12
		FLSA Exemption	
Date Revised:	March 2024	Status:	Non-Exempt

DEFINITION:

Under general supervision, performs a variety of routine, technical, specialized and complex secretarial and clerical duties such as record keeping, financial accounting, assisting in budget preparation and maintenance, maintaining confidential information, completing state reports, overseeing daily office operations. Performs related duties as assigned.

CLASS CHARACTERISTICS:

Employees in this class have responsibility to assist the director of the program with the daily operations such as budget, and is a liaison for the program working with students, staff, parents and regulatory agencies. Keeps current on information regarding state and federal regulations and compliance laws. Has high degree of accountability.

REPRESENTATIVE DUTIES:

The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

- Performs a variety of complex secretarial and clerical duties such as data entry maintaining records, filing, processing and Pick up mail/packages from bookstore; distributing mail and ordering, maintaining office supplies, purchase orders and maintenance of office equipment.
- Assist the Dental Hygiene Department in general office work, such as correspondence, reports, purchase orders, etc.
- Assists Director in confidential student, staff and/or program related matters.
- Assists Director in the preparation and maintenance of program budgets including changes throughout the fiscal year.
- Provides information and assistance to callers, takes messages and/or routes to appropriate personnel.
- Greets and assists visitors.
- Provides information and assistance to faculty, staff, students and the public regarding the program.

- Serve as the contact person for the Dental Hygiene Department in the absence of the Dental Hygiene Director.
- Maintains confidential student and faculty data files for program Responsible for the tracking and logging of the Dental Hygiene students records such as immunizations, CPR, and liability insurance.
- Develops and maintains standard program documents such as forms and flyers.
- Assist faculty in submission of absence reports and travel requests.
- Attends meetings as assigned and provides administrative staff support.
- Assists in preparation of data to the state and federal agencies to maintain licensure, certifications and accreditation.
- Provide professional information and assistance to students in person, by telephone, email or regular mail regarding the Dental Hygiene Program.
- Assist and advise student workers in the department.
- Supervise student workers.
- Coordinates and oversees the day-to-day operation of the Dental Hygiene Department.
- Serves as a liaison and resource for internal and external services under basic needs.
- Performs other related duties as requested or assigned.
- Research and order dental equipment for the Dental Hygiene Department.
- Contacts successful student applicants and maintains alternate student list.
- Assists director in development of materials for annual new student orientation.
- Assist students in navigating college procedures.
- Coordinate with faculty and Bookstore Manager to confirm textbook additions and revisions.
- Supports program specific special events such as pinning ceremony through food and location reservations, program design and print, and other misc. tasks.
- Assist Director with preparation of accreditation documents.
- Manage and update social media platforms for program promotion, assist with maintenance of program website.
- Supervise the work of the student workers.
- Track and record production of treatment procedures completed by students in clinic for annual reporting.
- Track student clinic vouchers used for patient appointments.
- Track DHBC requirements for student graduation and licensure.
- Provide computer support to faculty, students, and staff.
- Assists faculty with webinar set-ups for classroom instruction/student meetings.
- Receives, prioritizes, and responds to internal requests, incoming calls, and/or emails regarding routine hardware and software problems.
- Provides hands-on training to students and faculty in the use of Dexis radiology hardware/software and Dentrix Patient Management software.
- Troubleshoot supply issues/orders with 3rd party vendors and assist with call tracking as needed.
- Manage and maintain vendor contacts, partnerships and relationships related to the implementation and support of Dental Hygiene's network and system infrastructure.
- Assist with management of dental operating systems, hardware and software, using standard business and administrative packages; may modify specific applications.
- Researches, troubleshoots and solves routine issues with classroom computer systems, including dental hardware and software, e-mail, MS office applications;
- Establishes and maintains effective working relationships with students/staff/ faculty, vendors, administrators. Acts as a technical resource in assisting users to resolve problems with equipment;
- Works IT department staff to support effective computer processes used by students (i.e., group
 policies, login scripts, roaming profiles, etc.) to provide access to resources and determine the
 behavior (profile) of all computers used in Dental Hygiene.

• Create and distribute login IDs for dental hygiene faculty, staff, and students for patient management software in compliance with HIPAA.

EMPLOYMENT STANDARDS:

Minimum Qualifications:

Operate a variety of office equipment including a copier, scanner, fax machine, computer and assigned software.

Education and Experience:

High school diploma or equivalent and three (3) years of front office dental experience or related administrative assistant experience.

Desirable Qualifications:

Associate degree or equivalent

Personal:

Ability and desire to work cordially and effectively with students, staff, faculty and the general public.

Show initiative, poise, good judgment and tact.

Oriented in customer service.

Maintain confidentiality.

Detail oriented.

Dependable in attendance and punctuality.

Flexible in assuming other assignments as the need arises.

Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, faculty and the general public.

Knowledge of:

Principles and practices of dental hygiene.

Effective methods of working with the public.

Effective written and oral skills.

Basic research and evaluation methods.

Computer applications such as Word, Excel, e-mail and internet browsers.

Basic filing methods.

Correct English usage, grammar, spelling, punctuation and vocabulary.

General secretarial skills and techniques.

Organizational and prioritization skills.

Accurate recordkeeping operations and guidelines.

Knowledge of math procedures for computation purposes.

Modern office practices, procedures and equipment.

Record keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Ability to:

Perform receptionist and clerical duties.

Provide information in a clear and understandable manner.

Work independently with constant interruptions.

Provide good customer service.

Learn office policies, rules and practices.

Understand and follow oral and written directions.

Meet schedules and timelines.

Maintain records and prepare accurate reports.

Maintain confidentiality.

Communicate effectively both orally and in writing.

Establish and maintain cordial, cooperative and effective working relationships with others.

Learn District processes and procedures, rules, laws and regulations.

Learn District programs and services offered to students.

Read and interpret and maintain currency of knowledge of applicable state and federal laws, rules and regulations.

Be efficient and well organized.

Enter and retrieve computer information accurately.

Keep files current, accurate and in order.

Comply with requested data, reports, and fiscal operations.

Be a program advocate.

Understand admission requirements and maintain list of accepted students.

WORKING CONDITIONS:

Physical Requirements:

Assignments are typically 40 hours per week and 12 months per year with an alternative work week schedule

May require evening, over-time, holiday or weekend hours throughout the year.

Work is generally performed indoors.

- 1. Vision sufficient to read documents and computer terminal displays.
- 2. Speech and hearing to communicate in person or by telephone.
- 3. Manual dexterity sufficient to use a variety of office equipment, computer keyboards and to handle paper.
- 4. Sit for long periods of time.
- 5. Ability to lift and carry 25 pounds such as paper and reports.
- 6. Ability to bend and reach to retrieve and file supplies, equipment and documents.

Reasonable accommodations will be made for candidates and employees with physical disabilities

Environment:

Work is performed in an office environment and in the classrooms and laboratories of the Dental Hygiene Program serving a diverse student population with an emphasis on student success.



BOARD AGENDA ITEM

Date:	March 1, 2024
Submitted by:	Brock McMurray, Interim Superintendent/President
Area Administrator:	Brock McMurray, Interim Superintendent/President
Subject:	Request for Approval
Board Meeting Date:	March 13, 2024
<u>Title of Board Item:</u> Second Reading and Re	quest for Approval – Board Policy Revisions
practice and current r	d below have been reviewed and revised to be consistent with Distric recommended practices from the Community College League o rocedure Services as best practice and in alignment with current law
BP #7600 Campus S	Security Officers
Terms (if applicable):	
Expense (if applicable)	<u>:</u>
Fiscal Impact Including	g Source of Funds (if applicable):

Brock McMurray, Interim Superintendent/President

BP 7600 Campus Security Officers

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Reference:

____Education Code Section 72330.5; <u>Penal Code Sections 832 et seq.;</u> <u>Title 5 Sections 51028, 51100, 51102, and 59700 et seq.</u>

The District shall employ campus security officers, who shall provide services as security guards, or patrol persons on or about the campus(es) owned or operated by the District. The District recognizes that campus security officers play a particularly important role in fostering inclusion, forging cultural awareness, and promoting mutual understanding and respect. The District is committed to employing and supporting qualified campus security officers who are dedicated to eradicating racism, discrimination, and biases from our campuses.

Public safety services must adhere to principles of diversity, equity, inclusion, and accessibility. Public safety services must advance access to education, educational equity, and opportunities for student success by creating safe, secure, peaceful, and inclusive campus environments in which all persons may fully develop their individual potential without fear or undue risk of physical or emotional harm.

Security officers' duties include, but are not limited to the primary use of deescalation techniques in protecting persons or property, preventing the theft of District property, and reporting any unlawful activity to the District and local law enforcement.

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

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

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Revised xx/xx/xx4/6/22

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satisfy the training requirements of Penal Code Section-832, and any other legal requirements.

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

Campus Security and Student Success

The Superintendent/President will develop procedures to ensure the District develops a "Public Safety Compact" with District Stakeholders, including campus security officers. The Public Safety Compact will establish the District's requirements for the delivery of public safety-related services on campus, including the respective roles and responsibilities of administrators, faculty, campus security officers, mental health and social services workers, crisis counselors, community non-profits, and other related service providers in responding to the public safety needs of the campus.

The District will establish a public safety advisory committee to make recommendations to the District governing board related to District policies governing campus public safety services. The District will engage in active efforts to recruit advisory committee members from historically underserved communities.

Public Safety Data

The Superintendent/President will develop procedures to ensure the District will record public safety data metrics, including key performance indicators, track data related to traffic stops and other officer-initiated contacts, and conduct stakeholder climate surveys focused on campus public safety services.

See Administrative Procedures AP 7600

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BOARD AGENDA ITEM

Date:

February 1, 2024

Submitted by:

Brock McMurray, Interim Superintendent/President

Area Administrator:

Brock McMurray, Interim Superintendent/President

Subject:

Request for Approval

Board Meeting Date:

March 13, 2024

Title of Board Item:

Second Reading and Request for Approval – Board Policy Revision

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 and in alignment with current law.

BP #7400

Travel

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved:

Brock McMurray, Interim Superintendent/President

BP 7400 Travel

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Reference:

Education Code Section 87032; Government Code Section 11139.8

The Superintendent/President is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

The Superintendent/President shall establish procedures regarding the attendance of other employees at conferences, meetings or activities. The procedures shall include authorized expenses, advance of funds, and reimbursements.

All travel outside the United States must be approved in advance by the Board.

Government Code Section 11139.8 prohibits a state agency from requiring its employees, officers, or members to travel to, or approving a request for state-funded or sponsored travel to, any state that, after June 26, 2015 has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression.

See Administrative Procedures 7400

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WKCCD Board Policies & Procedures Revised 4/11/18??/??/??

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BOARD AGENDA ITEM

Date:

February 1, 2024

Submitted by:

Brock McMurray, Interim Superintendent/President

Area Administrator:

Brock McMurray, Interim Superintendent/President

Subject:

Request for Approval

Board Meeting Date:

March 13, 2024

Title of Board Item:

Second Reading and Request for Approval – Administrative Procedure Revision

Background:

Administrative Procedure #7400 has been reviewed and revised to utilize annual government per diem reimbursement rates for meals. It is recommended to follow these guidelines to remain current in reimbursement rates overtime and by area of travel where costs may vary.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved:

Brock McMurray, Interim Superintendent/President

AP 7400 Travel

Reference:

Education Code Section 87032 2 Code of Federal Regulations Part 200.474 Government Code Section 11139.8

General:

This procedure is in compliance with the previously approved Board Policy #7400, by the Governing Board and is consistent with Education Code Section 87032. —The Governing Board encourages members of the faculty, administration, classified staff, governing board, and selected student representatives to participate in off-campus activities for institutional, professional and educational purposes that will enhance the programs and services for Taft College.

Government Code Section 11139.8 prohibits a state agency from requiring its employees, officers, or members to travel to, or approving a request for state-funded or sponsored travel to, any state that, after June 26, 2015 has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression.

Control of Travel:

- All travel requests require the approval of the immediate supervisors and president prior to the travel. All travel outside the United States requires the approval of the board of trustees. Please plan enough time to get all approvals prior to travel. Travel without prior approval will not be reimbursed.
- Employees are expected to exercise prudent judgment when incurring travel expenses for official District business. Excessive and unnecessary expenses will not be approved or reimbursed.
- 3. Employees are required to submit receipts for all reimbursable charges except for the meal per diem.

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Employees may be required to submit a trip report along with their final claimed expenses.

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5. If an employee cannot attend the conference, the employee is personally responsible to cancelfor cancelling lodging, conference registration, and airfare. Failure to comply will result in personal liability for all non-cancelled charges. Employees who have justifiably cancelled conference attendance and who have cancelled lodging, airfare and other costs will not be liable for expenses.

Approval Required:

Expenses may be reimbursed only if incurred while the employee is on "travel status" meaning that travel has prior approval pursuant to District policy and regulations.

Steps to Activate Travel Status

- 1. Initiator will complete the travel request form and present it to both their immediate/approving supervisor and the Vice President of the employee's department. The initiator should complete all portions indicating preference for pre-payment of conference fees, lodging, and transportation to cover these expenditures. It will also be necessary to attach all pertinent backup documents. Purchase orders must be submitted for prepayment requests and/or estimated reimbursement costs associateassociated with the travel requests must be submitted in the system and the purchase order number noted on the form. NOTE: the "Claim for Absence/Travel Reimbursement" form should always be submitted for approval even if there is not associated costs to the travel request.
- 2. Approved travel forms with appropriate documentation are to be forwarded to the Superintendent/President's office for approval prior to the date of the trip.
- 3. "Claim for Absence/Travel Reimbursement" form should be prepared far enough in advance to allow for obtaining the required signatures at the District and to take advantage of any early bird discounts.

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Documentation must identify the event, dates, location, and all fees. Conference fees and travel arrangements should be paid by the individual and reimbursed by the District. A request for an advance of expenses may be made at time of submitting the "Claim for Absence/Travel Reimbursement" as long as the approved paperwork is submitted to the Business Office at least 30 days in advance of the travel.

Travelers are expected to obtain the lowest available airfare in coach or economy class tickets that reasonably meets district travel needs for domestic and international flights. Travelers are encouraged to book flights at least fourteen (14) days in advance to avoid premium pricing. A higher-priced coach ticket for a subsequent upgrade in seating will not be reimbursed. Additional costs from the change of the original ticket for the convenience of the employee will not be reimbursed.

Reimbursable for room and tax rate only when authorized travel is forty (40) miles or more from the traveler's home and primary worksite. Reasonable, single occupancy, standard business room rates, or limited to conference room rate when the conference provides hotel rates.

- 4. The District Board of Trustees reviews and approves all travel outside of the United States. Employees must be clear and concise when stating their "Destination and Purpose" on the form. The "Destination and Purpose" section assists in justifying an employee's travel or attendance at events when approving or disapproving travel. Be specific and do not use acronyms when stating the destination and/or purpose.
- Once approved, authorized forms will be forwarded to the District's Business Services and Maintenance Operations Office (if requesting a District vehicle) for processing. District Business Services will-work with the department's purchase order creator(s) to initiate any reimbursement requests by method of purchase order. A copy of the "Claim of Absence/Travel Reimbursement" form will be retained for District records and the original form will be returned to the initiator to be submitted when the travel is complete for reimbursement.

Within ten (10) working days after the travel is completed, the initiator will resubmit the "Claim for Absence/Travel Reimbursement" form back to District Business Services with the actual expense claimed portion completed travel

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form requesting reimbursement for meals and/or miscellaneous expenses. Receipts for all expenditures (excluding meals) including any pre-payments are required to be attached.

No reimbursements for prior fiscal year claims will be processed after July 10th of the succeeding fiscal year.

Summary of Reimbursements:

1. Per Diem: Employees will be reimbursed at the District stated per diem rates, not on actual amounts spent on meals. A copy of the conference schedule must be included with all per diem claims. Per Diem may not be claimed for any meals provided at the conference regardless of whether the employee chooses to consume the meal(s) provided. If there are dietary exceptions requested, please include an addition statement requesting an exception when the claim for reimbursement is submitted.

Meal reimbursements are subject to the following District per diem rates:

A. Breakfast: \$13.00 B. Lunch: \$15.00

C.A. Dinner: \$20.00Meal allowances shall reflect the U.S. General Services Administration's annual published per diem reimbursement rate. Meal Receipts are not required.

The following meals may be claimed if:

- A. Breakfast: Trip beginsings at or before 7:00 a.m. and ends at or after 10:00 a.m.
- B. Lunch: Trip begins at or before 11:00 a.m. and ends at or after 2:00 p.m.
- C. Dinner: Trip begins at or before 4:00 p.m. and ends at or after 7:00 p.m.
- 2. Ground Transportation: Travel will be made by the most reasonable means available.
 - A. District/Personal Vehicle: Use of a District fleet vehicle is encouraged but not mandatory. The transportation method being used must be indicated on the "Claim for Absence/Travel Reimbursement" form. Requests will be routed to Maintenance and Operations for

WKCCD Board Policies & Procedures Revised 8/13/18??/??//

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Formatted: Font: (Default) Open Sans processing vehicle reservations after the travel has been approved. A copy of the employee's valid driver license must be on file.

- B. Rental Car: Use of a rental vehicle must be itemized on the "Claim for Absence/Travel Reimbursement" form under estimated costs.
- C. Public Transportation: Taxi, bus, ferry, shuttle, metro fares and other forms of public ground transportation are reimbursable when it is necessary.
- Gas Reimbursement: Gas reimbursement is only applicable to rental
 cars or district vehicle use, and when the district gas card is not used. If
 an employee uses his or her own personal vehicle for travel, then
 mileage reimbursement will apply.
- 4. Mileage Reimbursement Guidelines: Mileage will be reimbursed for personal vehicle use only at the current approved rate established annually by the IRS. Mileage is paid from departure location to arrival location, except in the instances with there is a shorter distance from employee's assigned work location to arrival location. In these instances, the shorter distance will be paid. A map of the most direct route which indicates the total round-trip miles must be included for reimbursement. If additional miles are incurred due to weather, accident, or other road closures, a statement explaining the excess mileage must be attached.
- 5. Lodging: Actual lodging costs, not to exceed charges at the standard single occupancy rate, are allowed. Employees are expected to obtain the best possible rates for an acceptable standard room. Conference, government, and convention group rates should be utilized. If an employee stays with friends or relatives while on official college business, no cost for lodging is allowed, whether or not any payment is made to the friend or relative.

Lodging costs only for the appropriate and reasonable amount of time to conduct official business will be reimbursed. All additional expenses will be the responsibility of the employee.

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- 6. Miscellaneous Expenses: Miscellaneous travel expenses essential to the transaction of official college business are reimbursable <u>t-theto the</u> employee <u>whnwhen</u> reasonably incurred. Such expenses include:
 - A. Telephone, fax and network charges incurred while conduction District business.
 - B. Minor supplies such as reproduction costs when necessary.
 - C. Bus fares, taxi, tolls and temporary parking when necessary.

Non-Reimbursable Expenses include, but are not limited to, the following:

- 1. Reimbursable expenses without proper receipts and documentation.
- 2. Alcoholic beverages.
- 3. Entertainment expenses, movie rentals, and other luxury items similar in nature.
- 4. Upgrades to hotel rooms above the standard single occupancy rate.
- 5. Personal telephone
- 6. Traffic or parking citations while using a private or District vehicle.
- 7. Lodging in excess of the reasonable time to travel to and from the meeting destination to conduct official business.
- 8. Lodging for unauthorized personnel.
- 9. Transportation to or from places of entertainment and similar facilities.
- 10. Dining expenses when such meals are included in the conference or meeting fee.

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Group Travel:

A group Travel Reimbursement may be claimed under the following circumstances:

- 1. They must travel together to the same destination as a group.
- 2. All expenses being claimed must be incurred as a group and the other members of the group are not claiming any expense reimbursements.
- 3. A separate sheet must be attached with reimbursement indicating the name and title of all members of the group.

Student Travel:

A student who is traveling on behalf of the District shall follow the same parameters set for a district employee. The student is also required to sign and submit a "Student or Participant Waivers" form to the appropriate Vice President- or designee prior to the travel date.

Field Trip:

Field trips shall follow the same parameters set for District employee's travel requirements except in regards to the following:

- Transportation reimbursements (i.e. gas reimbursements) are only eligible with an approved District vehicle request. If a student elects to use their personal vehicle as a mode of transportation, mileage may not be claimed.
- Field trips are ineligible for a claim for meal per diem rate unless prior authorization is received by the Vice President of the requesting department.
- All students participating in the field trip must sign a "Student or Participant Waivers" form and the field trip facilitator must submit forms to the Vice President of Instruction or designee prior to the travel date.

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Page 7 of 9 Working copy 2/1/24 4. Only students, faculty and Taft College employees associated with the course names on the field trip may attend the excursion.

Claims May Be Disallowed:

- 1. If an employee does not provide proper itemization of an expense;
- 2. If an employee does not provide receipts or other documentation required to support their claim; and
- 3. If an employee claims an expense which is not authorized.

Reconsideration for Disallowance of Claim:

- When a claim is disallowed, a notice will be issued to the employee, and the remainder of the employee's claim for those items, which are not disallowed, will be processed.
- 2. An employee may request reconsideration of their claim by the Business Office if they have additional facts or documentation to support their request for reconsideration.

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Use of a District Credit Card:

Use of a District credit card for travel purposes is only allowed in case of emergency, and will be evaluated on a case-by-case basis by the Vice President of the employee's department. Any exception to this credit card use policy must be approved by the Vice President of the employee's department before payment by credit card will be considered.

Hosting Official Guests:

Expenses of luncheon or dinner meetings held in connection with Taft College business or with the entertaining of guests visiting Taft College on official business are allowable with prior approval. Expenditures should be limited to the cost of food only. The District does not pay for alcoholic beverages. Meal expenses of staff members are usually a personal responsibility; however, reimbursement for meals of employees may be allowed in situations such as:

- 1. A member of a search committee hosts a candidate for a position; or
- 2. A departmental employee hosts a visiting lecturer, potential donor, or other official guest to the District.

Exceptions:

Vice Presidents and the President/Superintendent have an open approved authorization for hosting official guests on official business without the required signed authorization from the department head.— However, documentation as to the reason for the expense must be provided.

Executive and Board of Trustee Travel:

Meal expenses of approved travel by the Superintendent/President and members of the Board of Trustees will be reimbursed at actual costs with receipts. All other District travel reimbursement allowances and regulations apply.

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BOARD AGENDA ITEM

Date:

February 29, 2024

Submitted by:

Nick Valsamides, Executive Director of Fiscal Services

Area Administrator:

Todd Hampton, Ed.D., Vice President of Administrative Services

Subject:

Information Item

Board Meeting Date: March 13, 2024

Title of Board Item:

CCFS-311Q for the 2nd quarter ending December 31, 2023

Background:

Title 5 of the California Code of Regulation, Section 58310 requires the Chief Executive Officer or another designee of the governing board to regularly report in detail to the governing board of the district the district's financial condition and shall submit reports showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board at least once every three months. The certified report shall be reviewed by the district governing board at a regularly scheduled meeting and entered into the minutes of the meeting.

Terms (if applicable):

Not applicable.

Expense (if applicable):

Not applicable.

Fiscal Impact Including Source of Funds (if applicable):

Attached is a copy of the West Kern Community College District's California Community Colleges Chancellor's Office Financial Status Report (CCFS-311Q) for the quarter ended December 31, 2023. This report will be submitted to the Taft College Board of Trustees for their review at the regularly scheduled board meeting on March 13, 2024.

This report represents the second quarter of the 2023-2024 fiscal year. Total General Fund unrestricted revenues received to date were 17,443,383 or 45.3% of the projected levels for the current fiscal year. General Fund unrestricted expenditures were \$12,897,602 or 34.6% of the budgeted projections. The district is still on track to meet its projected revenue/expenditure assumptions established during the adopted budget.

Approved:

Brock McMurray, Interim Superintendent/President



Fiscal Portal

Home Enter 311 Data ▼ Enter 311 Q Data ▼

Admin *

Account Log off

Quarterly Data

District is locked, contact a state administrator to edit data.

WEST KERN

Fiscal Year: 2023-2024

Quarter Ended: (Q2) December 31, 2023

Unrestricted General Fund Revenue, Expenditure and Fund Balance

		As of June 30 for the fiscal year specified				
Line	Description	Actual 2020-2021	Actual 2021-2022	Actual 2022-2023	Projected 2023-2024	
Α.	Revenues					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	32,654,443	34,776,883	32,913,168	38,537,365	
A.2	Other Financing Sources (Object 8900)	0	463	51	0	
A.3	Total Unrestricted Revenue (A.1 + A.2)	32,654,443	34,777,346	32,913,219	38,537,365	
в.	Expenditures		•			
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	25,101,646	26,588,208	29,455,092	37,305,435	

	沙雪山林是一种的大型大型山地区	As of June 30 for the fiscal year specified			
Line	Description	Actual 2020-2021	Actual 2021-2022	Actual 2022-2023	Projected 2023-2024
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,231,804	5,520,221	8,209,629	1,231,930
В.3	Total Unrestricted Expenditure (B.1 + B.2)	28,333,450	32,108,429	37,664,721	38,537,365
2.	Revenues Over (Under) Expenditures (A.3 - B.3)	4,320,993	2,668,917	-4,751,502	0
).	Fund Balance, Beginning	11,399,653	15,719,588	18,387,965	13,636,464
D.1	Prior Year Adjustments + (-)	-1,058	-540	1	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	11,398,595	15,719,048	18,387,966	13,636,464
	Fund Balance, Ending (C. + D.2)	15,719,588	18,387,965	13,636,464	13,636,464
₹.	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	55.5 %	57.3 %	36.2 %	35.4 %

Total General Fund Cash Balance (Unrestricted and Restricted)

AND		Amount as of the Specified Quarter Ended			
Line	Description	2020-2021	2021-2022	2022-2023	2023-2024
H.1	Cash, excluding borrowed funds	19,045,093	20,150,979	22,133,177	28,160,330
H.2	Cash, borrowed funds only	o	0	0	0

		Amount as of the Specified Quarter Ended			
Line	Description	2020-2021	2021-2022	2022-2023	2023-2024
н.3	Total Cash (H.1+ H.2)	19,045,093	20,150,979	22,133,177	28,160,330

Unrestricted General Fund Revenue, Expenditure and Fund Balance

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col 2	
I.	Revenues					
1.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	38,537,365	38,537,365	17,443,383	45.3	%
1.2	Other Financing Sources (Object 8900)	0	0	0	0	%
1.3	Total Unrestricted Revenue (I.1 + I.2)	38,537,365	38,537,365	17,443,383	45.3	%
J.	Expenditures					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	37,305,435	37,305,435	12,897,602	34.6	%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,231,930	1,231,930	3,208,568	260.5	%
J.3	Total Unrestricted Expenditure (J.1 + J.2)	38,537,365	38,537,365	16,106,170	41.8	, %
К.	Revenues Over (Under) Expenditures (I.3 - J.3)	0	0	1,337,213		
L.	Fund Balance, Beginning	13,636,464	13,636,464	13,636,464		

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col 2.)
L.1	Prior Year Adjustments + (-)	0	0	0	
L.2	Adjusted Fund Balance, Beginning (D + L.1)	13,636,464	13,636,464	13,636,464	
М.	Fund Balance, Ending (K. + L.2)	13,636,464	13,636,464	14,973,677	
N.	Percentage of GF Fund Balance to GF Expenditures (M. / J.3)	35.4 %	35.4 %		

Has the district settled any employee contracts during this quarter?

For first quarter reporting, has the district settled any employee contracts during the fourth quarter of the prior fiscal year or during the first quarter of the current year?

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)?

O Yes O No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

, , , , , , , , , , , , , , , , , , , ,	

Does the	district have significant fiscal problems that must be addressed?
This year	?
O Yes	
Next year	?
O Yes	
unrestricted	problem(s) and action(s) to be taken. If the district is projecting deficit spending (a negative value for section I.C above) or an ending general fund balance less than 10% of annual expenditures (section I.F.1 above),please identify the primary factors contributing to deficit I/or describe the district's reserve balance management strategy. Provide additional information as needed to CCFS311admin@cccco.edu.

California Community Colleges, Chancellor's Office

1102 Q Street Sacramento, California 95814-6511
Send questions to Fiscal Services | CCFS311Admin@cccco.edu

Release Notes



BOARD AGENDA ITEM

Date: February 29, 2024

Submitted by: Dr. Xiaohong Li, VP of Information and Institutional Effectiveness $\sqrt{\ \ \ \ \ \ \ \ \ \ \ }$

Area Administrator: Brock McMurray, Interim Superintendent/President

Subject: Request for Ratification

Board Meeting Date: March 13, 2024

Title of Board Item:

Oxford Global Resources, LLC - Consultant services for Banner 9 Training

Background:

The current version of Student Information System (SIS), Banner SSB 8, lacks essential accessibility and cybersecurity features mandated by recent legal and policy changes. Additionally, Ellucian will soon discontinue support for Banner SSB 8. Consequently, upgrading to Banner SSB 9 has become a pressing necessity. The College has set a deadline of March 31, 2024, to complete this transition. Banner SSB 9 offers a modernized user interface with enhanced navigation and accessibility features. Furthermore, it will be seamlessly integrated into the College's Single Sign-On (SSO) system, thereby enhancing our data and SIS cybersecurity measures. This upgrade will impact all employees and students who currently utilize Banner SSB in their daily activities, necessitating comprehensive training to ensure a smooth transition.

After exploring options, we have identified two consultant firms, SIG and Oxford, both of which possess experience in Banner training. However, Oxford is the only firm capable of meeting our timeline for training delivery. Therefore, it is my recommendation that the Board of Trustees authorize the District to contract with Oxford to facilitate the transition from Banner 8 to Banner 9.

Terms (if applicable):

Start Date: March 4, 2024 - Four modules with a total of 80 hours

Expense (if applicable):

Hourly Rate: \$165/hr

Fiscal Impact Including Source of Funds (if applicable):

Approved:

Brock McMurray, Interim Superintendent/President



CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement ("Agreement") is made and entered into as of the 4th day of March, 2024 (the "Effective Date") by and between Taft College including its parent company, divisions and affiliates, if any, with its principal place of business located at 29 Cougar Ct, Taft, CA 93268 ("Client") and Oxford Global Resources, LLC including its affiliates that execute an SOW hereunder ("Oxford") with its principal place of business located at 900 Cummings Center, Suite 326T, Beverly, MA 01915. Oxford will provide professional consulting services and resulting work product ("Services") as agreed to herein between the parties and as set forth in a mutually agreed upon statement of services, statement of work, work order, or other assignment document for which an electronic format shall be an acceptable alternative, provided such is mutually understood to be subject to the Agreement and reflects Consultant name, start date, bill rate, and work location ("SOW").

- 1. Services. Oxford agrees to provide consultants ("Consultant") to perform the Services as set forth in the SOW under the direct supervision of Client. The Consultant is an employee of Oxford or of an Oxford subcontractor. Oxford maintains General Liability insurance and statutory Workers' Compensation insurance for its employees. Certificates of Insurance may be supplied upon request. Under normal circumstances, all hours worked by Consultant will be performed on Client's premises. If Client agrees that Consultant may perform work away from Client premises, then Client agrees to accept the number of hours reported by Consultant (and the resulting invoice) to be valid and accurate. Client must advise Oxford in advance and in writing (or so note on the SOW) of any restrictions on the number of hours to be worked by Consultant.
- Invoicing. Invoices will be rendered weekly based on timesheets documenting the hours worked by Consultant. The signature (electronic or otherwise) of a Client representative on a timesheet, or electronic acceptance by a Client representative of the hours reported by Consultant via an electronic timekeeping system, or failure to notify Oxford in writing of nonperformance of Services, within one (1) week following submission of each applicable timesheet, shall evidence full performance and acceptance of such time and Services, for the relevant week. Client will be invoiced for all time spent performing the Services at the rates set forth in the SOW and for any other expenses approved by Client or provided for in the SOW, as well as other charges related to government regulations, including but not limited to paid sick leave and missed meal costs. Sales tax will be billed in certain locations as mandated by law. The Parties expressly agree to re-evaluate Oxford's bill rates on an as-needed basis, but no less than annually from the start of each assignment. Oxford reserves the right to increase such rates accordingly. Oxford shall invoice Client for the direct costs relating to any background and drug screening and any other Client requested screenings. Unless otherwise mutually agreed upon in writing, payment is due within thirty (30) days from the date of invoice and shall be deemed overdue if unpaid as agreed. In the event Oxford must pursue remedies due to Client's breach of its payment obligations, Oxford shall be entitled to any attorneys' and/or collections' fees associated with such efforts. If a purchase order is required, please send to Oxford Purchase Orders@OxfordCorp.Com. Purchase orders should reference the Consultant(s) name(s).
- 3. Consultant. Client agrees that engagements are made with the understanding that, during the term of a Consultant's assignment and for a period of one (1) year thereafter, neither Client nor any of Client's divisions, subsidiaries or affiliates will hire or contract with, directly or indirectly, Consultant or encourage Consultant to work elsewhere unless Client pays Oxford, as liquidated damages, an amount equal to thirty percent (30%) of the annual billable rate of the Consultant (based on 2,000 hours at the hourly rate set forth on the SOW to this Agreement). In addition, Client shall not hire or contract with, directly or indirectly, any candidate presented or referred to it by Oxford for one (1) year following the date of last referral and or presentation.
- 4. **Termination**. Either party may terminate this Agreement upon advanced written notice to the other party. After the date of any such termination, Oxford shall provide a final invoice to Client for fees and expenses attributable to the Services performed hereunder, up to and including the date of termination. Termination of this Agreement shall not relieve Client of its obligation to pay for all such fees and expenses. Additionally, those provisions which, by their nature or terms, are intended to survive, shall so survive termination.
- 5. Confidential Information. The parties understand that during the course of performance under this Agreement, each party may have access to certain confidential and proprietary information and materials of the other party. "Confidential Information," for the purposes of this Agreement, shall include information that, at the time it is furnished, is specifically identified as confidential or proprietary or, within thirty (30) days from the date it is furnished is identified as confidential or proprietary or, within the industry or scope of use, is reasonably regarded as confidential or proprietary. For avoidance of doubt, the rate identified on an SOW and or any fees paid to Oxford for Services shall be

regarded as Confidential Information and not disclosed to any third party without mutual written consent. The parties shall protect the Confidential Information by using the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorized use, dissemination or publication of the Confidential Information as each party uses to protect its own Confidential Information of a like nature. The parties shall not disclose the Confidential Information to any third party (other than Consultant), or to any employee who does not have a need to know such information. This Agreement imposes no obligation upon the parties with respect to Confidential Information which (a) was lawfully known to the receiving party before receipt; (b) is or becomes a matter of public knowledge through no fault of the receiving party; (c) is rightfully received by the receiving party from a third party without restriction on disclosure; (d) is independently developed by the receiving party; or (e) is disclosed by the receiving party with the other party's prior written approval. Either party may disclose Confidential Information if, and only to the extent, such disclosure is required by applicable law, regulation or a valid order issued by a court or governmental agency of competent jurisdiction.

- 6. Intellectual Property. Client shall have sole ownership as works made-for-hire of all work product, including inventions, materials and deliverables resulting from the Services of Consultant, if any. Notwithstanding the aforementioned or any provision of this Agreement to the contrary, any products, materials, artifacts, templates, routines, libraries, skills, know-how, expertise, tools, methodologies, processes or technologies created, adapted or used by Oxford or any employees or Consultants of Oxford, including all associated intellectual property rights that were in existence prior to the Effective Date (collectively, the "Pre-existing Property") shall be and remain the sole property of Oxford. To the extent that any of Pre-existing Property is incorporated or included in any work products or deliverables or are otherwise used during the performance of the Services, Oxford hereby grants to Client a non-exclusive, irrevocable, perpetual, worldwide, fully-paid, royalty-free license to use the Pre-existing Property in connection with Client's use of the work product or deliverables. Except for the license granted above, Client does not have and will not have any right, title, license or other interest in or to the Pre-existing Property.
- 7. **Independent Contractor.** This Agreement does not create any agency relationship between Oxford and Client, and both parties are acting hereunder as independent contractors. Neither party grants the other any right to bind it except as otherwise expressly agreed in writing. Each party shall be fully liable for all workers' compensation premiums and liability insurance, federal, state and local withholding taxes or charges with respect to its respective employees.
- 8. Indemnification. Each of Oxford and Client (as applicable, the "Indemnifying Party") agrees to indemnify, defend, and hold harmless the other, and its respective past, present, and future affiliates, owners, investors, funds, officers, directors, employees, agents and representatives (as applicable, the "Indemnified Party") from and against any and all third party claims, losses, or damages (including costs of litigation and reasonable attorneys' fees) ("Claims") to the extent such Claims directly arise out of (i) the Indemnifying Party's breach of this Agreement; (ii) the Indemnifying Party's violation of applicable law; or (iii) the negligent acts or omissions or willful misconduct of the Indemnifying Party or its agents or employees.
- 9. Limitation of Liability. OXFORD'S LIABILITY ARISING OUT OF THIS AGREEMENT SHALL BE LIMITED TO CLIENT'S DIRECT DAMAGES AND SHALL NOT EXCEED THE FEE(S) PAID TO OXFORD BY CLIENT FOR THE SERVICES UNDER THE APPLICABLE SOW. OXFORD SHALL IN NO EVENT BE LIABLE FOR PUNITIVE DAMAGES, LOSS OF PROFIT, LOSS OF GOODWILL OR OTHER SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES SUFFERED BY CLIENT UNDER THIS AGREEMENT WHETHER IN CONTRACT OR TORT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- 10. Suitable Workplace and Safety. Client will provide Consultants with a suitable and safe workplace that is in full compliance with applicable federal, state and local law, rule, and regulation, including, without limitation, the Occupational Safety and Health Act (and its safety regulations and standards), and the Federal Mine Safety and Health Act (and its safety regulations and standards). Client shall notify Oxford if any Consultants performing Services hereunder will be involved in any activities covered by the Federal Mine Safety and Health Act or otherwise involved in any high-hazard, high-risk or specialty regulated activities. Client's training programs will meet or exceed applicable legal and regulatory standards. Client will provide Consultant with site-specific and job-specific training, including, but not limited to, use of Client-provided personal protective equipment, emergency and prevention procedures, safety program, HazCom, chemical hygiene, and blood borne pathogen training. Any orientation or training time will be considered as part of the normal work period. Client acknowledges and agrees that Oxford is not responsible for any Client site-specific safety, health or environmental responsibilities. Client agrees to inform Oxford as soon as feasible when Consultants are directly involved in any adverse safety event including, but not limited to, errors, deaths, injuries, safety, and any event reportable to the Occupational Safety and Health Administration, or an equivalent State agency.

- 11. Force Majeure and Compliance. Oxford shall not be liable for any delay in performance or inability to perform due to Force Majeure. "Force Majeure" includes any acts or omissions of any government or governmental body, acts of God, termination of the employment of Consultant by reason out of Oxford's control, acts or omissions of Client, fires, strikes or other labor disputes, major equipment or telecommunications equipment failures, or any other act, omission or occurrence beyond Oxford's reasonable control, irrespective of whether similar to the above enumerated acts, omissions or occurrences. Both parties represent and warrant that each shall comply with applicable laws including without limitation the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the regulations promulgated thereunder. Client further represents and warrants that it shall obtain all requisite export control-related authorizations, licenses, permissions and shall comply with all applicable U.S. export control statutes and regulations. Both parties represent and warrant that each is an equal opportunity employer. Oxford and its subcontractors shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. EO 13496: The requirements at 29 CFR Part 471, Appendix A to Subpart A are also hereby incorporated by reference.
- 12. Entire Agreement, Governing Law. This Agreement, including each SOW and any other mutually agreed upon addenda, constitutes the complete and entire agreement between Oxford and Client regarding the subject matter hereof and supersedes all prior negotiations, representations or agreements, either written or oral, regarding this subject matter. No other understanding which modifies these terms shall be binding unless made in writing and signed by both Oxford and Client. The validity, interpretation and performance of the Agreement and all disputes shall be governed by the laws of the Commonwealth of Massachusetts, with venue and jurisdiction resting in the federal and state courts therein. It is expressly agreed that any terms and conditions of Client's purchase order and/or other forms will be superseded by the terms and conditions of this Agreement.

OXFORD GLOBAL RESOURCES, LLC	CLIENT
By:	Ву:
Name:	Name: Brock McMurray
Title:	Title: Superintendent/president
Date:	Date: 2-28-24



Statement of Services

This Statement of Services ("SOS") is made and subject to the Consulting Services Agreement between <u>Taft College</u> ("Client") and Oxford Global Resources, LLC ("Oxford") with an Effective Date of <u>March 4, 2024</u> ("Agreement").

I. Services

A. Oxford shall provide the Services of the following Consultant(s), and Client shall pay for such Services at the Hourly Rates set forth below. The parties agree that any change in circumstances, such as a change in the scope of Services, may require a new Hourly Rate. In such event, the parties shall work together in good faith to establish a new mutually agreed upon Hourly Rate.

Consultant Name	Hourly Rate	Overtime Rate	Work Location
Leonard Breckenridge	\$165/hr	\$247.50/hr	Chester, VA

- B. Start Date: March 4, 2024
- C. Estimated Hours: 40 hours (10 hours finance and 30 hours faculty)
- D. **Anticipated Scope of Work:** In collaboration with and at the direction of Client, Consultant will work as the ERP trainer on a staff augmentation basis. Responsibilities include:
 - -planning, developing, and implementing and training a common model-training plan for all related functional areas to support a multi-phase and multi-location ERP implementation
 - -responsible for establishing the Training curriculum for assigned Process Area
 - -work closely with Process Area teams, Process Owners, and business SMEs to confirm the accuracy and relevancy of the curriculum
 - -obtain approval and sign-off for curriculum, training, and performance support materials from designated stakeholders
 - -provide at least 2 sections of online training for each assigned module, with each section lasting a minimum of 45 minutes
 - -provide training documents and materials

For avoidance of doubt, neither Consultant nor Oxford are responsible for deliverables under this SOS.

II. Expenses

All business and travel expense will be documented by properly completed and approved expense reports, including adequate supporting documentation for the expense incurred. Client will reimburse Oxford for the following business and travel expenses: Client approved expenses.

III Payment Terms

Any and all payments due hereunder shall be due within 30 days of the date of invoice.

IV. Client Information:

Client hereby designates Xiaohong Li as Client Manager (Email: xli@taftcollege.edu). The Client Manager shall have overall responsibility for directing and managing the Services performed. Client shall give prompt written notice of any change in the Client Manager designee. Additionally any individual who approves Consultant's hours on behalf of Client shall be regarded by Oxford as a Client representative as stated in the Agreement.

OXFORD GLOBAL RESOURCES, LLC	CLIENT
Ву:	Ву:
Name:	Name: Brock memurray
Title:	Title: Superintendent/President
Date:	Date: 2/28/24



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Consultant Name	Hourly Rate	Overtime Rate	Work Location
Wayne Van Ellis	\$165/hr	\$247.50/hr	Morgantown, WV

- B. Start Date: March 4, 2024
- C. Estimated Hours: 40 hours (student and registration)
- D. **Anticipated Scope of Work:** In collaboration with and at the direction of Client, Consultant will work as the ERP trainer on a staff augmentation basis. Responsibilities include:
 - -planning, developing, and implementing and training a common model-training plan for all related functional areas to support a multi-phase and multi-location ERP implementation
 - -responsible for establishing the Training curriculum for assigned Process Area
 - -work closely with Process Area teams, Process Owners, and business SMEs to confirm the accuracy and relevancy of the curriculum
 - -obtain approval and sign-off for curriculum, training, and performance support materials from designated stakeholders
 - -provide at least 2 sections of online training for each assigned module, with each section lasting a minimum of 45 minutes
 - -provide training documents and materials

For avoidance of doubt, neither Consultant nor Oxford are responsible for deliverables under this SOS.

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Client hereby designates Xiaohong Li as Client Manager (Email: xli@taftcollege.edu). The Client Manager shall have overall responsibility for directing and managing the Services performed. Client shall give prompt written notice of any change in the Client Manager designee. Additionally any individual who approves Consultant's hours on behalf of Client shall be regarded by Oxford as a Client representative as stated in the Agreement.



BOARD AGENDA ITEM

Date:

February 14, 2024

Submitted by:

Damon A. Bell, VP of Student Services

Area Administrator:

Brock McMurray, Interim Superintendent/President

Subject:

Request for Approval

Board Meeting Date:

March 13, 2024

Title of Board Item:

SYSCO diesel lease agreement for food storage

Background:

The Basic Needs program has a care box give away for students once a semester. There is not enough food storage equipment on campus to host this event. The cafeteria refrigeration/freezer units are used for daily operations and do not have free space for the amount of food needed to supply 200 care boxes. SYSCO can lease a diesel truck to the campus with food storage capabilities for refrigeration and freezing to avoid impacting other areas on campus.

The plan is to park to truck in the maintenance yard for the week.

Terms (if applicable):

March 15, 2024 to March 22, 2024

Expense (if applicable):

The school will be charged for refueling the diesel as needed.

Fiscal Impact Including Source of Funds (if applicable):

Basic Needs funds.

Approved:

Brock McMurray, Interim Superintendent/President

TRAILER LEASE AGREEMENT

This Agreement made this <u>14</u> day of <u>February</u>, <u>2024</u> by and between Sysco ("Lessor") and <u>Taft College</u>, ("Lessee").

In consideration of the mutual covenants and promises contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, that parties hereto agree as follows:

- 1. <u>Lease</u>. Lessor leases to Lessee and Lessee hires from Lessor the trailer(s) identified on Exhibit A attached hereto for a term as indicated on Exhibit A and for the location indicated on Exhibit A (individually or collectively, the "Trailer").
 - 2. Rental/Other Fees or Charges.

As rent for the Trailer, Lessee shall pay to Lessor the amount set forth on Exhibit A as well as any other fees or charges specified in Exhibit A. Whenever required, Lessee also shall pay to Lessor any sales, use, or similar tax, which at any time during the term of this Lease may be imposed on the letting herein provided. Unless otherwise set forth in Exhibit A, Lessee shall pay rental fees and other fees or charges within 30 days of receipt of an invoice from Lessor.

3. <u>Delivery and Location</u>. Lessor shall deliver the Trailer to the location specified on Exhibit A or to such other locations reasonably specified by Lessee in any manner as Lessor, in its sole discretion, may elect, and Lessee shall be solely responsible for and shall indemnify and hold Lessor harmless from any liability or expense including reasonable attorneys' fees, arising out of damage to any person or property due to the location of the Trailer.

4. Trailer Use

A. <u>Trained to Use</u>. Lessee warrants that it and its agents have been trained in the operation of the Trailer's refrigeration system, if so equipped. Lessee shall ensure that its duly authorized agent or representative is present at the time of the delivery of the Trailer. Upon delivery of the Trailer by Lessor, Lessee shall be deemed to have accepted the Trailer unless Lessee through its authorized agent or representative rightly rejects the Trailer at the time of delivery as being defective, unsafe or inconsistent with specifications agreed upon between Lessor and Lessee. LESSOR MAKES NO WARRANTIES, EXPRESS OR IMPLIED, OF ANY KIND CONCERNING THE

TRAILER, INCLUDING NO IMPLIED WARRANTY OF MERCHANTABILITY AND NO IMPLIED WARRANTY OF FITNESS FOR ANY PARTICULAR PURPOSE.

- B. Impermissible Uses. Lessee shall operate the Trailer in compliance with all federal, state and local laws and in a reasonable and safe manner. Lessee shall not use or permit the Trailer to be used for any illegal purpose or for the transportation or storage of any material deemed extra hazardous by reason of being (i) explosive, (ii) inflammable or (iii) hazardous waste or a hazardous substance or some other regulated category of waste as defined by application law, ordinance, rule or regulation. Lessee shall indemnify and hold Lessor harmless from and against all damages and expenses, including reasonable attorney's fees, sustained by Lessor as a result of any such impermissible use.
- C. <u>Damage to Goods; Title</u>. Lessor shall not be responsible for loss or damage to any goods or other property in the Trailer at the time of delivery or placed or carried in the Trailer after delivery to Lessee, arising from any cause whatsoever. Lessee acknowledges that title to any product located in the Trailer shall transfer to Lessee upon delivery of the Trailer to Lessee. Lessor may, in its sole discretion and without any obligation to do so, accept the return of "saleable" product. Lessor shall not be responsible for any product nonconformity as to quantity, quality or price, unless noted on the original delivery receipt at the time of delivery of the Trailer to Lessee.

5. Maintenance.

- A. Repairs. Lessee shall bear all expenses of maintaining the leased Trailer in good operating condition and shall be responsible for the cost of repairs and replacement of the Trailer's parts or equipment, including, but not limited to, ramps, bulkheads, wheels, tires, doors, flooring, interior and exterior panels, and refrigeration unit, if damaged in any respect during the term of this Lease. Lessee is expressly forbidden to repair or attempt to repair the Trailer without the Lessor's prior consent. In the event the Trailer requires any repairs or replacement, Lessee shall give immediate notice to Lessor which shall have the option, but not the obligation, to perform the repairs or replacement itself, the cost of which Lessee immediately shall reimburse Lessor, or to require Lessee to cause any repairs to be made as Lessor otherwise shall direct.
- B. <u>Refueling</u>. Lessee is responsible for contacting Lessor to arrange for filling of fuel after depletion of the fuel tank's supplied contents. Lessor will arrange for a third party to refuel the Trailer, and Lessee will be responsible for reimbursing Lessor for the full amount charged by the third party for such refueling. Lessee will not refuel the Trailer or arrange for the refueling of the Trailer by a third party. Lessor shall not give Lessee any credit for unused fuel.
 - C. Training/Maintenance. Lessee acknowledges that it has been

trained in the operation of the Trailer's refrigeration system (if so equipped). Lessee's maintenance obligations will include monitoring the fuel gauge 2-3 times daily, maintaining recommended fuel levels, maintaining the refrigeration unit, lubricant levels, tire inflation levels, brakes and lighting.

- D. <u>Permits</u>. Lessee shall be responsible, at its sole cost and expense, for maintaining during the term of this Agreement, all permits, registrations or licenses ("the Permits") which are required by the state, district, municipality or agency where the Trailer is located, used and/or operated by Lessee.
- 6. <u>Indemnification</u>. Lessee hereby agrees to indemnify, defend and hold Lessor, its subsidiaries, affiliates, divisions and/or agents, servants, employees, officers, directors, and assigns (and any third party to whom any of the foregoing may owe a similar obligation pursuant to contract, lease agreement or operation of law), hereinafter collectively referred to as "Indemnitee", harmless from any suits, claims, losses, damages or expenses, including reasonable attorneys' fees and expenses, which any Indemnitee may suffer, sustain or incur as a result of or in connection with the operation, use, maintenance or possession by Lessee of the Trailer.
- 7. Release. In consideration for the use of the Trailer by Lessee, Lessee does hereby release, discharge and acquit Lessor from any and all claims, actions, causes of action, demands, liabilities, damages, costs and expenses whatsoever which Lessee now has or may hereafter have on account of Lessee's operation, possession, maintenance and/or use of the Trailer.
- 8. <u>Holding Over</u>. Any holding over by the Lessee at the expiration of the term of the lease hereof shall, in the absence of any agreement to the contrary, create a tenancy from day-to-day, with rent payable on a pro-rated basis at 5:00 EST each day at the principal address of Lessor, and all other terms and conditions hereof shall remain in effect.
- 9. <u>Condition of Trailer</u>. Lessee agrees to return the Trailer to Lessor in the same condition as delivered to Lessee, ordinary wear and tear excepted. It will be presumed, unless indicated in writing to the contrary, that the Trailer is in good repair and operating condition at the time of delivery to Lessee. Lessee further agrees to cause the Trailer, at its sole cost and expense, to be repaired and returned to good operating condition and repair (or alternatively reimburse Lessor for the cost thereof) in the event of any damage to or breakdown of any Trailer during its use by Lessee.
- 10. <u>Insurance</u>. Lessee shall maintain such insurance in such amounts as described below as will protect Lessor and Lessee from any damages arising as a result of Lessee's use, operation, maintenance or possession of the Trailer. Lessee shall furnish a certificate acceptable to Lessor that Lessee has in effect workmen's compensation insurance coverage in the statutory amount, automobile liability insurance (any auto) in the amount of at least one million dollars (\$1,000,000), premises liability and commercial general liability insurance coverage providing such coverage in a liability amount of at least one

million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000.00) in aggregate, excess liability or umbrella insurance in at least the amount of three million dollars (\$3,000,000) and physical damage to tractor/trailer/ equipment in the amount of actual cash value with no deductible for collision and one thousand dollar deductible for other than collision. Such insurance shall include a waiver of subrogation and a requirement of thirty (30) days notice of cancellation, non-renewal or reduction of coverage or limits. The automobile, excess liability/umbrella, premises liability and commercial general liability coverages shall name Lessor as an additional insured on a Form CG20-26.

11. Notice. Any notice, request, demand or other communication, document or instrument which may be required or permitted to be furnished by one of the parties hereto to the other hereunder, shall be deemed sufficiently furnished or served if in writing and (i) delivered in person, or (ii) mailed (by first class mail, registered or certified and postage prepaid), or (iii) telexed or telefaxed, to the party entitled thereto, addressed as follows or such other address as the party entitled thereto may have prior thereto specified by notice given as contemplated in the paragraph 11:

If to Lessee:	Taft College
Attn: Phone: Fax:	Myisha Cutrona 661-763-7887
If to Lessor:	Sysco
Attn: Phone: Fax:	

- 12. <u>Binding Effect.</u> This Agreement shall be binding upon and inure to the benefit of the parties hereto, their successors, legal representatives, and assigns. Lessee may not assign, pledge, or otherwise encumber this lease or any interest therein or sublet the Trailer without Lessor's written consent, nor shall Lessee encumber or otherwise suffer any lien to be placed against the Trailer, or abandon or conceal the Trailer.
- 13. <u>Entire Agreement</u>. This Agreement represents the entire agreement between parties. This Agreement shall not be modified or amended except by an agreement in writing signed by the parties.

Signatures on following page

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

LESSOR:	SYSCO		
		BY:	
		TITLE:	
LESSEE:	120		
		(Print Lessee's Name Here)	
		BY: Brock McMurray	
		TITLE: Superintendent/President	

EXHIBIT A

TRAILER IDENTIFICATION:	
Model/Make:	
Identification No.:	
RENTAL AMOUNT: \$150 per dayOTHER FEES OR CHARGES: \$200 DPAYMENT DUE DATE(S):	rop off & Pickup
TERM OF THE LEASE:	
From: March 15, 2024	To: <u>March 22,20</u> 24
LESSEE LOCATION of TRAILER:	
[Street address] [City, state zip]	
[Oity, state zip]	



BOARD AGENDA ITEM

Date:

February 27, 2024

Submitted by:

Todd Hampton, Ed.D., Vice President of Administrative Services

Area Administrator:

Brock McMurray, Interim Superintendent/President

Subject:

Request for Approval

Board Meeting Date: March 13, 2024

Title of Board Item:

Audit Service Engagement with CWDL, Certified Public Accountants

Background:

The audit firm of CWDL, Certified Public Accountants has performed required auditing services for the District since 2018/19. This is a recommendation to accept the engagement letter from CWDL, Certified Public Accountants for audit services regarding District requirements from July 1, 2023, through June 30, 2026, and two (2), one-year extensions through 2028.

Terms (if applicable):

Fiscal Years 2023/2024, 2024/2025, 2025/2026, 2026/2027 (optional) and 2027/2028 (optional)

Expense (if applicable):

\$59,000 (\$52,000 Annual District Financial Audit/\$7,000 Annual 2023-2024

Foundation Audit and Tax Return)

\$60,600 (\$53,560 Annual District Financial Audit/\$7,100 Annual 2024-2025

Foundation Audit and Tax Return)

\$62,370 (\$55,170 Annual District Financial Audit/\$7,200 Annual 2025-2026

Foundation Audit and Tax Return)

\$64,200 (\$56,900 Annual District Financial Audit/\$7,300 Annual 2026-2027 (optional)

Foundation Audit and Tax Return)

\$66,400 (\$59,000 Annual District Financial Audit/\$7,400 Annual 2027-2028 (optional)

Foundation Audit and Tax Return)

Fiscal Impact Including Source of Funds (if applicable):

The cost for these services is included in the District budget and general revenue funds will be utilized. The Foundation will be billed accordingly.

Approved: _

Brock McMurray, Interim Superintendent/President



February 27, 2024

Brock McMurray, President/Superintendent West Kern Community College District 29 Cougar Drive Taft, CA 93268

We are pleased to confirm our understanding of the services we are to provide West Kern Community College District (the "District") for the fiscal year ending June 30, 2024, through 2026, with two (2), one-year extensions through 2028. We will audit the financial statements of the business-type activities, including the related notes to the financial statements, which collectively comprise the basic financial statements of the West Kern Community College District for the fiscal years ending June 30, 2024, through 2026, with two (2), one-year extensions through 2028. In addition, we will conduct financial and performance audits of the Measure A General Obligation Bond and audit the Taft College Foundation, including preparation of the tax return, for the fiscal years ending June 30, 2024, through 2026, with two (2), one-year extensions through 2028.

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

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

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

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

Audit Objectives

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

- Internal control related to the financial statements and compliance with laws, regulations, and the
 provisions of contracts or grant agreements, noncompliance with which could have a material effect
 on the financial statements in accordance with Government Auditing Standards.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).
- Compliance with laws and regulations in accordance with the California State Chancellor's Office Contracted District Audit Manual.
- Annual District audit of all funds, books, and accounts completed in accordance with Education Code 84040.

The Government Auditing Standards report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.



Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Trustees of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

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

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

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



Audit Procedures—Internal Control

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

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

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

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

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.



Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that District programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

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

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

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

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

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

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of CWDL and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Chancellor's Office, Federal Oversight Agencies, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CWDL personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the District. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit at a mutually agreeable time and to issue our reports no later than December 31, of each year. John Dominguez, CPA, CFE, CGMA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

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Maximum Fee	2023-24	2024-25	2025-26	2	026-27	2	027-28
Annual District Financial Audit	\$ 52,000	\$ 53,560	\$ 55,170	\$	56,900	\$	59,000
Annual Foundation Audit and Tax Return			\$ 7,200		7,300	\$	7,400
Total	\$ 59,000	\$ 60,660	\$ 62,370	\$	64,200	\$	66,400

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

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services that have been requested of us. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

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

Very	tru	ly	yours,
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John Dominguez, CPA, CFE, CGMA Partner and Authorized Representative CWDL, Certified Public Accountants

RES	PON	S	E:
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This letter correctly sets forth the understanding of West Kern Community College District.

Management signature: _	
Title:	
Date:	



BOARD AGENDA ITEM

Date:

February 27, 2024

Submitted by:

Todd Hampton, Ed.D., Vice President of Administrative Services \mathcal{T}^{b}

Area Administrator:

Brock McMurray, Interim Superintendent/President

Subject:

Request for Approval

Board Meeting Date: March 13, 2024

Title of Board Item:

Support Services Agreement - PlanetBids, LLC

Background:

The purpose is to enter into an Agreement with PlanetBids, LLC for implementation, setup, and training to automate and manage the complete bidding and contracts process for West Kern Community College District. Their services include Vendor Management, Bid Management, and Contract Management. A Statement of Work and a Fees & Payments Schedule for setup, implementation, and training is attached. It is recommended that the Agreement with PlanetBids be approved from March 15, 2024 - June 30, 2029.

Terms (if applicable):

The agreement shall be effective March 15, 2024 to June 30, 2029. For the first year, the payment shall be a one-time setup fee of \$5,000 and a service fee of \$2,995.08, totaling \$7,995.08. A three (3) percent service fee increase applies upon renewal each year.

Expense (if applicable):

\$7,995.08 (\$5,000 initial setup & \$2,995.08 service fee)
\$10,150 service fee
\$10, 454.50 (3% increase from 24/25)
\$10,768.14 (3% increase from 25/26)
\$11,091.18 (3% increase from 26/27)
\$11,423.91 (3% increase from 27/28)

Fiscal Impact Including Source of Funds (if applicable):

The cost for these services is included in the Vice President of Administrative Services budget and general revenue funds will be utilized.

Approved:

Brock McMurray, Interim Superintendent/President



Innovative eProcurement Solutions

13263 Ventura Blvd., Suite 101 • Studio City, CA, 91604 • (818) 992-1771

PB System™ SUPPORT SERVICES AGREEMENT

What is PlanetBids. PlanetBids provides an environmentally friendly modular suite of eProcurement solutions to centralize, automate and manage the complete bidding process for goods and services. All of the solutions are interconnected, comprehensive and streamlined to help fulfill operational tasks in a timely manner, increase productivity and significantly reduce an organization's overall spend. Additional details can be found at www.planetbids.com

This SUPPORT SERVICES AGREEMENT ("Agreement"), which describes the terms and conditions applicable to use of the PlanetBids Online Support Services, is made and entered as of into the <u>27th day of February 2024</u>, by and between PLANETBIDS, LLC, a Delaware Limited Liability Company ("PlanetBids") and the following customer ("Customer") as described below:

Customer Name:	Taft College, CA				
Street Address	29 Emmons Park Drive				
City, State ZIP	Taft, CA 93268				
Department:	Administrative Services				
Principal Contact:	Trudi Blanco				
Title:	Director of Procurement				
Phone & Email:	661.763.7727 tblanco@taftcollege.edu				
Method of Payment:	Net 30 days				
Initial Service Period:	03/15/2024 - 06/30/2024 then 07/01/2024 - 06/30/2029				

THEREFORE, PlanetBids and the Customer agree as follows:

PlanetBids Services. Upon acceptance of this Agreement, PlanetBids shall provide the following Support Services to Customer, subject to the terms and conditions of this Agreement and as more specifically described in Exhibit "A".

a) "Services" shall include one or more of the following PlanetBids PB System™ modules or features if, and only if, listed in Exhibit "A". Customer shall not have access or use of any modules or features not listed in Exhibit "A"

Fees and Payments.

Support Fees. Customer agrees to pay PlanetBids set up and services fees as set forth in Exhibit "B" hereto.

- a) Additional Services; Fees. If requested by Customer, PlanetBids will provide any or all of the following additional services at the fees set forth in Exhibit "B":
 - 1) Customization work in addition to standard setup shall be contracted in the following manner and at PlanetBids' current standard rates: (a) Customer shall submit a written request describing the proposed project; (b) PlanetBids conduct a feasibility and assessment of the project and the work required, (c) if the project is technically feasible, PlanetBids will submit to Customer a written estimate setting forth the price, estimated schedule and any conditions of the project. PlanetBids shall not proceed until approval is received in writing from Customer.
 - 2) Training to Customer's designated users, in addition to that provided pursuant to Section 2(a)(1), is available at rates set in Exhibit "B".
 - 3) For its own internal retrieval and restoration purposes, PlanetBids will record and maintain for a limited time a back-up of all data appearing on Customer's website on a daily basis. The duration of such data retained will be for a minimum of 7 years and determined by PlanetBids in its sole discretion thereafter. However, Customer may, during the term of this Agreement, access and retrieve data in comma delimited format and documents, at no cost. Additional Services related to the retrieval or restoration of any of Customer's data from such back-up files are available, if necessary, at rates set forth in Exhibit "B".
- b) Purchase Orders/Billing. Purchase orders, billing or any related matters must be emailed to billing@planetbids.com or mailed to the following address;

PlanetBids, LLC.,13263 Ventura Blvd., Suite 101, Studio City, CA 91604 Attn: Finance or other address as specified by Company

- c) Payment Terms. Net 30, Please remit the full amount within 30 days from the date of this invoice.
- d) **Tax.** It shall be the responsibility of Customer to collect and pay any taxes, duties, imposts, or tariffs that are applicable to sales via the Services.
- e) Credit Cards: 3% credit card fee will be applied to all transactions made through a credit card
- f) Late Fees: If Customer is overdue on any payment and fails to pay within specified payment term, then PlanetBids may assess, and Customer agrees to pay a late fee of either 1.5% per month, or the maximum amount allowable by applicable law, whichever is less.

Discount Service Agreement Extension: Upon completion of the Initial Term and each Renewal Term (as hereinafter defined), the Term of this Agreement will automatically extend for an additional two-year period (each a "Renewal Term"), except as otherwise set forth herein. This contract extension provision will continue to extend the Agreement by two (2) additional years at the end of the Initial Term and each Renewal Term. Either party may cancel this renewal provision by submitting written notice to the other no less than 60 days prior to the end of the Initial Term or then-current Renewal Term. In the event the Agreement is extended:

- A) Company will extend all software licenses in relation to the Services
- B) Company will maintain all Customer data in relation to the Services
- C) Company will extend all User codes per the terms and conditions of the Services
- D) Company will carry forward all vendor data into new Services term
- E) Company will invoice Customer and Customer agrees to pay invoice per the terms of this Agreement.

No Guarantee. PlanetBids does not guarantee use of the Services will produce any quotes, business opportunities or other information helpful to the business of Customer, nor does it guarantee that any contact provided will be adequate or best suited for any transaction.

Permitted Use. Customer shall not use, or permit any employee, consultant or other third party to use, the Services or any content or information accessible through the Services with any other e-procurement product or service including, but not limited to, use of the PB System's vendor and contractor database to distribute requests for bids through a third-party product or service.

Third Party Codes. If Customer uses standard identification codes, PlanetBids shall have the right to request for inspection an original copy of such codes and any necessary authorizations for use. If such identification codes are proprietary codes of third parties, such as NIGP, SIC or CSI, or any other third-party identification codes, it shall be the responsibility of Customer to obtain the necessary licenses and Customer indemnifies and holds harmless PlanetBids from the unauthorized use or publication of any such identification codes with respect to the Services.

Tax. It shall be the responsibility of Customer to collect and pay any taxes, duties, imposts, or tariffs that are applicable to sales via the Services.

Disclaimer. PLANETBIDS MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NONINFRINGEMENT OF INTELLECTUAL PROPERTY OR OTHER VIOLATION OF RIGHTS, EVEN IF PLANETBIDS HAS BEEN MADE AWARE IN ADVANCE OF SUCH POTENTIAL RISK, NOR ANY WARRANTY REGARDING THE ACCURACY, LIKELY RESULTS, OR THE RELIABILITY OF ANY SITES LINKED INTO THE SERVICES. IN NO EVENT SHALL THE AGGREGATE LIABILITY OF PLANETBIDS HEREUNDER EXCEED \$1,000,000.00

Mutual Indemnity. Each party will indemnify and defend and hold harmless the other party from and against all claims, liabilities, damages, and expenses, including reasonable attorney fees, arising out of any property damage, personal injury, or death, sustained by such other party as a result of the gross negligence or willful misconduct of the indemnifying party or its agents or employees.

Termination. a) Termination for Cause. This Agreement may be terminated by either party by providing the non-terminating party with no less than forty-five (45) business days written notice (and reasonable opportunity to cure) upon the occurrence of any breach of any material term or condition of this Agreement or any representation or warranty herein. b) Termination Other Than for Cause. Customer may terminate this Agreement without cause by giving Company no less than sixty (60) days written notice before the effective date of such termination. In such case, the effective date of termination shall be the anniversary of the date for the current term of this Agreement that first occurs following the end of the foregoing notice period to each consecutive term year. Any payments made by Customer for actual or subsequent years are non-refundable.

Notices. PlanetBids shall provide notice to Customer via email, or (at its discretion) via certified U.S. Mail, to the address provided in this Agreement or such other address provided by Customer to PlanetBids. Customer shall provide notice to PlanetBids via email to customerservice@PlanetBids.com, with a copy sent via certified U.S. Mail to the address on the membership registration. Notices will be effective 6 hours after sending if sent via email (unless the sender receives a response indicating that the message was undelivered) or 3 business days after the mailing date, whether or not received.

Assignment. Neither party shall assign this Agreement or any of its rights or obligations without the prior written consent of the other party, and any such attempted assignment will be void, provided PlanetBids may transfer this Agreement without consent of Customer in connection with the sale or transfer of all or substantially all of its equity or assets. Subject to the above, this Agreement will be binding upon the parties' respective successors and permitted assigns.

No Waiver. The failure of PlanetBids to exercise or enforce any right or provision under this Agreement will not constitute a waiver of such right or provision. If any provision of this Agreement is found by a court of competent jurisdiction to be invalid, the parties nevertheless agree that the court should endeavor to give effect to the parties' intentions as reflected in the provision, and the other provisions of the terms and conditions shall remain in full force and effect.

General. Each party to the Agreement agrees that any dispute arising under the Agreement shall be submitted to binding arbitration according to the rules and regulations of, and administered by, the American Arbitration Association, and that any award granted pursuant to such arbitration may be rendered to final judgement. Notwithstanding anything herein, either party may seek injunctive relief and the enforcement of judgments in any court of competent jurisdiction, no matter where located. The prevailing party in any action to enforce our interpret Agreement shall be entitled to recover cost and expenses, including without limitation, attorney's fees whether in arbitration, a court of first jurisdiction and any courts of appeal.

Force Majeure. PlanetBids will not be liable in any amount for failure to perform any obligation under this Agreement if such failure is caused by Internet outages or delays, unauthorized access (hacking), earthquakes, communications outages, fire, flood, war, an act of God, pandemic, or the occurrence of any other unforeseen contingency beyond the reasonable control of PlanetBids.

Authority to Sign. Customer represents and warrants (a) the Customer information provided is current, complete, and accurate, (b) that the person signing this Agreement is authorized to bind Customer, (c) Customer will update the information (including credit card information, if applicable) as required to keep such information current, complete and accurate. PlanetBids may, in its sole discretion, cancel or terminate this Agreement if Customer has willfully violated its obligations hereunder.

AGREED effective as of the date first written above.

PLANETBIDS, LLC	CUSTOMER: Taft College, CA
By: David DiGiacomo, CEO	By: Brock McMurray, Interim Superintendent/President
(Date)	(Date)
	By: Todd Hampton, Admin Services/CFO
	Date:

"A" TIBIHX3

STATEMENT OF WORK FOR SETUP, IMPLEMENTATION AND TRAINING

1. Customer System Configuration:

Services available to Customer shall be utilized by the Administrative Service, Fiscal Services, Maintenance and Operations Departments and shall include:

- **A.** Access for up to one (1) full licensed users of Customer to the following module(s) of the PlanetBids "PB System":
- (i) Vendor Management and Bid Management modules
- **B.** Access for up to one (1) licensed users of Customer to the following module(s) of the PlanetBids "PB System":
- (i) Contract Management with Agency Contracts module
- \mathbf{C} . Access for Agency-wide licensed users of Customer to the following module(s) of the PlanetBids "PB System":
- •
- (i) Read-Only
- D. Access and use of the PlanetBids "Outreach" database for no additional cost.

2. PB System™ Access Services:

PlanetBids rate for maintaining the PB System™ vendor and bid management is based upon an unlimited number of monthly transactions (Bids) and the number of user licenses acquired by Customer. PB System™ Access Services include the following:

- System Administration PlanetBids will be responsible for system and data backups, disaster recovery, system reliability, availability, privacy, and system security
- Hosting Infrastructure PlanetBids will be responsible for hosting Services, maintaining
- the network, hardware, and software infrastructure

 Customer Service Is available Monday through Friday (see Help Desk definition below)
- Account Management PlanetBids will provide a dedicated Account Manager for post-sales support, Services questions.

3. PB System™ Setup, Implementation and Training:

- PlanetBids will initially install for Customer the specified number of licensed Services
- PlanetBids will provide a 3-hours training online for PB System** Vendor Management
- and Bid Management modules.

 PlanetBids will provide a 1.0-hour training online for PB SystemTM Contract Management with Agency Contracts module

4. PB System™ setup, implementation and training consists of the following:

A. Initial program definition

The PlanetBids implementation manager will work with one (1) designated Customer project manager to develop a roadmap for system implementation. The implementation manager will define and present a project management schedule to the Customer project manager. Customer will be required to submit information according with the project management schedule. Upon completion and review of the Services by Customer, online training will be scheduled and performed.

B. System implementation and administration

PlanetBids will enter and configure Customer requirements into Services for each licensed user access for Customer.

The following implementation services will be provided:

a. Link from and to Customer's procurement web page.

- b. Configured online vendor registration and ability to have vendors maintain their profiles.
- c. Complete management tools access to all users (i.e., buyers, project managers...).
- d. Customer specific database.
- e. Complete bid management from bid submission to awarding.
- f. Electronic bidding Vendors submit bid quotes/responses online; Buyers analyze bid responses and award.
- g. Daily backups.
- h. Services users and vendor support for the duration of the Agreement.

5. Professional Services

PlanetBids will provide consulting services for custom reports or Services customizations, specific to Customer, not covered by this Statement of Work at an additional charge. Additional consulting services requested in writing by Customer will be billed at the rates set forth in Exhibit "B". No work will begin on professional services before a mutually agreed-upon statement of work is completed.

6. Help Desk

The PlanetBids Help Desk is available for support (as defined below) via our telephone number (818) 992-1771, from 8:00 am to 5:00 pm PST, Monday through Friday. Online support, as well as on-line help services are also available at https://solutions.planetBids.com/support.

To ensure prompt assistance for licensed users of Customer's Services, PlanetBids requires the Customer to designate at least one Services Super Users. The Customer Super Users will be responsible to manage licensed user access, such as username and password, initiating or providing basic "Level 1" support to the licensed users of Customer's Services. While PlanetBids will offer Level 1 or Level 2 support, the designated Super Users will serve as the primary point of contact with PlanetBids.

To provide instant service to vendors and contractors, PlanetBids recommends Customer to initiate or provide basic "Level 1" support although PlanetBids will provide Level 1 or Level 2 support at any time:

- Level 1 support representatives will attempt to answer most or all questions, including help to vendors with simple problems (edit profile, etc.) or general "how-to" questions (search functionality, bidding, etc.). Services related questions by Vendors/Contractors that cannot be answered or supported by Customer should be directed to a PlanetBids support representative. More complex, technical questions should be directed to a Level 2 PlanetBids support representative.
- Level 2 support is more technical in nature. Level 2 questions may, for example, deal
 with Customer users (i.e., PB System™ administrative users including buyers, project
 administrators, etc.) or with password issues requiring special assistance, or with
 possible product bugs or failures. In this case, some research and investigation may be
 required.

7. User License(s) Management

Customer is responsible for monitoring and maintaining Services licensed users and ensuring all usernames and passwords are always up-to-date. User Licenses are for individual use only and are not to be shared.

FXHIBIT "B"

FEES AND PAYMENTS

- a. Support Fees. Customer agrees to pay PlanetBids a total of \$7,995.08 for the Prorated initial term as described in Table (A). Payment for the Prorated term shall be due and payable 30 days from the time of execution of this Agreement. The fee(s) for each of the following years are as outlined in Table (A) below and are payable in advance within 30 days of the first day of each such year:
 - 1) Setup Fee. Customer agrees to pay a non-refundable setup fee of \$5,000.00 for the Services installation, configuration, and testing of the Services portal link to Customer's website, plus administrator setup and one-time online user training for up to the number of user licenses and additional modules as outlined in this Agreement and Exhibit "A".
 - Service Fee Payment. Customer agrees to pay for using the Services modules during the Prorated term an amount of \$2,995.08, then a service fee of \$10,150.00 for the first full year of this Agreement and each of the following years cost as outlined in Table (A). A three (3) percent fee increase applies upon renewal each full year.

Table (A)

Table (A)										
PB System™ MODULES	License Quantity	Prorated 3/15/24 - 6/30/24	Year 1 2024-2025	Year 2 2025-2026	Year 3 2026-2027	Year 4 2027-2028	Year 5 2028-2029			
Vendor & Bid Management	Up to 1	\$1,172.95	\$3,975.00	\$4,094.25	\$4,217.08	\$4,343.59	\$4,473.90			
Contract Management	Up to 1	\$1,084.43	\$3,675.00	\$3,785.25	\$3,898.81	\$4,015.77	\$4,136.24			
Read Only (Agency Wide)	Agency Wide	\$737.70	\$2,500.00	\$2,575.00	\$2,652.25	\$2,731.82	\$2,813.77			
Setup Fee Contract Management		\$1,500.00								
Setup Fee Vendor and Bid Management (Discount \$1,000)		\$3,500.00								
	Total	\$7,995.08	\$10,150.00	\$10,454.50	\$10,768.14	\$11,091.18	\$11,423.91			

- b. Additional Services. If requested by Customer in writing, PlanetBids will provide any or all of the following additional services. The following rates are current as of the date of this Agreement but are subject to an increase of not more than 10% per year after the first year of this Agreement.
 - 1) Training: \$975.00, for a single online training session of up to 2 hours.
 - 2) For its own internal retrieval and restoration purposes, PlanetBids will record and maintain for a limited time a back-up of all data appearing on Customer's website on a daily basis. The duration of such data retained will be for a minimum of 7 years and determined by PlanetBids in its sole discretion thereafter. However, Customer may, during the term of this Agreement, access and retrieve data in text delimited Microsoft Excel format and documents, at no cost. Additional Services related to the retrieval or restoration any of Customer's data from such back-up files are available, if necessary, at PlanetBids current standard rates, which will vary depending on the level of services required, but not less than \$250.00 per hour.



BOARD AGENDA ITEM

Date:

February 26, 2024

Submitted by:

Susan Groveman, Executive Director of Marketing and

Community Relations

Area Administrator:

Brock McMurray, Interim Superintendent/President

Subject:

Request for Approval

Board Meeting Date:

March 13, 2024

Title of Board Item:

Nexstar Media Group, LLC Bakersfield and KGET Digital Agreement—April 1, 2024 – August 31, 2024

Background:

The attached agreement will enable the college to further build its digital communications plan that includes varied media strategies to increase enrollment for Summer/Fall 2024, promote Taft College, and reach target audiences on their preferred devices. This agreement extends a partnership with local broadcaster KGET that will allow promotion of information, using keyword search targeting, through display advertising, online video pre-roll messages, and streaming online video messages via internet-connected TV. Live and pre-taped local broadcast news segments will be offered, as available. This KGET partnership also allows access to our Spanish-language target audiences through Telemundo television broadcasting company.

Terms (if applicable:

April 1, 2024 - August 31, 2024 (22 weeks)

Expense (if applicable):

\$25,000.00

Fiscal Impact Including Source of Funds (if applicable):

Expense will be covered by District funds or grant funding when available.

Approved:

Brock McMurray, Superintendent/President



Taft College April - August 2024

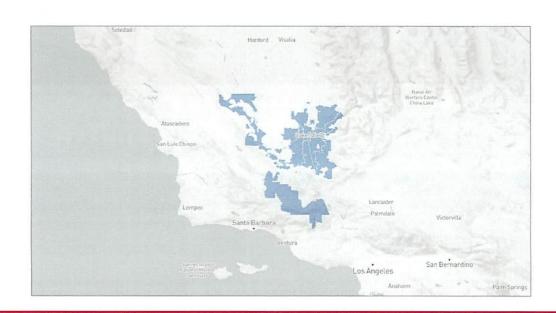
Nexstar Media KGET - Bakersfield, CA Brittany Christensen brittanychristensen@kget.com 6614473014 February 2024

OVERVIEW



About Our Business

Nexstar Media Group is America's largest local television and media company with 199 full power stations (including partner stations) in 116 markets addressing nearly 68% of US television households and a growing digital media operation. Nexstar's platform delivers exceptional local content and network programming to inform and entertain viewers, while providing premium, scalable local advertising opportunities for advertisers and brands across all screens and devices.



Product Listing



Display Keyword Search Targeting



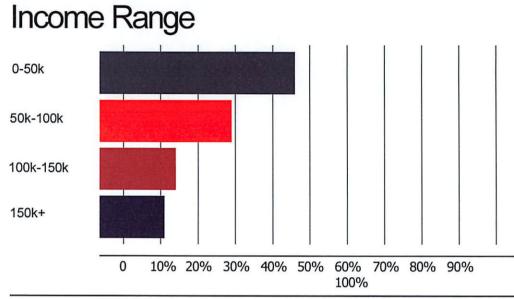
Pre Roll Keyword Search Targeting

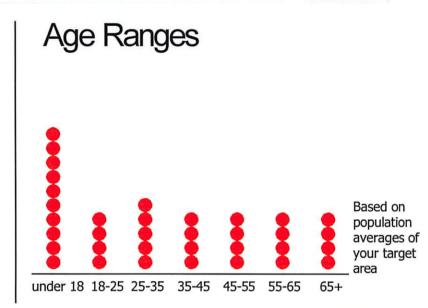


CTV 65

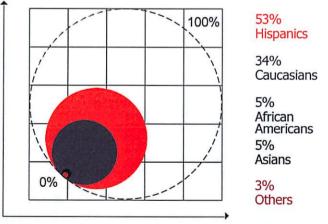
ABOUT YOUR TARGET GEOGRAPHY



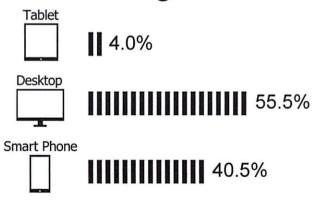




Geographic Composition 100% 53%



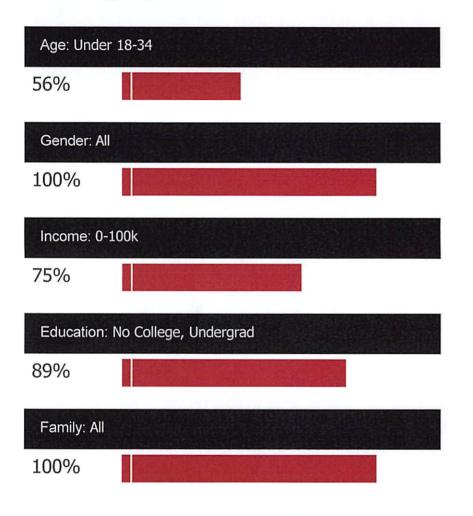
Device Usage



YOUR TARGET AUDIENCE



Demographics



Interests

Books & Literature Business & Industrial

Computers & Electronics Education

Finance Reference

DIGITAL DISPLAY & PRE ROLL



Target Customers

Age: Under 18-

34 Sex: All

Education: No College, Undergrad

Family: All

Income: 0-

100k

Where We'll Find Your Target Audience*

enotes.com auizlet.com cnbc.com thenest.com cosmopolitan.com elle.com myfamilytravels.... bhg.com fandango.com motortrend.com ehow.com womenshealth...

bookrags.com alison.com ncaa.com marthastewart.c... craftgawker.com rottentomatoes.... thecarconnectio... weather.com womansday.com

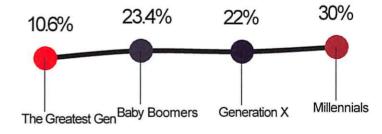
ratemyprofesso... edmunds.com hoopshype.com todaysparent.com familycorner.com hgtv.com cinemablend.com ask.com usatoday.com esquire.com

greatschools.org bloomberg.com covers.com usmagazine.com apartmentthera... caranddriver.com mapquest.com accuweather.com time.com

*Targeting based on demographics, industry, and audience interests selected. The above list represents sample sites.



Local Population Composite



ZIP CODES



93203	93220	93224	93249	93251	93252	93268	93276
93301	93304	93305	93306	93307	93308	93309	93311
93312	93313	93314					



sociology degree for transfer occupational safety and health program allied health

liberal arts degree health and physica... liberal arts degree business and tech... history degree for transfer

energy technology degree
early care education and family studies
criminal justice administration program
administration of justice degree for tra...
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bachelors degree university colleges online colleges courses

college courses

good colleges for education majors

community colleges with dorms

free college courses

online associate degree

online degree programs

great online colleges

best online universities

colleges online near me

good online accredited colleges

psychology degree for transfer

mathematics degree

natural science physical science

liberal arts

liberal arts degree with area of emph...

general business degree

elementary teacher education degree...

disability services degree

court reporting program

administrative services degree

community colleges

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bachelor s degree

ca community colleges

college university

junior colleges near me

best universities for education majors

community colleges that have dorms

online universities

online aa degree

bachelor's program

best rated online colleges

good online universities

online colleges near me

best accredited colleges online

physical science degree

management program

natural science life science liberal art...

communications degree

kinesiology degree for transfer

english degree for transfer

economics degree for transfer

direct support education program

business administration program

art history degree for transfer

colleges near me

universities near me

associates degree

online colleges

college school

best colleges for education majors

degree university

community colleges with on campus ...

colleges for teaching

online programs

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good online colleges

college programs

most accredited online schools

best accredited online colleges

physical education degree

life science degree

liberal arts degree math and science

liberal arts degree communications

industrial electronics degree

engineering degree

early childhood education

dental hygiene degree

biology degree for transfer

art degree

communities colleges near me

universities in near me

associate s degree

technical colleges

schools and colleges

best schools for education majors

college search

online degree

free online college courses

bachelor degree online

best online colleges

free online colleges

colleges to apply to

south university online

online associate degree programs



online colleges for associate's degree best online college programs as associate degree good community colleges aa and as degree

colleges near me with dorms colleges with associate's degree

big colleges

colleges for adults

information technology schools near me

online education programs public university near me

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local colleges near me

closest university to me

online diploma

2 year community colleges

community classes

local colleges

colleges that pay you to go

colleges near me now

community colleges near me online

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4 year university south college

online colleges and universities

state colleges

accredited online colleges

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online bachelor programs schooling programs near me

aa transfer degree

two year colleges near me

academic program

colleges on quarter system

free schooling near me

undergraduate bachelor's degree

online classes near me

colleges for education

new university

free schooling programs

community colleges around me

quarter system community colleges

ca colleges

online associates

online college degrees

online education degree

new colleges

list of colleges

accredited online universities

coastal colleges

us colleges

an associate degree is a

different colleges

best online community colleges

university campus

associate for transfer

free degree

working colleges

accredited colleges near me

nearby universities

undergraduate bachelor

education colleges

university program

community colleges for engineering

four year university

community university

online college classes near me

accredited online community colleges

online associate programs

new york technical institute

best community colleges

aa associates degree

4 year colleges

online colleges that pay you to attend

associate degree colleges

schools colleges

associate degree is

university of south

good online community colleges

an associate's degree

2 year colleges near me

2 year associate degree

online university degrees

public colleges near me

special ed colleges

bachelor s

free associate degree online

colleges with teaching majors

a bachelor

bachelors in it

university education

online bachelors

100 free online degree programs



free community colleges near me taft cc

two year colleges colleges for teaching degrees higher ed degrees

online ba

good colleges to apply to technological colleges near me

bachelor of

on campus colleges near me associate degree programs near me

accredited community colleges

online classes for students

community near me

community colleges that offer online c...

best community colleges near me

colleges for becoming a teacher

schools that offer education degrees

colleges near me that offer online cla...

aas program

apply for online college classes

list of online colleges

schools that pay you to attend near me

online community classes

university study

affordable colleges near me

local universities

colleges in my area

community colleges with dorms near ...

reputable online colleges

tech colleges near me

best accredited colleges

colleges that offer

aa majors

online classes that pay you

community colleges for business

good teaching schools

associate degree transfer program

fun colleges

colleges that offer online classes

2 year colleges with dorms

community colleges offering online cl...

community colleges that offer online c...

university online programs

bachelors in

online two year colleges

on campus colleges

looking for colleges

good colleges for education

community classes online

getting an associate's degree

programs associate

schools that pay you to attend online

campus colleges near me

universities that offer online degrees

colleges for technology

trade tech online classes

the best online colleges

associate in

virtual colleges

get my associate's degree

universities for education majors

associate degree in education online

funnest colleges

all online colleges

schools that offer teaching degrees

the best community colleges

universities with good teaching progr...

online university near me

bachelor graduate

apply for online colleges

free degree programs

it tech programs near me

local universities near me

public 4 year colleges

junior colleges with dorms

2 year colleges

online college information

family housing colleges

online diploma courses

real estate colleges near me

colleges for tech

online degrees near me

it degree near me

2 year universities

accredited universities near me

closest university near me

it associates degree online

local community colleges near me

colleges for me

colleges with it programs

best university for teaching degree

online college degree programs

associate in it

online 2 year colleges

colleges that pay you to attend online

undergraduate colleges near me

community and technical colleges

best education colleges

future of higher education



colleges for special education majors associate degree in one year undergraduate online courses associate of online college programs local online colleges tech courses near me well known online colleges associate degree colleges near me near colleges near me best universities for adults online university bachelor degree university campus near me online colleges enrolling now information technology colleges near ... 8 week classes online human services degree colleges new york institute of technology degr... accredited free online colleges universities for teaching degrees colleges for secondary education 4 year colleges with 100 acceptance community colleges with art programs universities for adults

find colleges with my major university near by teaching degree near me bachelor title community online colleges take college courses online best online 4 year colleges biggest online universities information technology degree colleges best university for education degree colleges that have dorms near me distance learning degrees campus community online community colleges that accep... community colleges near me online cl... list of online schools best colleges for human services universities with associate degrees get a degree for free 1 year colleges colleges that offer associate's degree ... online colleges in good education programs colleges community colleges for medical field taft college

t university earn a degree online associate programs associates degree requirements the best online schools apply for colleges near me most popular online colleges 2 year schools 2 year universities near me colleges in the city completely online degrees best universities near me career colleges near me find my edu degree human services colleges near me colleges with teaching programs colleges with good education programs community colleges with housing nea... community colleges with law program... best online junior colleges two year colleges with dorms best universities for working adults colleges with technology programs near university me

near by universities distance learning universities aa courses liberal arts university accredited community colleges near me degree programs near me undergraduate schools near me degrees near me technology courses near me technical schools around me best online undergraduate programs top universities near me best free online colleges technical courses near me colleges 100 online a list of online colleges internet colleges best colleges for medical assistant nearby colleges and universities best colleges for special education m... schools that pay you to go science schools near me colleges with the best education prog... find colleges by major

fully accredited online colleges

CONNECTED TV

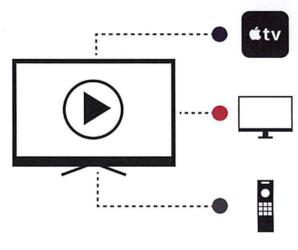


About Connected TV

The connected TV penetration rate in the United States rose to an all time high in 2022, with 87 percent of American households owning at least one internet- connected TV device.

https://www.statista.com/statistics/294654/connected-ty-penetration-rate-usa

Number of Connected TV Users



Over the past 5 years, tv viewers have embraced connected devices from brands like Amazon Fire TV, Apple TV, Roku and many others — as a way to watch programming.

Adults spend 2 hours and 41 minutes each day streaming online video.

Sources: https://www.insiderintellioence.com/content/us-time-spent-with-media-2022

46% of adults watch video on a connected device daily. This is up from 40% in 2020 and 25% in 2017.

Sources: https://www.leichtmanresearch.com/46-of-adults-watch-video-via-a-connected-tv-device-dailt

Networks Your Ad May Appear on



Devices Included:



YOUR STREAMING AUDIENCE



AUDIENCE MATCH



Bloomberg Bloomberg

Fox Business

Ω

Cartoon Network

піскеlodeon

Nickelodeon





Pac-12 Network

MIRI SIMMONS

Demographics and Psychographics : Winter 2022 NRI-Simmons USA







Disney







Z









Motortrend

Fox News

GEOGRAPHIC

National Geographic

History



Science Channel

TAFT COLLEGE APRIL- AUGUST 2024 DIGITAL CAMPAIGN

Cost



Floducts	Details	Cost
Display Keyword Search Targeting	113,636 IMPRESSIONS PER MONTH 56,818 ENGLISH IMP 56,818 SPANISH IMP	\$1,250 MONTH
Pre-Roll Keyword Search Targeting	59,524 IMPRESSIONS PER MONTH	\$1,250 MONTH
CTV 65	41,667 IMPRESSIONS PER MONTH WILL RUN ENGLISH & SPANISH CREATIVE	\$1,000 MONTH
RECURRING TOTAL		\$ 3,500 MONTH

Details

Client Agreement

Start Date:	-
End Date: _	
Term:	5 MONTHS
	Print Client Name
	Client Signature
Nexstar	Media KGET - Bakersfield, CA Signature

Products



APRIL- AUGUST 2024 TELEMUNDO PRESENTATION

Program Name	Time	Spots	Rate	Total
Hoy Dia :30s	7AM – 11AM	6X	\$25	\$150
Rotator :15s	7AM – 11:30 PM	6X	\$15	\$90
Rotator:30s	/AIVI — 11.30 FIVI	6X	\$30	\$180
Early News :15s	5PM-7PM	5X	\$45	\$225
Early News :30s	SPIVI-7PIVI	8X	\$90	\$720
Prime (Novellas) :15s	7PM-11PM	3X	\$45	\$135
Bonus As Available	7AM – 11:30 PM	20X	\$0	\$0
	Total Monthly Spots	34X + Bonus Spots	68,700 TV Impre	ssions (Adults 18-3
	Total KGET	Investment: \$1,500		

TAFT COLLEGE APRIL – AUGUST 2024

Date

Business

Signature



TAFT COLLEGE APRIL- AUGUST 2024 CAMPAIGN OVERVIEW

TELEMUNDO	CIV65	Pre-Roll Keyword Search Targeting	Display Keyword Search Targeting
SEE ATTACHED SCHEDULE	41,667 IMPRESSONS PERMONTH WILL RUN ENGLISH & SPANISH CREATIVE	59,524 IMPRESSIONS PERMIONTH	113,636 IMPRESSIONS PERMONTH 56,818 ENGLISH IMP 56,818 SPANISH IMP
\$1,500	\$1,000 MONTH	\$1,250 MONTH	\$1,250 MONTH

TOTAL MONTHLY INVESTMENT: \$5,000

Date	
Business	
Signature	



BOARD AGENDA ITEM

Date:

February 26, 2024

Submitted by:

Susan Groveman, Executive Director of Marketing and

Community Relations

Area Administrator:

Brock McMurray, Interim Superintendent/President

Subject:

Request for Approval

Board Meeting Date:

March 13, 2024

Title of Board Item:

Sinclair Broadcast Group (SBG) and KBAK/KBFX Digital Agreement—March 1, 2024 – August 31, 2024

Background:

The attached agreement will enable the college to continue its existing digital communications plan that includes varied media strategies to build enrollment for Summer/Fall 2024, promote Taft College, and reach target audiences on their preferred devices. The agreement will allow promotion of information in online video and audio messages on mobile, desktop, and connected TV, Facebook-branded content, as well as through an "Education Matters" sponsorship. This agreement also includes all digital and broadcast production services at no additional cost to the college.

Terms (if applicable:

March 1, 2024 – August 31, 2024 (26 weeks)

Expense (if applicable):

\$45,000.00

Fiscal Impact Including Source of Funds (if applicable):

Expense will be covered by District funds or grant funding when available.

Approved:

Brock McMurray, Superintendent/President

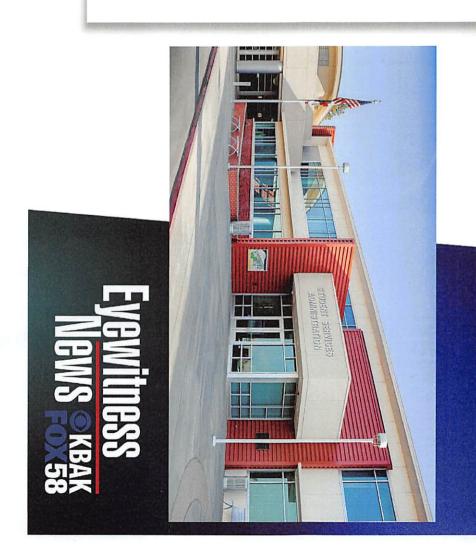
6 months \$ 45,000

Taft College Extension March 1st

O

August 31st, 2024





1

Compulse Digital Video

- A digital platform enabling advertisers in local DMS's to target viewers through reputable CTV, Desktop and mobile video publishers 2

Facebook Branded Content Post

- These posts are connected to the Taft College Facebook page and to a news story our Bakersfielnow.com website 3

Compulse CTV:

- A platform that enables advertisers in local DMAs to target viewers through reputable and validated data targeting sets.

4

Education Matters Broadcast

- Each Education Matters segment is one-minute long and runs INSIDE Eyewitness News Mornings on KBFX-FOX58 weekly.

March Ist to August 31st, 2024



Compulse Digital Video

Extension Details:

March Ist - August 31st 2024

Impressions Per Month

English: 74,074

• Spanish: 64,516

Pricing Per Month
• English: \$2,000

• Spanish: \$2,000



Facebook Branded Content Post

Like

O Comment

Extension Details

March - August 2024

- Impressions Per Month
 - Around 36,000 to 66,000 impressions
- 6 total posts X \$1,000 For 14 days



Share

ர் Like

Comment Comment

Learn more

Share



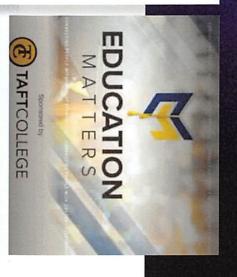
Compulse CTV

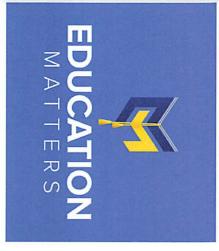
- What is CompulseCTV?
 - This is an advanced ad delivery platform that enable advertisers in local DMA's to target viewers through reputable and validated data targeting sets.
- Features
 - Runs at a 95%+VCR Rate
 - Targeting 18-24-years-old
 - Creative Length: 15 &: 30
 - Zip Codes
- Pricing
 - \$43CPM
 - 44,186 Impressions per month
 - · Total per Month: \$1,900

Education Matters

Extension Details:

- A weekly broadcast series that supports the decision-making process when choosing higher education.
- Each Education Matters segment is one-minute long and runs INSIDE
 Eyewitness News Mornings on KBFX-FOX58 weekly.
- Taft College is the EXCLUSIVE sponsor of this program.
- Cost: \$600 per month + Bonus :30 second ads on FOX58. 30x per month.





Total Extension Details March 1st to August 31st, 2024



be sent by mail or fax upon written request). The parties intend for the Terms to be a thereby; any additional or different terms in any purchase order or other document a	\$7,500	218,811	March st - August 3 st, 2024
the date the advertising order is accepted, which Terms are incorporated by this refu http://sbgi.net/wp-content/uploads/2018/04/Standard-Advertiser-Terms-and-Condition	Total Cost Per Month	Total Impressions	Total
*This sale of advertising is subject to the Standard Advertiser Terms and Conditions	\$600	4 to 5 + 30 Bonus	March 1 st – August 31 st , 2024
in the package at no addition	Total Cost Per Month	Total Spots Per Month	Education Matters
	\$1,900	44,186	March st = August 3 st, 2024
Signature	Total Cost Per Month	Impressions Per Month	Compulse CTV
	\$1,000	Average 36,000 per month	March st - August 3 st, 2024
Business Name	Total Cost Per Month	Impressions Per Month	Facebook Branded Content
	\$2,000	64,516	Spanish
Name (print)	\$2,000	74,074	English
	Total Cost Per Month	Impressions Per Month	Compulse Digital Video

Total Cost for 6 Months: 45,000 Total Impressions: 1,312,866

Date

ional cost padcast) is included

ons (the "Terms") in effect on reference and are available at e part of their agreement and be bound t are hereby rejected. tions-2018 pdf (and will also





Thank you!





BOARD AGENDA ITEM

Date:

February 26, 2024

Submitted by:

Susan Groveman, Executive Director of Marketing and

Community Relations

Area Administrator:

Brock McMurray, Interim Superintendent/President

Subject:

Request for Approval

Board Meeting Date:

March 13, 2024

Title of Board Item:

AGM Digital Agreement for 4,500,000 Impressions—April 1, 2021 - August 31, 2024

Background:

The attached agreement will enable the college to continue its existing digital communications plan that includes varied media strategies to build enrollment for Summer/Fall 2024, promote Taft College, and reach target audiences on their preferred devices. The agreement will allow promotion of information in online video and audio messages, geo-fencing display advertising, television programming and streaming, and social mirroring campaigns.

Terms (if applicable:

April 1, 2021 - August 31, 2024 (22 weeks)

Expense (if applicable):

\$100,000.00

Fiscal Impact Including Source of Funds (if applicable):

Expense will be covered by District funds or grant funding when available.

Approved:

Brock McMurray, Superintendent/President



Campaign Overview - 5 Month: April 1, 2024 - August 31, 2024

- ➤ Mobile Conquesting w/ Geo Fencing & Geo Retargeting
 - 368,000 impressions per month @ \$5,500 per month
 - 1,840,000 total impressions over 5 months @ \$27,500
- OTT & Video Pre Roll w/ Website Retargeting
 - 268,000 impressions per month @ \$8,000 per month
 - 1,340,000 total impressions over 5 months @ \$40,000
- > Online Audio
 - 30,000 impressions per month @ \$1,500 per month
 - 150,000 total impressions over 5 months @ 7,500
- Amazon Twitch Video & OTT w/ Website Retargeting
 - 33,335 impressions per month @ \$2,000 per month
 - 166,675 total impressions over 5 months @ 10,000
- Social Mirror w/ Geo Fencing, Geo Retargeting & Website Retargeting
 - 200,665 impressions per month @ \$3,000 per month
 - 1,003,325 total impressions over 5 months @ 15,000
- Campaign Totals
 - 900,000 Impressions per Month @ \$20,000
 - 5 Month Total: 4,500,000 Impressions at \$100,000

Accepted by:	Date:
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BOARD AGENDA ITEM

Date:

February 26, 2024

Submitted by:

Susan Groveman, Executive Director of Marketing and

Community Relations

Area Administrator:

Brock McMurray, Interim Superintendent/President

Subject:

Request for Approval

Board Meeting Date:

March 13, 2024

Title of Board Item:

AGM Radio Agreements—April 1, 2024 - August 31, 2024

Background:

The attached agreements will enable the college to deliver audio messages through the top three radio stations in Bakersfield (Hot 94.1, 101.5 Big FM, and Hits 93.1) that serve Adult listeners 18-24. These audio messages will help to build enrollment in Summer/Fall 2024, promote Taft College, and reach the right target audiences at the right times through their preferred devices.

Terms (if applicable:

April 1, 2024 - August 31, 2024 (22 weeks)

Expense (if applicable):

\$23,100.00

Fiscal Impact Including Source of Funds (if applicable):

Expense will be covered by District funds or grant funding when available.

Approved:

Brock McMurray, Superintendent/President

Date: 2/21/24

Sales Order

Stat	tion:	KGFN	Л-FIV	1								Buy	er:						
Cor	ntract Na	me: KG	FM A	APRIL/AI	JGUST 2	2024						Tax	Schedu	le:					(None)
Cor	ntract#:								((non	e)	Age	ncy Cor	nmiss	sion %: 0				
Sta	rt Date:	4/01/2	24		End Da	ite:			8	/31/2	24	Billir	ng Cycle	: Ca	lendar				
Rev	enue Ty	pe: LOC	CAL	DIRECT				Тур	e:	Cas	sh	Sale	espersor	n: 350	38RFES	SS		Comm %:	0
Adv	ertiser:	TAFT	COI	LEGE								Mak	egood F	Policy	: Within	Contra	ct Dates		
Add	lress:	Attn:	SUS	AN GRO	VEMAN														
		29 CC	DUG.	AR COU	IRT														
City	:	TAFT			State: CA	AZip:				9326	86								
Pro	duct Nar	ne: APF	RIL-A	UGUST	2024														
Esti	mate #:	APRII	L-AU	IGUST 2	024														
Con	npetitive	Code: E	DUC	CATION	/ SCHO	OLS													
No	DA.	TES	Alt	TIN	MES	LEN				DIST	rribl	MOITL	ı		RATE	Т	OTALS	PTY	
INO	START	END	wks	START	END	LEN	М	T 1	Ν	Т	F S	A SI	J Per WI	k D/W	HAIE	SPOTS	\$\$	PIT	

No	DA	ΓES	Alt	TIN	MES	LEN				DI	STRI	BUT	ION			RATE	TC	TALS	PTY
40	START	END	wks	START	END	LEN	М	Т	W	Т	F	SA	SU	Per Wk	D/W	HATE	SPOTS	\$\$	PIT
1	4/01/24	8/30/24		6:00 AM	10:00 PM	60	Χ	Χ	Χ	Χ	X			10	W	25.00	220	5,500.00	6
2	4/01/24	8/25/24		6:00 AM	12:00 AM	60	Χ	Χ	Χ	Χ	Χ	Χ	Χ	2	W	0.00	42	0.00	7
3	8/26/24	8/31/24		6:00 AM	12:00 AM	60	Х	Х	Х	Х	X	X		2	W	0.00	2	0.00	7

		Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	
	CA	1,100.00	1,150.00	1,000.00	1,150.00	1,100.00	0.00	
	ST	1,000.00	1,000.00	1,250.00	1,000.00	1,000.00	250.00	
Print Spo	t Prices	3				TOTAL SP	OTS	264
						GROSS TO	OTAL \$	5,500.00
						ADJUSTED	SPOTS	264
						ADJUSTED	TOTAL \$	5,500.00
******						APPROVE	DECLINE	
							\bigcirc	Katie/Local/Regional Sales Manager
							\bigcirc	Traffic
							\bigcirc	Jen Bowden

Date: 2/21/24

Sales Order

Sta	tion:	KKXX	-FM									В	uye	r:						
Cor	ntract Na	me: KKX	(X A	PRIL/AL	JGUST 2	2024						Т	ax S	Schedule	э:					(None)
Cor	ntract#:									(no	ne)	Α	gen	cy Com	missi	on %: 0				
Sta	rt Date:				End Da					3/31	/24	В	illing	g Cycle:	Cal	endar				
Rev	venue Ty	pe: LOC	AL I	DIRECT				Ту	pe:	C	ash	S	ales	person	353	88RFES	SS		Comm %:	0
	vertiser:	TAFT																ct Dates		
Add	dress:	Attn: S	SUS	AN GRO	OVEMAN															
		29 CC	UG	AR COL	JRT															
City	/:	TAFT			State: CA	AZip:				932	268									
				UGUST		•														
				GUST 2																
					/ SCHO	OLS														
	DA	TES	Alt	TIN	MES					DI	STRI	BUT	ION				Т	OTALS	DT14	
No	START	END	wks	START	END	LEN	М	Т	W	Т	F	SA	SU	Per Wk	D/W	RATE	SPOTS	\$\$	PTY	
1	4/01/24	8/30/24		6:00 AM	10:00 PM	60	Χ	Χ	Χ	Χ	X			10	W	20.00	220	4,400.00	6	
2	4/01/24	8/25/24		6:00 AM	12:00 AM	60	Χ	Χ	Х	Χ	Х	Χ	Χ	4	W	0.00	84	0.00	7	
3	8/26/24	8/31/24		6:00 AM	12:00 AM	60	X	X	X	X	X	X		4	W	0.00	4	0.00	7	

Billing Projec	tions: By Mo	nth						
		Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	
	CA	880.00	920.00	800.00	920.00	880.00	0.00	
	ST	800.00	800.00	1,000.00	800.00	800.00	200.00	
Print S	pot Prices					TOTAL SPO	OTS	308
						GROSS TO	TAL\$	4,400.00
						ADJUSTED	SPOTS	308
						ADJUSTED	TOTAL \$	4,400.00

						APPROVE	DECLINE	
							\bigcirc	Katie/Local/Regional Sales Manager
		********					\bigcirc	Traffic
						\bigcirc	\bigcirc	Jen Bowden
						\bigcirc	\bigcirc	****

Date: 2/21/24

Sales Order

Sta	tion:	KISV-FM										Buyer:								
Cor	ntract Na	lame: KISV APRIL/AUGUST 2024										Т	ax S	Schedule	e:					(None)
Cor	ntract#:									(nor	ne)	Α	gen	cy Com		ion %: 0				
Sta	rt Date:	4/01/24 End Date:						8	/31/	24	В									
		nue Type: LOCAL DIRECT										ales	sperson	353	88RFES	SS		Comm %:	0	
														ct Dates						
Add	dress:	Attn: S	SUS	AN GRO	OVEMAN									5	,					
				AR COL																
City	/:				State: CA	7Zin				932	68									
				UGUST		.ш.р.														
				GUST 2																
					/ SCHO	DLS														
	DA	TES	Alt TIMES					DISTRIB				BUT	BUTION				TO	OTALS		
No	START	END	wks	START	END	LEN	М	Т	W	Т	F	SA	SU	Per Wk	D/W	RATE	SPOTS	\$\$	PTY	
1	4/01/24	8/30/24		6:00 AM	10:00 PM	60	Х	X	Χ	X	Χ			10	W	60.00	220	13,200.00	6	
2	4/01/24	8/25/24		6:00 AM	12:00 AM	60	Χ	Χ	Χ	X	Χ	Χ	Χ	2	W	0.00	42	0.00	7	
3	8/26/24	8/31/24		6:00 AM	12:00 AM	60	X	X	Χ	X	Х	X		2	W	0.00	2	0.00	7	

Diming i rejectione. By it	ioniti.						
	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	
CA	2,640.00	2,760.00	2,400.00	2,760.00	2,640.00	0.00	
ST	2,400.00	2,400.00	3,000.00	2,400.00	2,400.00	600.00	
Print Spot Prices	3				TOTAL SP	OTS	264
					GROSS TO	OTAL \$	13,200.00
					ADJUSTE	SPOTS	264
					ADJUSTE	TOTAL \$	13,200.00
					APPROVE	DECLINE	
						\bigcirc	Katie/Local/Regional Sales Manager
					\circ	\bigcirc	Traffic
							Jen Bowden
100000000000000000000000000000000000000	*****						***



BOARD AGENDA ITEM

Date:

February 21, 2024

Submitted by:

Susan Groveman, Executive Director of Marketing and

Community Relations

Area Administrator:

Brock McMurray, Interim Superintendent/President

Subject:

Request for Approval

Board Meeting Date: March 13, 2024

Title of Board Item:

Alexander Strautman Copywriting and Consulting Agreement Extension— February 1, 2024 - May 31, 2024

Background:

The attached agreement will enable the college to extend the copywriting and consulting services provided by Alexander Strautman and Jeannette Bondurant to make updates to the new Taft College website, as well as develop copy content for various digital communications channel strategies and broadcast production.

Terms (if applicable:

February 1, 2024 - May 31, 2024

Expense (if applicable):

\$50 per hour for up to 100 hours per month, not to exceed \$20,000.00 for the four-month period.

Fiscal Impact Including Source of Funds (if applicable):

Expense will be covered by District funds or CTE Strong Workforce grant funding when available.

Approved:

Brock McMurray, Superintendent/President

ALEXANDER STRAUTMAN PROPOSAL FOR SERVICES Website Copywriting, Editing, and Content Strategy

SHORT-TERM EXTENSION OF EXISTING AGREEMENT

OVERVIEW AND BACKGROUND

ALEXANDER STRAUTMAN is pleased to submit this proposal for services to support Taft College in its ongoing efforts to update the language, tone, and design of its website to effectively engage readers and deliver sought-after information about Taft's programs, services, staff, and facilities.

Alexander Strautman, with decades of copywriting and project management experience for-profit and non-profit organizations, will partner with Jeannette Bondurant, also with decades of experience in copywriting, editing, and design coordination (including eight years in higher education) to provide further editorial content, review, and feedback to Barkley to fulfill completion of the redesign of the Taft College website.

OUR PROPOSAL

This proposal is for a four-month agreement: \$50 per hour for up to 100 hours per month - not to exceed \$5,000 per month and \$20,000 for the period February 1, 2024, through May 31, 2024.

CONCLUSION

If you have any questions regarding this proposal, please contact Alexander Strautman (aka James Alexander Strautman) at strauta@earthlink.net or by telephone at (213) 924-3049 at your convenience.

Thank you for your consideration! Alexander Strautman 29 January 2024 Accepted by Taft College: ___ Date: (Printed Name)



BOARD AGENDA ITEM

Date:

February 21, 2024

Submitted by:

Susan Groveman, Executive Director of Marketing and

Community Relations

Area Administrator:

Brock McMurray, Interim Superintendent/President

Subject:

Request for Approval

Board Meeting Date: March 13, 2024

Title of Board Item:

Taft Midway Driller 12-Month Digital and Online Advertising Plan Renewal— March 1, 2024 - February 28, 2025

Background:

The attached agreement renews the 12-Month contract that allows Taft College to place monthly print ads in the local, weekly newspaper, print ads in seven special print sections, as well as a monthly online display ad on the Taft Midway Driller's website.

Terms (if applicable:

March 1, 2024 - February 28, 2025

Expense (if applicable):

\$8,290.20

Fiscal Impact Including Source of Funds (if applicable):

Expense will be covered by District funds or CTE Strong Workforce grant funding when available.

Approved:

Brock McMurray, Superintendent/President

1315 Center St. Taft, CA 93268 • PO Box 958 Taft, CA 93268 • 661-763-3171

Taft College 12 month contract proposal

10"x10" ad monthly - \$396.40 per week - \$4,756.80 Online 10x3 strip 12 months - \$95/per month - \$1,140.00 Clicks thru to your Website - Creative can be changed at any time.

Special Sections to be included 10" x 10" ad

Vision - \$544.00 Chamber Map – Full panel - \$384.00 Graduation - \$175.00 4th of July - \$240.00 Memorial Day - \$304.00 Who we are - \$444.00 Christmas - \$302.40

We are also going to give you 3 Front page strips though out the year in the Newspaper at no charge upon availability.

Total for the 12 months for Print and Online - \$8,290.20

Revised 01/16/2024



BOARD AGENDA ITEM

Date:

February 21, 2024

Submitted by:

Susan Groveman, Executive Director of Marketing and

Community Relations

Area Administrator:

Brock McMurray, Interim Superintendent/President

Subject:

Request for Approval

Board Meeting Date: March 13, 2024

Title of Board Item:

Modern Campus Omni Content Management System (CMS) License Renewal— May 1, 2024 - April 30, 2025

Background:

The attached agreement renews the licensing of the Content Management System (CMS) on which the new website has been built, including the Course Catalog, Omni CMS Integrated Calendar, Omni CMS Insights, Basic Support, and Omni CMS – SaaS for up to 25 users.

Terms (if applicable:

May 1, 2024 - April 30, 2025

Expense (if applicable):

\$36,550.00

Fiscal Impact Including Source of Funds (if applicable):

Expense will be covered by District funds or grant funding when available.

Approved:

Brock McMurray, Superintendent/President

INVOICE



Modern Campus USA, Inc. 1320 Flynn Road, Suite 100 Camarillo, CA 93012

Bill To: Taft College 29 Emmons Park Drive Taft, CA 93268

INVOICE NO:	INV013578
DATE:	01/31/2024
PURCHASE ORDER:	
TERMS:	Net 90

Item	Description	Quantity	Price	Extended
LCAT100	Course Catalog - License - Course Catalog annual license	1	5,000.00	5,000.00
	May-01 Apr-30			
LICAL100	Omni CMS Integrated Calendar - Omni CMS Integrated Calendar annual license	1	2,000.00	2,000.00
	May-01 Apr-30			
LOUI105	Omni CMS Insights - License up to 5,000 pages - Up to 5,000 pages	1	5,000.00	5,000.00
	May-01 Apr-30			
SBAS000	Support - Basic - Up to 2 designated contacts with	1	6,000.00	0.000.00
	unlimited tickets May-01 Apr-30	L	6,000.00	6,000.00
LOUC025	Omni CMS - SaaS up to 25 users - Up to 25 users	1	18,550.00	18,550.00
	May-01 Apr-30			





Modern Campus USA, Inc. 1320 Flynn Road, Suite 100 Camarillo, CA 93012

Item	Description	Quantity	Price	Extended
			Subtotal	\$36,550.00
			Total Applicable Taxes	\$0.00
			Total	\$36,550.00
			Payments	\$0.00
Order Note: 5/1/24- 4/30/25		Balance Due	\$36,550.00	

Remit to:

Modern Campus USA Inc. PO BOX 674696 DALLAS TX 75267-4704

Electronic Payment:

Beneficiary Name: Modern

Campus ÚSA Inc.

Bank Name: PNC Bank, N.A. Account Number: 8026543624 Routing Number: 031207607 Swift Code: PNCCUS33

PAYMENT COUPON								
ACCOUNT#	C001018							
DATE:	Jan 31, 2024							
INVOICE	INV013578							

Balance Due

\$36,550.00

Please note that our banking information has been updated. The details are provided on the left.

For Faster service, please enclose this portion with your payment



BOARD AGENDA ITEM

Date: February 21, 2024

Submitted by: Susan Groveman, Executive Director of Marketing and

Community Relations

Area Administrator: Brock McMurray, Interim Superintendent/President

Subject: Request for Approval

Board Meeting Date: March 13, 2024

<u>Title of Board Item:</u>

Videography Services for Taft College Commencement Ceremony on May 17, 2024

Background:

The attached agreement will enable Taft College to collect raw footage from three different camera angles, as well as receive a final, finished video of the Taft College Commencement Ceremony on May 17, 2024. Note: A/C power will be required at three camera locations.

Terms (if applicable):

February 1, 2024 - May 31, 2024

Expense (if applicable):

Not to exceed \$3,500 for long-duration project, including contingency.

Fiscal Impact Including Source of Funds (if applicable):

Expense will be covered by District funds or CTE Strong Workforce grant funding when available.

Approved:

Brock McMurray, Superintendent/President



January 19, 2024

Project PROPOSAL

Client:

Taft College - Susan D. Groveman, MBA

Project:

TC Commencement - 17 May 2024

Scope of Services: Record event of +/- 2 hour duration with three cameras and deliver final finished video of event.

Services Provided:

· Pre-production planning and services necessary.

• Arrival for preliminary set-up and coordination with sound vendor for tech rehearsal.

 Video recording by nelsonmedia.com staff of event with 3 LUMIX HD cameras, using quality Leica lenses and Sennheisier audio gear, patching in to live audio feed.

• Development of production design, and graphic elements.

• Identify and suggest licensed music cues for production.

- Edit sessions to incorporate three video streams, audio, music, and effects to final video master.
- · Video proof posted to shared Dropbox folder for review and revision.

· Client-requested revisions completed.

• Video project transcoded to desired formats for use in communications efforts.

(Production note: A/C power will be needed at the camera locations.)

As with all **nelsonmedia.com** projects, video will meet client expectations before final delivery.

Estimate:

\$2.5k to \$3.5K for long-duration project, includes contingency.

Thank you for this opportunity,

· www.nelsonmedia.com ·

Tuesday, January 23, 2024 at 11:49:57 Pacific Standard Time

Subject:

TC Commencement 2024

Date:

Friday, January 19, 2024 at 5:08:36 PM Pacific Standard Time

From:

Bill Nelson < bnmedia 01@gmail.com>

To:

Susan Groveman <sgroveman@taftcollege.edu>

Attachments: TC Commencement 2024 Proposal.pdf

Last one, Susan.

This one's tricky to bid, since there's so much data sloshing around after three cameras record for 2+ hours. Makes for some long edit sessions. We didn't really nail down how 'produced' the event video will be... In my mind the video would start with a produced open, then go to the event with supers for those presenting, etc. I don't imagine using graphics to identify every grad, but please let me know and we can adjust. Some kind of produced close and then fade to black. What am I missing?

Thank you again!

Bill

nelsonmedia.com

******** This is an EXTERNAL EMAIL. Stop and think before replying, clicking links or opening attachments. ************



BOARD AGENDA ITEM

Date:

February 27, 2024

Submitted by:

Jon Farmer, Director of Distance Education

Area Administrator:

Leslie Minor, VP of Instruction

Subject:

Request for Approval

Board Meeting Date:

March, 13, 2024

Title of Board Item:

Request for Approval to Purchase Cidi Design Tool (Canvas Design Tool)

Background:

Cidi Design Tool is a software tool designed to simplify the process of creating accessible and visually appealing content within learning management systems (LMS), such as Canvas. It provides users with a range of templates, widgets, and design elements that can be easily integrated into course materials, presentations, and assessments. The tool aims to streamline the development of instructional content while ensuring compliance with accessibility standards, allowing educators to focus on creating engaging learning experiences for students.

Terms (if applicable):

4/1/2024 - 3/30/2025

Expense (if applicable):

\$6,200

Fiscal Impact Including Source of Funds (if applicable):

Distance Education Budget

Approved:

Brock McMurray, Interim Superintendent/President



Cidi Labs Terms and Conditions Enterprise SaaS License and Support

The use by Taft College ("Licensee") of Cidi Labs, LLC's ("Cidi Labs") Software-as-a-Service ("SaaS") Applications ("Software," or "Application Services"), is expressly conditioned on each parties' acceptance of the following terms and conditions including Exhibits A, B, and C (collectively the "Agreement" or "Terms"):

1. DESCRIPTION OF SERVICE(S)

Cidi Labs provides the following Application Services that integrate with and enhance the Canvas Learning Management System (LMS) ("Canvas"). The Application Services marked ("X") below are covered by this Enterprise SaaS License and Support Agreement and the terms and conditions outlined herein. Cidi Labs Application Services include:

. X <u>DesignPLUS</u> – Design Tools for Canvas: these provide Licensee's users with the ability to rapidly build course structures, style content, manipulate images, check accessibility of page content and many other capabilities inside Canvas. DesignPLUS consists of two LTI (Learning Tools Interoperability) tools, a JavaScript-based content editing tool, and the CSS and JavaScript files necessary to support the content created with the tools. Some content created using DesignPLUS inside a Canvas course depends on server calls to JavaScript and CSS files residing on Cidi Labs' servers to properly render. All content created with these tools resides in Canvas and is owned by Licensee. This application does not access or store any student information. For proper operation, DesignPLUS requires Licensee to add lines of code to their custom CSS and JavaScript files inside Canvas.

To use Cidi Labs Application Services, Licensee must have access to an instance of Canvas and obtain access to the Internet. The Software does not include access to Canvas, the Internet, or the equipment necessary for Licensee to obtain such access.

The specific services to be delivered by Cidi Labs are defined in Exhibits A, B, and C.

2. BILLING POLICIES

Payment for Software-as-a-Service (SaaS) is billed annually and due in advance. Second and subsequent year invoices for multiyear agreements are generated up to sixty (60) days prior to the first day of the calendar month for which this Agreement's term begins (as defined in Exhibit A). All payments are due within thirty (30) days of invoice receipt by Licensee. If payment is not received within sixty (60) days of invoice receipt by Licensee, Cidi Labs reserves the right to suspend access to Application Services.

Payments for Application Services made after sixty (60) days of invoice receipt by Licensee are considered delinquent and may be subject to reasonable interest, collection, and legal fees.

Licensee agrees to pay Cidi Labs for all charges agreed to per this Agreement. Licensee acknowledges that no full or partial refund of implementation fees or the initial or current year's license fee will be given if Application Services are canceled.

Cidi Labs reserves the right to change the prices, terms, and conditions of Application Services at the conclusion of this Agreement's initial term (as defined in Exhibit A). Cidi Labs agrees to negotiate follow-on contracts for support in good faith.

Renewal of this Agreement is not automatic, and as such any changes or extensions will not be effective absent the execution of an addendum to this Agreement or a replacement agreement.

3. SERVICE LEVEL GUARANTEE

The following Cidi Labs service guarantees are made to Licensee while operating under a SaaS License:

- A. Application Services Availability: Network connections between an operating Cidi Labs Application and the Internet will be available to the Licensee free of interruptions 99.9% of the time, not including downtime incurred during normal or scheduled maintenance windows (as defined in Exhibit C). For the purposes of calculating the 99.9% figure, time from unused maintenance windows cannot be used to offset downtime that occurs outside the parameters of Section 15.
- B. Interruptions: In the event a Licensee experiences an Application Services interruption for more than thirty (30) consecutive minutes and is unable to transmit and receive information from the Software system, and Licensee notifies Cidi Labs immediately of such event and Cidi Labs determines that such interruption was caused by Cidi Labs' inability to provide Application Services for reasons within Cidi Labs' control and not as a result of any actions or inactions of Licensee's equipment or any third parties (including failure of Canvas or third-party equipment), and such inability is not a result of standard scheduled maintenance of Application Services, Cidi Labs will, upon Licensee's request, credit Licensee's account with a pro-rated amount of the total annual licensing cost equivalent to two hundred percent (200%) of the length of the interruption that exceeds the parameters set forth in Section 3A. Licensee credit may not exceed the pro-rated amount equivalent to one month's fees of the respective Application Services in any single calendar month.

4. SECURITY

Cidi Labs Application Services integrate with Canvas and therefore rely on Canvas' authentication services for user authorization and authentication. Users access Application Services exclusively through Canvas. Cidi Labs Application Services use LTI and the OAuth2 protocol to authenticate and allow users to perform actions within the Software, without obtaining the user's password. The Software stores the following information on a server that is secured by an authentication scheme and a firewall: (1) encrypted user OAuth credentials, (2) application logs that include user domain, page url, browser information, error details, and (3) institution identifiers and LTI credentials. The Software does not collect any student information as this data is not required for the Software to operate. Cidi Labs makes available in its support portal detailed descriptions of all Canvas API endpoints utilized and data accessed, stored or pushed to Canvas by the Software. Physical and electronic measures ensure that no outside unauthorized access can be obtained to Cidi Labs servers.

Licensee acknowledges and agrees that, due to the inherent qualities of the Internet, Cidi Labs cannot prevent and, therefore, is not responsible for security breaches unrelated to its providing of the Software, nor is Cidi Labs responsible for Licensee's failure to maintain the confidentiality of Licensee's Canvas account information and/or passwords. Furthermore, Licensee is entirely responsible for any and all activities that occur under Licensee's account.

Each party agrees to immediately notify the other of any unauthorized use of accounts or any other known breach of security. Licensee is responsible for maintaining the confidentiality of Licensee's LTI consumer keys and secrets, and is fully responsible for all activities that occur under Licensee's accounts. Licensee agrees to (a) immediately notify Cidi Labs of any unauthorized use of Licensee's accounts involving the Software or any other known breach

of security involving the Software, and (b) make good-faith efforts to ensure that Licensee's users exit (logout) from Licensee's Canvas account at the end of each session.

Licensee agrees that Cidi Labs is not liable for any loss or damage arising from Licensee's failure to comply with the paragraph above.

5. LICENSEE CONDUCT

Some Cidi Labs Application Services help users create content in Canvas. Licensee agrees that content created with Applications Services is the sole responsibility of the person from which such Licensee content originated. Licensee, and not Cidi Labs, is entirely responsible for all Licensee content that is created or updated via Application Services. Cidi Labs does not control the Licensee content created via Application Services and, as such, does not guarantee the accuracy, integrity, or quality of such Licensee content. Under no circumstances will Cidi Labs be liable in any way for any Licensee content, including, but not limited to, any errors or omissions in any Licensee content, any accessibility issues that violate web content accessibility laws present in Licensee content, or for any loss or damage of any kind incurred as a result of the use of any Licensee content created, published, or otherwise updated via Application Services. Licensee agrees to use Application Services in a manner consistent with any and all applicable laws and regulations. Specifically, Licensee agrees not to use Application Services for any unlawful, offensive, harassing, or deceitful purpose. Transmission of material, information, or software in violation of any local, state, or federal law is prohibited and is a breach of these Terms.

6. INDEMNITY

Each party agrees to indemnify and hold the other (including its subsidiaries, affiliates, officers, agents, partners, and employees) harmless from any claim or demand, including reasonable attorney's fees, made by any third party due to or arising out of material that Licensee creates or updates with Application Services, Licensee's use of Application Services, either party's violation of these Terms or of any rights of another, or Cidi Labs' providing of Application Services.

7. NO RESALE OF CIDI LABS APPLICATION SERVICES

Cidi Labs grants Licensee a limited, non-exclusive, non-transferable, revocable license to use Application Services only for its stated purposes. As a licensee of Application Services, Licensee may not rent, lease, grant a security interest in, sell, resell, or otherwise transfer any rights Licensee has in the use of Application Services. Licensee further agrees not to reproduce, duplicate, copy, or exploit for any commercial purposes, any portion of Application Services, use of Application Services, or access to Application Services.

Under the license described in the previous paragraph, Licensee is prohibited from modifying, translating, disassembling, decompiling, or reverse engineering or otherwise attempting to derive the source code for the operation of Cidi Labs Application Services or creating derivative works based on Cidi Labs Software or parts of the Software. For purposes of these Terms, "reverse engineering" shall mean the examination or analysis of Application Services to determine its source code, structure, organization, internal design, algorithms, or encryption devices.

8. TERMINATION OF AGREEMENT

Single-year agreements automatically terminate at the Term End Date defined in Exhibit A. Continuation of Application Services is subject to current rates at the time of the new contract agreement.

Prepaid or annually invoiced, multiyear agreements automatically terminate at the Term End Date defined in Exhibit A. Renewal of such agreements is not automatic and will be done only by either (1) the execution of an addendum to this Agreement prior to the end of the subscription term; or (2) a replacement agreement.

Any duly executed agreement may be terminated by either party immediately upon written notice in the event that the other materially breaches the terms of this Agreement. In such an event, the terminating party shall have the right to terminate this Agreement and all other orders forthwith. Cidi Labs will not refund any subscription fees unless Cidi Labs is in breach of this Agreement.

Upon any termination of this Agreement, Licensee shall cease all use of the Application Services by disabling the Application Services' Canvas integration and take such other actions that Cidi Labs may reasonably request in writing to ensure that access to Application Services is terminated. All Licensee data, including any archived, backup, or offline copies, will be deleted from Cidi Labs' servers and archives within 90 days after termination of Agreement.

9. FORCE MAJEURE

Neither party shall be responsible for failure to perform under these Terms when its failure results from any of the following causes: acts of God or public enemies, war, insurrection or riot, fire, flood, explosion, earthquake or serious accident, strike, labor trouble or work interruption external to that party, or any cause beyond its reasonable control.

10. CIDI LABS' PROPRIETARY RIGHTS

Licensee acknowledges and agrees that Cidi Labs Application Services and any necessary software used in connection with its Application Services contain proprietary and confidential information that is protected by applicable intellectual property and other laws. Except as expressly authorized by Cidi Labs, or its partners, Licensee agrees not to modify, rent, lease, loan, sell, distribute or create derivative works based on Cidi Labs Application Services, in whole or in part. Licensee agrees not to access Application Services by any means other than through the interface that is provided by Cidi Labs for use in accessing its Application Services.

11. DISCLAIMER OF WARRANTY

EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, THE APPLICATION SERVICES ARE PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, ORAL, WRITTEN, STATUTORY, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF PERFORMANCE OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. LICENSEE BEARS ALL RISK RELATING TO QUALITY AND PERFORMANCE OF THE APPLICATION SERVICES. WITHOUT LIMITING THE FOREGOING, CIDI LABS DOES NOT WARRANT THAT ALL ERRORS CAN BE CORRECTED, OR THAT OPERATION OF THE APPLICATION SERVICES SHALL BE UNINTERRUPTED OR ERROR-FREE, PARTICULARLY DUE TO THE RELIANCE OF APPLICATION SERVICES UPON CANVAS AND THE CANVAS API, OVER WHICH CIDI LABS HAS NO CONTROL.

Because some states may not allow the exclusion of implied warranties, such limitation may not apply in its entirety to Licensee.

12. LIMITATION OF LIABILITY

IN NO EVENT WILL CIDI LABS, ITS SUPPLIERS, SHAREHOLDERS, OFFICERS, EMPLOYEES OR AGENTS BE LIABLE FOR ANY LOST PROFITS, INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, INCLUDING DAMAGES DUE TO LOSS OF DATA OR GOODWILL, ARISING OUT OF THIS AGREEMENT OR THE USE OF OR RELIANCE UPON THE APPLICATION SERVICES, EVEN IF CIDI LABS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

IN NO EVENT SHALL CIDI LABS BE LIABLE FOR PROCUREMENT COSTS OF SUBSTITUTE PRODUCTS OR SERVICES OR ANY UNAUTHORIZED USE OR MISUSE OF ANY APPLICATION SERVICES, EXCEPT IN THE CASE OF CIDI LABS' WILFULL MISCOUNDUCT WITH RESPECT TO SUCH USE OR MISUSE. LICENSEE ASSUMES RESPONSIBILITY FOR THE USE AND RESULTS OBTAINED FROM THE APPLICATION SERVICES. UNDER NO CIRCUMSTANCES WILL CIDI LABS' TOTAL LIABILITY OF ANY KIND ARISING OUT OF OR RELATED TO THIS AGREEMENT (INCLUDING BUT NOT LIMITED TO WARRANTY CLAIMS), REGARDLESS OF THE FORUM AND REGARDLESS OF WHETHER ANY ACTION OR CLAIM IS BASED ON CONTRACT, TORT, OR OTHERWISE, EXCEED THE TOTAL AMOUNT PAID BY LICENSEE TO CIDI DURING THE IMMEDIATELY PRECEDING SIX-MONTH PERIOD (DETERMINED AS OF THE DATA OF ANY FINAL JUDGMENT IN AN ACTION). THE PARTIES AGREE THAT THIS SECTION SHALL SURVIVE AND CONTINUE IN FULL FORCE AND EFFECT DESPITE ANY FAILURE OF CONSIDERATION OR OF AN EXLUSIVE REMEDY. THE PARTIES ACKNOWLEDGE THAT THE PRICES HAVE BEEN SET AND THE AGREEMENT ENTERED INTO IN RELIANCE UPON THESE LIMITATIONS OF LIABILITY AND THAT ALL SUCH LIMITATIONS FORM AN ESSENTIAL BASIS OF THE BARGAIN BETWEEN THE PARTIES. BECAUSE SOME STATES MAY NOT ALLOW THE EXCLUSION OR LIMITATION OF CONSEQUENTIAL OR INCIDENTAL DAMAGES, SUCH LIMITATIONS MAY NOT APPLY TO LICENSEE.

13. NOTICE AND MODIFICATION

Notices required by or outlined in this Agreement shall be made certified, signature-guaranteed postal mail using the following:

Cidi Labs, LLC	Taft College	
ATTN: Mike Zackrison	ATTN: Jon Farmer	
Street Address: 13894 S. Bangerter Parkway, STE 200	Street Address:	
City, State, Zip: Draper, UT 84020	City, State, Zip: Taft, CA	
Email: mikez@cidilabs.com	Email: jfarmer@taftcollege.edu	

Notification of a change to either party's contact information will be made to the other party via certified, signature-guaranteed postal mail. The non-receipt of the required notice due to personnel reassignment, departure, or neglect by the intended recipient will not constitute a failure to deliver by the delivering party.

General announcements to Licensee that are not related to the terms of this Agreement may be made via email, regular mail, or our support portal found at https://support.cidilabs.com.

Modifications and additions to any part of this Agreement may be made only via amendments or addendums that have been fully-executed (via signatures) by both parties.

14. CONFIDENTIAL INFORMATION

Obligations: Each party will: (1) protect the other party's Confidential Information with the same standard of care it uses to protect its own Confidential Information; and (2) not disclose the Confidential Information, except to affiliates, employees and agents who need to know it and who have agreed in writing to keep it confidential. Each party (and any affiliates, employees and agents to whom it has disclosed Confidential Information) may use Confidential Information only to exercise rights and fulfill its obligations under this Agreement, while using

reasonable care to protect it. Each party is responsible for any actions of its affiliates, employees, and agents in violation of this Section.

Exceptions: Confidential Information does not include information that: (1) the recipient of the Confidential Information already knew; (2) becomes public through no fault of the recipient; (3) was independently developed by the recipient; or (4) was rightfully given to the recipient by another party.

Required Disclosure: Each party may disclose the other party's Confidential Information when required by law but only after it, if legally permissible: (1) uses commercially reasonable efforts to notify the other party; and (2) gives the other party the chance to challenge the disclosure.

15. TRADEMARK AND COPYRIGHT INFORMATION

Cidi Labs, the Cidi Labs logo, and other Cidi Labs logos and product names are trademarks of Cidi Labs (the "Cidi Labs Marks") or are used by Cidi Labs through license agreements with the respective trademark owners. Without Cidi Labs' prior permission Licensee agrees not to display or use, in any manner, the Cidi Labs Marks except as provided within Application Services.

Licensee's logos, typographic representation of Licensee's name(s), and other Licensee marks and names are trademarks of Licensee (the "Licensee Marks"). Without Licensee's express written consent, Cidi Labs agrees not to display or use, in any manner, the Licensee Marks except as is necessary to provide the services described in Section 1.

16. SCHEDULED MAINTENANCE

To ensure optimal performance of Application Services, Cidi Labs reserves a period of time to conduct routine maintenance. The schedule of routine maintenance is published on our support portal and more details are included in Support Services Guidelines (Exhibit B). Maintenance performed outside the regularly scheduled window and absence the advanced notifications outlined in Exhibit B will be considered unscheduled and will count against the guarantees set forth in Section 3.

17. MARKETING AND PUBLICITY

Cidi Labs may use Licensee's name in its Licensee list to include, but not be limited to, postings to the Cidi Labs website, financial reports, and prospectuses identifying Licensee as a Licensee. Licensee's account must be in good standing with Cidi Labs to remain listed. Licensee's logos and typograph representation of Licensee's name will not be used in any form at any time without Licensee's express written consent.

From time to time, Cidi Labs selects candidates from its Licensee list with whom it wishes to announce a business relationship or generate a joint press release. Should Licensee be so selected, Licensee shall have an opportunity to review and approve each press release prior to its issuance. Licensee's approval shall not be unreasonably withheld or delayed.

18. ASSIGNMENT

Licensee shall not assign or otherwise transfer this Agreement or the rights granted hereunder without the prior written consent of Cidi Labs.

Cidi Labs shall be permitted to assign this Agreement to any successor to all or substantially all of the assets of Cidi Labs or the business unit of Cidi Labs that is in the business of licensing the Application Services, whether by merger, acquisition, asset sale, exclusive license, stock sale or otherwise.

19. SURVIVABILITY

The provisions of Sections 2, 6, 12, 13, 14, and 17 of this Agreement shall survive its termination by either party.

Any/all other provisions associated with this Agreement shall expire at the conclusion of the term defined in Exhibit A absent the execution of extension(s) as allowed for in Section 8.

20. GENERAL INFORMATION

These Terms and any Exhibits referenced within constitute the entire agreement between Licensee and Cidi Labs and govern Licensee's use of Application Services and supersede any prior agreements between Licensee and Cidi Labs. Licensee also may be subject to additional terms and conditions that may apply when Licensee uses affiliate services, third-party content or third-party software. These Terms and the relationship between Licensee and Cidi Labs shall be governed by the laws of the State of Utah without regard to its conflict of law provisions. Licensee and Cidi Labs agree to submit to the personal and exclusive jurisdiction of the courts located within the State of Utah. The failure of Cidi Labs to exercise or enforce any right or provision of these Terms shall not constitute a waiver of such right or provision. If any provision of these Terms is founded by a court of competent jurisdiction to be invalid, the parties nevertheless agree that the court should endeavor to give effect to the parties' intention as reflected in the provision, and the other provisions of these Terms remain in full force and cause of action arising out of or related to use of Application Services or these Terms must be filed within one (1) year after such claim or cause of action arose or be forever barred. The section titles in the agreement are solely used for the convenience of the parties and have no legal or contractual significance. Cidi Labs provides Cidi Tools to Licensee subject to these Terms. Unless explicitly stated otherwise, any new feature that augments or enhances current versions of Application Services, including subsequent releases of Application Services, shall be subject to these same Terms.

(Signatures on next page)

AGREED AND ACCEPTED BY:

The signatories below are officers of their respective organizations and each has the approval and authority to make this intent on behalf of the organization:

CIDI LABS, LLC:	TAFT COLLEGE
Signature:	Signature:
Printed Name: Michael Zackrison	Printed Name:
Title: CEO	Title:
Date:	Date:

EXHIBIT A – Cidi Labs Application Services Order Details



Order Number:

O-24-4471

Term Start Date:

3/1/2024

Term End Date:

2/28/2025

13894 South Bangerter Parkway; Ste 200 Draper, UT 84020 USA

Order Details:

(385) 404-6444

Name:

Heather Cash

Organization:

Taft College

Subscription Term:

1 YR

Address:

hcash@taftcollege.edu

Payment Terms:

Net 30

Email: Phone:

Currency:

USD

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED
1	Annual DesignPLUS Subscription	SaaS subscription to use Cidi Design Tools which include the DesignPLUS, Multi-tool, and Upload/Embed Image LTI tool. SaaS agreement for FTE between 1000-1999.	\$4,200	\$4,200
1	Implementation Services	One-time fee for implementation, basic configuration and cohort training services.	\$2,000	\$2,000
				\$6,200.00

Payment Schedule:

Year 1

\$6,200

If you have questions about this order please contact: Mike Zackrison at mikez@cidilabs.com

Please email purchase orders to sales@cidilabs.com Cidi Labs Federal ID #: 37-1816981

** CONFIDENTIAL **

EXHIBIT B – Support Services Guidelines

SUPPORT SERVICES GUIDELINES

The following support services guidelines ("Guidelines") describe the support services available under the Enterprise SaaS License and Support Agreement.

For purposes of these Guidelines, the term "Application Services" will mean, collectively, the following software programs provided by Cidi Labs on a "software as a service" basis: (1) DesignPLUS, (2) TidyUP, (3) UDOIT Cloud, (4) ReadyGO; other products may be added to this list in the future.

Capitalized terms used in these Guidelines and not defined in the text are defined below under "Definitions."

DEFINITIONS

For the purpose of these Guidelines, the capitalized terms below will have the following meanings:

"Cidi Labs Support Staff" means the Cidi Labs representatives responsible for handling Requests.

"Designated Representative" means designated customer administrators and support representatives.

"End User" will mean any of your faculty members, students, staff, employees, or agents whom you have authorized to access and use the Application Services on your behalf in accordance with this Agreement.

"Feature Request" means a Request by a Designated Representative to incorporate a new feature or enhance an existing feature of the Application Services that is currently not available.

"Normal Business Hours" means the standard hours of operation for Cidi Labs support staff, excluding weekends and holidays as documented on our support portal. Generally, these hours are Monday – Friday, 8 AM to 5 PM Mountain Time.

"Priority" means the classification of a customer's Request and is used to establish target response times. Cidi Labs Priority levels are:

- Urgent Service Unusable
- High Service Severely Impaired
- Normal Service Partially Impaired
- Low Service Fully Usable

"Request" means a request from Customer to Cidi Labs Support Staff for technical support to resolve a question or problem report regarding Cidi Labs Application Services.

"Service Unusable" is any situation where Customer is unable to access or use the Application Services for the majority of its End Users. Customers must identify a Request as Service Unusable by designating it as an Urgent Priority support Request.

"Standard Request" means a Request made by Customer to Cidi Labs that is not a Service Unusable Request of Feature Request.

"Support Incident" means a single request for assistance to resolve one Request.

"Support Services" means our normal provision of advice, direction and support via email and telephone regarding Application Services and which shall be provided in the English language.

USE OF CIDI LABS SUPPORT SERVICES

Our Responsibilities

We will use commercially reasonable efforts to: (1) provide our Support Services as described in these Guidelines for You during Normal Business Hours* (Monday thru Friday, 8 AM to 5 PM Mountain Time); (2) respond to Your Requests within the target response times; (3) keep Cidi Labs Application Services up to date; (4) and provide current and relevant online self-help tools for End Users and administrators.

*Please note that we intend to offer 24/7/365 support in the future, but this is not currently available.

Your Responsibilities

You shall (1) be responsible for End Users' compliance with the Enterprise SaaS License and Support Agreement; (2) use reasonable efforts to fix any error, configuration problem, malfunction, or network connectivity issue without escalation to Cidi Labs; (3) and work collaboratively with Cidi Labs Support Staff to resolve Requests by providing timely responses to inquiries from Cidi Labs Support Staff.

We will not be able to resolve all Requests

We do try, but we will not be able to provide answers to, or resolve all Requests.

Services Not Provided as Part of our Support Services

Some services are not provided as part of our Support Services and may require a separate services engagement. Examples include:

- Migration issues
- Improper usage of the Application Services
- Requests for integration with 3rd party services
- Unsupported changes to the configuration
- Provision of patches to resolve non-Urgent issues
- Assistance with understanding CSS, HTML, JavaScript, LTI and other key technologies related to Application Services
- Issues known by Us not to be related to the Application Service itself
- Development of themes or templates

CUSTOMER'S DESIGNATED REPRESENTATIVES

You may designate up to five (5) individuals for the purposes of Requesting support, and may designate substitute personnel by providing Us notice. These Designated Representatives should be staff members that have been trained as Application Service administrators.

Your Designated Representatives are managed in Cidi Labs' support portal found at http://support.cidilabs.com and will have the ability to initiate support Requests as described in these Guidelines. Your Designated Representatives should set up an account in the support portal.

SUPPORT REQUESTS

You can contact Us with a Request for support anytime through the Cidi Labs support portal, or by emailing support@cidilabs.com, and by phone during Normal Business Hours. Each Request submitted by email or through our online support portal will generate a unique Support Case. If You initiate the Request by phone we will create the Support Case for You. You will receive an acknowledgement immediately, and can monitor progress through the support portal. Once a Support Case has been initiated, You can provide updates and additional information via email.

You designate the priority of each Request. Upon receiving a Request from Your Designated Representative, We will begin evaluating the Request and will respond within the target response time for the designated priority level. We reserve the right to reclassify the Priority Designation of a Request if We believe that the designation is incorrect. We will inform You of any change, and You may appeal any reclassification.

Our Target Initial Response Times depend on the designated Priority of a Request. Urgent priority support Requests are responded to with a target initial response time of 30 minutes and are responded to 24x5 (Mon.-Fri.; we'll do our best on weekends until we move to a 24/7/365 offering). High priority support Requests are responded to with a target initial response time of one hour. Normal and Low priority support Requests are responded to during Normal Business Hours.

Our approach to Resolution depends on the designated Priority of a Request. We will use commercially reasonable means to resolve Service Unusable (Urgent) Requests as quickly as possible and will keep you informed every 30 minutes until the Service has been restored, unless you agree to lesser frequency. For High, Normal, and Low Priority support Requests we will use a commercially reasonable effort until the Request is resolved.

You can make Feature Requests of Us. If Cidi Labs deems a Request as a Feature Request, We will add the Request to Our product backlog to prioritize for consideration in a future update or release of the Application Services and will consider the Request as resolved. Cidi Labs is not obligated to include any such Feature Request in future updates or releases.

We provide Support for Your End Users solely through self help mechanisms such as the support portal knowledgebase, online help systems, and community forums which are accessible through the Cidi Labs website: www.cidilabs.com, or such URL as Cidi Labs may provide. You are responsible for responding to any questions and requests by End Users or other third parties relating to Your use, or Your End Users' use of the Services, with such support services to be provided at Your own expense.

SCHEDULED MAINTENANCE

To ensure optimal performance of the Application Services, Cidi Labs reserves a period of time to conduct routine maintenance. The schedule of routine maintenance is published on our support portal.

In most cases, Maintenance will have limited or no negative impact on the availability and functionality of the Application Services. If Cidi Labs expects planned Maintenance to negatively affect the availability or functionality of the Services, Cidi Labs will use commercially reasonable efforts to provide at least seven days' advance notice of the Maintenance. In addition, Cidi Labs may perform emergency unscheduled Maintenance at any time. If Cidi Labs expects such emergency unscheduled Maintenance to negatively affect the availability or functionality of the Services, Cidi Labs will use commercially reasonable efforts to provide advance notice of such Maintenance.

There will always be a need for routine updates. If you report a bug that requires code modification to resolve, that fix will be included in a future product release.

GENERAL PROVISIONS

Cidi Labs may update these guidelines from time to time and we will notify You any time we make a change. Notifications will be made to the contact listed in Section 12 of the Enterprise SaaS License and Support Agreement.

We will provide all support in the English language.

Term of Support. Cidi Labs will provide the support services described in these Guidelines during the Term of the Enterprise SaaS License and Support Agreement and will have no obligation to provide any Support Services to You after the expiration or termination of the Agreement.

EXHIBIT C – Implementation and Training Services

STATEMENT OF WORK

Cidi Labs will activate Application Services in its cloud environment. Once activated in your Production instance of Canvas, Application Services will be available in Production, Test and Beta Canvas instances. In addition, we will provide an onboarding experience to help you quickly benefit from your Application Services.

Onboarding Services

In order to help you successfully get started with Cidi Labs Application Services, Cidi Labs will provide the following:

Standard One-Time Services

All standard services are delivered virtually through the use of conferencing and screen-sharing applications and are recorded for your reference. There are options available for these services to be delivered through personalized appointments or through our cohort/group training schedule.

Generally, each Implementation and training package (regardless of Application Services) includes:

- Installation Call Cidi Labs activates your Application Services in our SaaS environment and installs them
 in your Production Canvas instance.
- Functional User Training, Basic Features Cidi Labs will train users on the basic set of features and functionality included in the Application Service.
- Functional User Training, Advanced Features Cidi Labs will train users on the advanced set of features and functionality included in the Application Service (note: not all Application Services require Advanced training).
- Administrator Training Cidi Labs instructs you on how to configure and customize Application Services for your institutional use.
- Project Management Cidi Labs will coordinate the delivery of these One-Time Services.

Check-In

A Cidi Labs representative will check-in with your Cidi Labs administrator within 60 to 90 days from launch to review your progress and provide pro-active deployment support. This check-in may include the following optional training:

Optional Follow Up Training – Cidi Labs will conduct a 1-2 hour web-based follow up training that covers
the topics you would like to explore in more depth now that you have some experience using the
Application Services.



BOARD AGENDA ITEM

Date:

February 6, 2024

Submitted by:

Dr. Leslie Minor, Vice President of Instruction

Area Administrator:

Brock McMurray, Interim Superintendent/President

Subject:

Request for Approval

Board Meeting Date:

March 13, 2024

Title of Board Item:

Independent Consultant Agreement with Terry Townsend

Background:

Taft College has contracted with Terry Townsend for services related to the Office of Instruction. It is my recommendation that the District extend the contract with Terry Townsend.

Terms (if applicable):

March 14, 2024 - June 30, 2024

Expense (if applicable):

\$100.00 per hour not to exceed 30 hours.

Fiscal Impact Including Source of Funds (if applicable):

Office of Instruction budget

Approved:

Brock McMurray, Interim Superintendent/President

WEST KERN COMMUNITY COLLEGE DISTRICT CONTRACT FOR PROFESSIONAL SERVICES

COLLEGE DISTRICT ("District") and Terry Townsend
("Independent Contractor"). The agreement is effective March 13, 2024
Recitals
 District desires to obtain the services of an education consultant especially trained and experienced in rendering the following services:
Create and update forms and reports in Access database (iMarcs); perform routine maintenance for WESTEC and iMarcs databases; and provide documentation of updates/training
(and as may be more particularly described in paragraph 3 of terms below).
2. Independent Contractor is an Independent Contractor especially trained and experienced in providing the services described in recital #1 above.
3. The parties have agreed that the Independent Contractor will provide the personal professional services of <u>Terry Townsend</u> (name) as specified in this Agreement as an Independent Contractor, as available, and not as an employee of the District.
Terms
NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:
1. Recitals Approved. The above recitals are true and correct.
2. Length of Agreement. Independent Contractor shall provide the services
March 13, 2024 through June 30, 2024 All work shall be
performed at the following location: virtually
3. Services to be Provided. The services to be provided to the District by the Independent Contractor include but are not necessarily limited to the following:
Create and update forms and reports in Access database (iMarcs); perform routine maintenance for WESTEC and iMarcs databases; and provide documentation of updates/training

- 4. **Compensation.** Independent Contractor shall be paid the sum of \$100/hour not to exceed 30 hours.
- 5. **Hold Harmless Agreement**. Any amounts paid under this Agreement constitute the total compensation for all services rendered by Independent Contractor. The Independent Contractor agrees to pay all Social Security and other income taxes

which may accrue by reason of this Agreement, and to indemnify, defend, and hold the District, its officers, agents, and employees harmless from all claims, penalties, damages, liabilities, costs, and expenses including attorney fees, related to Independent Contractor's failure to pay these and similar obligations. Further, since Independent Contractor is acting solely in an Independent Contractor capacity, the Independent Contractor and its staff will not be entitled to and shall not by reason of this Independent Contractor arrangement receive any employee benefits from the District.

Independent Contractor arrangement receive	e any employee benefits from the District.
6. Monthly Service Report . Upon requa monthly service report in writing to the Didays and service rendered.	uest, Independent Contractor shall submit strict which shall include a diary showing
7. Travel Expenses/Mileage Reimburs Independent Contractor for travel expenses/ of the entire term at the established rate paid to	mileage to a maximum \$0 for
8. Standards of Ethical Conduct and C conduct and confidentiality shall be maintain engage in inappropriate contacts or profession	ned, and Independent Contractor will not
9. Earlier Termination . District may to Independent Contractor with 30 days' prior	erminate this Agreement upon providing written notice of such termination.
Executed at Taft Californ	nia, on the dates shown below.
Date of WKCCD Board Approval:	
West Kern Community College District: By:	Independent Contractor:
(Signature)	(Signature)
Brock McMurray	
(Printed Name)	
Interim Superintendent/President	
(Title)	



BOARD AGENDA ITEM

Date:

February 28, 2024

Submitted by:

Todd Hampton, Ed.D., Vice President of Administrative Services

Area Administrator:

Brock McMurray, Interim Superintendent/President

Subject:

Request for Approval

Board Meeting Date: March 13, 2024

Title of Board Item:

Request for Approval – Records Destruction

Background:

West Kern Community College District AP 3310 outlines procedures for records retention and destruction consistent with Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45, and Title 5, Sections 59020, et seq. The attached list of documents has been reviewed and retained for the legally required period of time.

The district has no further use of these records. Accordingly, it is requested that the Board of Trustees approve the destruction of all listed Class 3 – Disposable Records.

Terms (if applicable):

Not applicable.

Expense (if applicable):

Approximately \$1,214.00.

Fiscal Impact Including Source of Funds (if applicable):

Records destruction services will be paid using district general funds.

Brock McMurray, Interim Superintendent/President

West Kern Community College District

Records Destruction List

2024

DEPARTMENT	YEAR	DESCRIPTION	# OF BOXES
Admissions & Records	1990-2021	Class III: Disposable Records – transcript requests, enrollment verifications, credentials	5
Dental Hygiene	2006; 2012- 2014; 2018- 2023	Class III: Disposable Records – office documents; patient files; student files; miscellaneous nonessential papers;	31
Instruction	1969-2019	Class III: Disposable Records – WESTEC student class work; office materials and manuals; committee work; Title V records; old irrelevant grant documents; CDC sub sheets; course and curriculum materials;	20
Fiscal Services	2011-2021	Class III: Disposable Records – student deposits/receipts; accounts payable invoices; Foundation checks; duplicate financial records; bank reconciliations; warrant registers; student worker timecards; voluntary deductions; pre-lists;	34
Financial Aid	1999-2015	Class III: Disposable Records – financial aid files/FISAP reports	4
Bookstore	2010-2020	Class III: Disposable Records – sales; financial aid receipts; internal departmental account registers; vendor invoices; daily reconciliations; ASB sticker records; grad fair receipts; textbook adoption records; shipping logs	66



BOARD AGENDA ITEM

Date: February 29, 2024

Submitted by: Dr. Xiaohong Li, VP of Information and Institutional Effectiveness $\bigvee V$

Area Administrator: Brock McMurray, Interim Superintendent/President

Subject: Request for Approval

Board Meeting Date: March 13, 2024

Title of Board Item:

ABTECH Technologies Quotation Contract No. M5320 for Hardware and Software Maintenance

Background:

Hardware and software warranty and maintenance annual renewal for backup storage system devices Dell DR 4500 and MD1400

Terms (if applicable):

One year of support coverage will be from April 16, 2024 - April 16, 2025

Expense (if applicable):

The total cost of the annual subscription is \$10,801.00.

Fiscal Impact Including Source of Funds (if applicable):

This cost is included in the ITS budget.

Approved: _

Brock McMurray, Interim Superintendent/President



Equipment List Schedule A.

Customer

Information: Mark Gibson

Taft College 29 Cougar Court Taft, CA 93268 661-763-7737 661-763-7838 Fax

Email: mgibson@taftcollege.edu

ABTECH

Information: Dana Collins

ABTECH Technologies, Inc. 1235 Activity Dr., Suite B

Vista, CA 92081 800-474-7397 Ext. 121

760-827-5143 Fax

Email: dcollins@abtechtechnologies.com

SYSTEM ID: QUEST

200	Mfg	Model #	<u>Description</u>	Serial No.	Qty	POM, Response Time
1	QUEST	DR4300	DR4300 Backup Appliance, Including Call-in SW Support	28G7GB2	1	7x24, 6 HR(inc. ABTECH Holiday
2	QUEST	MD1400	18TB Expansion, Including Call-In SW Support	G5C2QD2	1	7x24, 6 HR(inc. ABTECH Holiday

Quotation is Valid for 90 Days.

Authorized Signature

28-Feb-24 Date

Equipment Locati

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Annua

*NOTES:

This quotation is based on information given to Abtech Technologies by Client. If, upon inspection of the equipment, it is found that the configuration inaccurate or incomplete, Abtech reserves the right to revise maintenance price quotation to reflect these changes. All equipment must be in proper w configured, and legally licensed prior to being placed under contract. Pricing excludes any applicable taxes and is based upon all systems or equipme contract. Abtech reserves the right to revise prices if the Client changes the amount of equipment being maintained. Abtech recommends Client ma Update support services with the OEM. Abtech is not affiliated with the OEM and cannot provide any updates, revisions, or patch bundles to the soft Pricing does not include consumables including but not limited to batteries, printheads, or PM kits for laser printers. Buyer agrees to have read and t terms by placing an order with Abtech. Any order based in whole or in part of this quotation shall incorporate in full by this reference as a full and bi as if set forth therein the Abtech Master Service Agreement ("MSA") and Addendum: Hardware and Software Maintenance Agreement ("Addendum to the MSA and Addendum and objects to any other additional or different terms in Client's purchase order or any other forms of acceptance. This qu revision of the equipment list as of the above date and supersedes all previous quotations. This confidential quotation is for the private use of the inc listed above. Any distribution and/or disclosure of the proprietary information contained herein to other individuals/organizations is expressly prohil

AMENDMENT A: AMENDMENT TO EQUIPMENT LIST

Date: February 28, 2024	Client: Taft College
Contract #: M5320	Contact: Mark Gibson
Amendment #: 2024 Renewal	Phone: (661) 763-7737
	Email: mgibson@taftcollege.edu
The subject contract is hereby amended to incor April 16, 2021.	scription of Amendment: porate the attached Schedule A to the original equipment list dated
1. Extend the support as set forth in the A April 16, 2024.	ddendum, dated February 28, 2024 (attached), effective
("MSA") and Addendum: Hardware and Softwa of the MSA and Services Agreement may be do	f set forth herein Abtech Technologies' Master Service Agreement are Maintenance Agreement M5320 ("Services Agreement"). A copy ownloaded at http://www.abtechtechnologies.com/contract-agreements . ther previous agreements or communications regarding this subject
Agreed to:	Agreed to (Client):
Abtech Technologies, Inc.	Taft College
Ву:	Ву:
Name:	Name:
Title:	Title:
Date:	Date:



BOARD AGENDA ITEM

Date:

February 29, 2024

Submitted by:

Dr. Xiaohong Li, VP of Information and Institutional Effectiveness

(V

Area Administrator:

Brock McMurray, Interim Superintendent/President

Subject:

Request for Ratification

Board Meeting Date:

March 13, 2024

Title of Board Item:

Collaborative Brain Trust Amendment (#1) to Provide Educational Master Planning Services

Background:

Given the College's Superintendent/President transition timeline, it is recommended that the Board of Trustees extend the original completion date of the EMP (Educational Master Plan) development project from July 2024 to December 2024. This extension will afford both the current and future Superintendent/Presidents the opportunity to oversee and contribute to the development of the Educational Master Plan.

Terms (if applicable):

Terms of amended agreement: December 20, 2023 to December 30, 2024.

Expense (if applicable):

No change from original agreement of \$144,000

Fiscal Impact Including Source of Funds (if applicable):

Approved:

Brock McMurray, Interim Superintendent/President

<u>Amendment (#1)</u> to Provide Educational Master Planning Services

TO TAFT COLLEGE February 13, 2024



Terms of the Amendment

This consulting amendment ("Amendment") is made and effective February 13, 2024. This Amendment references document titled "Agreement to Provide Educational Master Planning Services" dated December 20, 2023, and implies all original figures from that document, with exception to new terms explicitly detailed in this document.

BETWEEN: Collaborative Brain Trust (the "Consultant"), a company organized and existing under

the laws of the State of California, with its head office located at:

1221 Jones Street, Ste 8F San Francisco, CA 94109

AND: Taft College (the "Client"), an organization located at:

29 Cougar Ct. Taft, CA 93268

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound, the parties hereto agree as follows:

1. Terms of Amendment

This agreement will begin December 20, 2023 and will end December 30, 2024.

IN WITNESS WHEREOF, the parties hereto executed this Amendment as of the day and year first above written.

Taft College	Collaborative Brain Trust
Authorized Signature	Authorized Signature
	James Walton, President
Print Name and Title	Print Name and Title
	02/13/24
Date	Date

Agreement to Provide Educational Master Planning Services

TO TAFT COLLEGE December 20, 2023



HIGHER EDUCATION CONSULTING

Terms of the Agreement

This consulting agreement ("Agreement") is made and effective December 20, 2023. This consulting agreement references document titled "Proposal for Educational Master Planning Services" dated October 13, 2023.

BETWEEN: Collaborative Brain Trust (the "Consultant"), a company organized and existing under

the laws of the State of California, with its head office located at:

1221 Jones Street, Ste 8F San Francisco, CA 94109

AND: Taft College (the "Client"), an organization located at:

29 Cougar Ct. Taft, CA 93268

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound, the parties hereto agree as follows:

1. Consultation Services

The client hereby employs the Consultant to perform the defined services in accordance with the terms and conditions set forth in this agreement: The consultant will follow the scope of work and fee schedule included in "Proposal for Educational Master Planning Services".

2. Terms of Agreement

This agreement will begin December 20, 2023 and will end July 30, 2024.

3. Time Devoted by Consultant

It is anticipated the Consultant will spend 62 professional consulting days to accomplish all activities in this project. The particular amount of hours dedicated to this project will be applied to the event, preparation, and debrief time.

4. Place Where Services Will Be Rendered

The Consultant will work collaboratively with Client contact leadership to develop and prepare the deliverables. On-site visits will be coordinated with the College Liaison/Lead.

5. Payment to Consultant

The Consultant will be paid a flat rate of \$144,000.00 (including all expenses) for work performed in accordance with this Agreement. Invoices will be sent monthly and payment terms are net30.

6. Termination

Either party may terminate this agreement with thirty (30) days written notice to the other party.

7. Confidential Information

The Consultant agrees that any information received by the consultant during any furtherance of the Consultant's obligations in accordance with this agreement, which concerns the personal, financial or other affairs of the Client will be treated by the Consultant in full confidence and will not be revealed to any other persons, firms or organizations.

IN WITNESS WHEREOF, the parties hereto executed this Agreement as of the day and year first above written.

Taft College	Collaborative Brain Trust	
Authorized Signature	Authorized Signature	
Brock Mc Murray, Supt. / Pres. Print Name and Title	James Walton, President Print Name and Title	
12/20/23 Date	12/20/23 Date	



BOARD AGENDA ITEM

Date:

February 29, 2024

Submitted by:

Dr. Xiaohong Li, VP of Information and Institutional Effectiveness

Area Administrator:

Brock McMurray, Interim Superintendent/President

Subject:

Request for Approval

Board Meeting Date:

March 13, 2024

Title of Board Item:

Evisions - FormFusion Software Maintenance Renewal

Background:

FormFusion is software that enables 1098T forms to be printed through the Banner system.

Terms (if applicable):

FormFusion renewal term: 7/1/2024 through 6/30/2025

Expense (if applicable):

Total cost of the renewal is \$13,057

Fiscal Impact Including Source of Funds (if applicable):

The cost of the renewal is funded through the Instructional, ITS and Student Services budgets.

Approved:

Brock McMurray, Interim Superintendent/President

Evisions, LLC 1321 Upland Dr. PMB 20169 Houston, TX 77043

9/21/2023

Taft College 29 Emmons Park Dr. Taft, California 93268

Dear Xiaohong Li,

The purpose of this letter agreement is to amend the terms of the current Software License Agreement and the Maintenance Agreement in place between Client and Evisions, LLC ("Evisions"). All capitalized terms not defined herein shall have the meanings set forth in the Maintenance Agreement. Reference is made to the below listed agreements that have been entered into by and between and Client and Evisions:

- 1. Evisions Software License Agreement, dated 11/30/2009 ("Software License Agreement");
- 2. Evisions Software Maintenance and Support Agreement, dated 11/30/2009 the ("Maintenance Agreement"); and
- 3. Addendum to Evisions Software License Agreement and Software Maintenance and Support Agreement, dated 07/01/2019 (the "Addendum", and collectively with the Software License Agreement and the Maintenance Agreement, the "Contract Documents").

As you know, Client entered into the Software License Agreement and Maintenance Agreement with Evisions. These two agreements were later amended by the Addendum, which (1) extended the Term of the Maintenance Agreement for an additional five (5)-year period (the "First Extension Term") and (2) provided the Annual Subscription Fees for the First Extension Term. Pursuant to the Addendum, the First Extension Term will end on 06/30/2024.

In order to ensure continued use of the Covered Software and other support services in accordance with the terms and conditions of the Maintenance Agreement, Client and Evisions have now agreed that upon expiration of the First Extension Term, the Term will renew for an additional three (3)year period (the "Second Extension Term") that will end on 06/30/2027. Upon expiration of the Second Extension Term, the Term will automatically renew for successive terms of one (1)-year (each a "Renewal Term") unless Client notifies Evisions at least sixty (60) days prior to the expiration of the Second Extension Term or the then-current Renewal Term, as the case may be that the Term shall not be renewed. Notwithstanding anything to the contrary, in the Maintenance Agreement, there shall be no termination for convenience allowed for the Second Extension Term. Should Client elect to discontinue use of the licensed products prior to the end of the Second Extension Term, Client shall pay to Evisions the entire value of the remaining fees for the Second Extension Term, and all outstanding fees due under this letter agreement and the Contract Documents, within 45 days of the date of termination.

The annual fees for each one (1) year period of the Second Extension Term shall be as set forth in the Order Form that is attached as Exhibit A to this letter agreement. Upon expiration of the Second

Extension Term, and for each Renewal Term thereafter, the annual subscription fees for the Covered Software will increase by four percent (4%) annually, unless otherwise agreed to in writing by the parties. For greater certainty, the fees for each Renewal Term after expiration of the Second Extension Term shall be equal to the fees for the immediately preceding year plus four percent (4%). Evisions shall invoice Client annually for payments due during the Term and for any subsequent extensions of this Agreement.

Except as set forth in this letter agreement, the Contract Documents shall continue in accordance with their terms.

Each person signing this letter agreement is signing in their capacity as a duly appointed representative of the Evisions or Client. This letter agreement is effective on the date first set forth above.

	Sincerely,
	Evisions LLC
	By: Name: Jennifer Fleissner Title: CFO
Agreed and acknowledged by: Taft College	
Ву:	
Name:	
Title:	
Date:	

Exhibit A Order Form Covered Software and Pricing for Taft College

SUBSCRIPTION FEE*

Product	Subscription Pe	riod	Amount
FormFusion Enterprise for Subscription	7/1/2024 through	6/30/2025	\$ 13,057
	7/1/2025 through	6/30/2026	\$ 13,579
	7/1/2026 through	6/30/2027	\$ 14,123

SUBSCRIPTIONS INCLUDE:

<u>FormFusion Annual Subscription</u> - Includes: FormFusion Enterprise, Email, Imaging, PL SQL Script Director and DocuSign Integration

^{*}Fee for (3)-year renewal terms to be increased as set forth above.



BOARD AGENDA ITEM

Date:

February 29, 2024

Submitted by:

Myisha Cutrona

Area Administrator:

Damon Bell, Vice President of Student Services

Subject:

Request for Approval

Board Meeting Date:

March 13, 2024

Title of Board Item:

DJ for the ASO Spring Fling Dance.

Background:

The ASO executive board would like to host a spring fling dance for the student body to end the year.

Terms (if applicable):

April 11, 2024

Expense (if applicable):

\$500 flat fee

Fiscal Impact Including Source of Funds (if applicable):

ASO General Fund

Approved:

Brock McMurray, Interim Superintendent/President

WEST KERN COMMUNITY COLLEGE DISTRICT CONTRACT FOR PROFESSIONAL SERVICES

This agreement is entered into by and between the WEST KERN COMMUNITY COLLEGE DISTRICT ("District") and DJ EC3 Entertainment, LLC ("Independent Contractor"). The agreement is effective on April 11th, 2024
Contractor). The agreement is effective on April 11th, 2024
Recitals
District desires to obtain the services of a consultant especially trained and experienced in rendering the following services: DJ SERVICES (MUSIC AND ENTERTAINMENT)
2. Independent Contractor is an Independent Contractor especially trained and experienced in providing the services described in recital #1 above:
3. The parties have agreed that the Independent Contractor will provide the personal professional services as specified in this Agreement as an Independent Contractor, as available, and not as an employee of the District.
Terms
NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:
1. Recitals Approved. The above recitals are true and correct.
2. Length of Agreement. Independent Contractor shall provide the services:
6:30pm-11:30pm on April 11th (Dance will be from 7:30 pm - 11:30 pm)
3. Services to be Provided. The services to be provided to the District by the Independent Contractor include but are not necessarily limited to the following:
DJ Services (two 18-inch QSC Subwoofers and two 12-inch QSC Speakers)
12 Rockville Wedge LED Lights
provide music requested by ASO
4. Compensation. Independent Contractor shall be paid the sum of \$500.00

Hold Harmless Agreement. Any amounts paid under this Agreement constitute the

5.

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

- 6. **Monthly Service Report**. Upon request, the Independent Contractor shall submit a monthly service report in writing to the District which shall include a diary showingdays and service rendered.
- 7. Travel Expenses/Mileage Reimbursement. The District shall not have a need to reimburse Independent Contractor for travel expenses or mileage.
- 8. Standards of Ethical Conduct and Confidentiality. Standards of ethical conduct and confidentiality shall be maintained, and Independent Contractor will not engage in inappropriate contacts or professional conflicts of interest.
- 9. Earlier Termination. District may terminate this Agreement upon providing Independent Contractor with 15 days prior written notice of such termination.

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

Date of WKCCD Board Approval:	Budget Code:
West Kern Community College District:	Independent Contractor:
By:	By: DJ EC3 Entertainment, EEC
Signature	Signature 2/21/24
Today's Date	Today's Date

	Register Report 01-Februa	ary -24 through 29- Febr	uary-24			FY	23-24
78067576 02/05/2024 A	002000164Imprint	10075143 12068676	31000	423	4310	69100	1,131.22
			31000	423	5940	69100	164.72
78067577 02/05/2024 A	00200017A.P.I. Plumbing	10075108 23609	11000	431	5631	65100	15,350.00
		10075117 26111	11000	431	4310	65100	13.54
		10075133 26776	11000	431	6210	65100	458.99
		10075163 26812	11000	431	4310	69800	37.90
	00243588AARP Health Care Options	I0075099 DEC. 23	11000	412	3350	59100	20,681.67
	00327115ABC Occupational Medical Cen	I0075138 EM016016	11000	411	5985	67300	95.00
78067580 02/05/2024 A	00323665Absolute Mitigation Services	10075118 3919	35827	357	5631	69700	4,660.40
	0000000001	10075119 3918	11000	431	5631	65100	14,205.48
	00306660Advanced Data Storage, Inc.	10075123 0177189	11000	411	5990	67300	301.07
	00238497All-Tech Fire & Security, In	10075129 2766	35827	357	5631	69700	440.00
78067583 02/05/2024 A	00201875Amazon Capital Services	I0075130 1WG7-DN1Y-3T9R	11000	209	4311	19011	212.12
		I0075131 1GV3-V6NH-4GF6	11000	209	4311	04100	62.66
		I0075141 17RG-3Q6K-J7L7	31000	423	4110	69100	197.66
=======================================		I0075148 1CCX-HF1F-1HYJ	11000	209	4311	04100	20.53
	00201875Amazon Capital Services	I0075164 1XNK-1CR4-YCK7	12679	320	4310	64900	561.10
78067584 02/05/2024 A	00200044American General Media	I0075126 NOV2023	11000	115	5970	67100	60,000.00
		I0075127 IN-1231231006	11000	115	5970	67100	800.00
78067585 02/05/2024 A	00200063Austin's Pest Control, Inc.	I0075135 JAN 24	11000	431	5860	65100	380.00
		I0075136 JAN. 24	11000	435	5860	65192	60.00
		I0075137 JAN '24	11000	435	5860	65190	40.00
		I0075149 JAN. '24	39000	314	5631	64991	100.00
78067586 02/05/2024 A	00334171Blindman's Daughter	I0075154 4005	11000	431	6210	65100	4,910.15
			11000	411	6210	67300	2,029.06
			11000	421	6210	67200	1,254.25
	00200119C.A. Reding Company, Inc.	10075150 695256	31000	423	5971	69100	5.90
78067588 02/05/2024 A	00200146Carolina Biological Supply C	I0075124 52398800RI	11000	209	4311	04013	939.00
=======================================	202224	I0075168 52417636RI	11000	209	4311	04014	729.96
	00200153CCCCIO	10075088 1706721183	11000	202	5710	60100	575.00
	00200181City of Taft	10075104 56583	31000	423	5850	69100	61.65
	100336434Delgado, Emily	I0075153 JAN 24	12676	351	5710	64900	18.16
78067592 02/05/2024 A	00200240Dept. of Social Services	10075101 01032024	33528	310	5990	69200	605.00
			33588	310	5990	69200	605.00
		10075102 01/03/2024	33428	310	5990	69200	242.00
			33588	310	5990	69200	242.00
	00309460Ewing Irrigation Products In	10075105 21360748	11000	431	4310	69610	404.54
78067594 02/05/2024 A		I0075155 SIN003646	11000	113	5510	67801	1,330.00
78067595 02/05/2024 A	00202041Fresno Oxygen	10075113 0063311006	12642	223	4311	09565	1,317.56
		10075114 0063311007	12642	223	4311	09565	277.17
		10075115 0063310996	12642	223	6414	09565	52,662.79
	00327623Jitterbit, Inc.	I0075167 INVUS25919	12000	319	5641	63200	21,467.00
	00200712Kern County Supt. of Schools	10075128 402179	11000	421	5911	67200	626.25
	00209808Kern Turf Supply, Inc.	I0075116 SD1372005	11000	431	4310	69610	1,754.05
	100227772MBS Textbook Exchange, Inc.	I0075170 IPR4471873	31000	423	4115	69100	648.50
	00327810Minuteman Press	10075165 78949	31000	423	5971	69100	1,785.70
	00314755National Book Network	10075151 12392431	31000	423	4110	69100	1,560.00
	002519290ja, Michelle E.	10075097 012524	11000	202	5505	67500	675.00
	00315956Orkin Pest Control	10075158 254989512	11000	431	5860	65100	191.99
	002012720wens, Patricia A.	10075089 012824	39000	312	4310	64991	43.62
	100318539Paycor, Inc.	I0075122 INV00061664	12571	411	5985	67300	370.00

Taft College Chec	k Register Report 01-Febru	ary -24 through 29- Feb	ruary-24			FY	23-24
78067606 02/05/2024	· ·	10075157 1123158023	31000	423	5641	69100	3,000.00
78067607 02/05/2024		10075145 23493714	31000	423	4310	69100	86.76
78067608 02/05/2024	A00340048Professional CD Distributors	10075166 1333	31000	423	4110	69100	420.00
	-000154040	-0055144 1044100100	31000	423	5940	69100	30.00
78067609 02/05/2024		10075144 1244123123	11000	423	5950	69100	5,000.00
78067610 02/05/2024		10075098 994015	12495	319	5710	61900	439.00
78067611 02/05/2024	A00280086Rothgeb, Julie J. A00327622Salesforce.org, Inc	I0075095 JAN 24 I0075147 28117175	12642 12000	223 319	5710 5641	60103 63200	48.24 33,990.00
78067612 02/05/2024		10075147 28117175	31000	423	4110	69100	33,990.00
78067613 02/05/2024		10075140 30130074	33428	310	4310	69200	634.43
78067614 02/05/2024		10075161 9355117277	33528	310	4310	69200	634.41
70007014 0270372024	A002734436C0II	10073101 3333117277	33588	310	4310	69200	634.41
			33591	310	4310	69200	634.41
78067615 02/05/2024	A00200487Sierra School Equipment Co.	10075160 413963	11000	411	6411	67300	4,753.78
	A00337933Sorenson Communications, LLC	I0075087 PI-000007570	12000	311	5641	64200	2,850.00
	A00234793Southwest Signs	10075156 32269	31000	423	4310	69100	164.00
78067618 02/05/2024		I0075125 JAN 24	11000	411	3410	67300	447.02
			11000	411	3420	67300	1,448.38
78067619 02/05/2024	A00200417Sysco Food Service of Ventur	I0075103 379472389	33429	310	4410	69250	739.98
	_	I0075109 379467541	32000	422	4410	69400	2,667.34
			32000	422	4411	69400	209.72
			32000	422	4411	69400	468.37
		10075146 379467543	12679	320	4410	64900	762.99
78067620 02/05/2024	A00319064T-Mobile USA Inc.	10075092 021924	39000	314	5840	64991	182.74
			12433	314	5840	69800	60.92
		10075093 02/19/24	35000	360	6412	67701	29.43
78067620 02/05/2024	A00319064T-Mobile USA Inc.	10075094 02-19-24	12676	351	5840	64900	147.15
		10075096 02.19.24	11000	431	5840	65100	108.53
78067621 02/05/2024		10075110 080123	11000	421	5912	67200	5,806.18
78067622 02/05/2024		10075111 090123	11000	421	5912	67200	13,827.05
	A00200419T.C. Clearing Account	10075112 110123	11000	421	5912	67200	2,148.10
	A00200862Taft College Bookstore	10075139 01042024	12000	353	4310	64600	3,409.33
/8067625 02/05/2024	A00200282True Value Home Center	10075106 478093	11000	431	4310	65100	22.79
		I0075107 478140	11000	431	4310	69610	86.58
		T0075122 470202	11000	431	6210	65100	58.43
		10075132 478383	11000	431	4310	65100 65100	133.03
		I0075134 478433 I0075159 478395	11000 12647	431 223	4310 4310	09565	58.41 25.97
		10075169 478338	12547	223	4310	60103	108.14
78067626 02/05/2024	300324752HPC INC	10075109 478338	12571	411	5985	67300	196.00
	A00243587United Healthcare Insurance	10075121 300002767 10075100 JAN 24	11000	411	3350	59100	23,190.49
	A00200309United Refrigeration, Inc.	10075160 3AN 24 10075162 94259728-00	11000	431	6210	65100	1,470.00
	A00200355West Kern Water District	10075102 54255726 00	33428	310	5810	69200	16.38
70007023 0270372024	AUUZUUJJJWESE REIN WALEE DISCITEE	100/3030 01 10 24	33528	310	5810	69200	16.38
			33588	310	5810	69200	32.78
78067630 02/05/2024	A00200355West Kern Water District	10075091 012524	33428	310	5810	69200	19.27
. 5 5 7 5 5 5 5 2 7 5 5 7 2 5 2 4	1101100000000 Refit Water District	100,0001 012021	33528	310	5810	69200	19.27
			33588	310	5810	69200	38.55
78067631 02/05/2024	A00200355West Kern Water District	10075152 01/25/24	11000	431	5810	65700	233.06
		, -,					
			39000	314	5810	69800	42.96

Taft College Chec	k Register Report 01-Febru	ary -24 through 29- Febr	uary-24			FY 2	23-24
78067632 02/05/2024	A00275443WestAir Gases & Equipment In	I0075142 0080562498	31000	423	4321	69100	48.12
78067633 02/05/2024	A00271281WKCCD-Taft College Grant Cle	I0075120 01182024	32000	422	5912	64900	345.00
78067634 02/06/2024	A00298305Aldana, Victor	S0059018	11000		9526		276.00
8067635 02/06/2024	A00336853Barmann, Tracie M.	S0059014	11000		9526		554.00
	A00043716Chavira, Margaret	S0059007	11000		9526		138.00
8067637 02/06/2024		S0059006	11000		9526		186.00
	A00288706Duenas, Alma J.	S0059016	11000		9526		230.0
	A00334999Gonzalez, Giselle F.	S0059019	11000		9526		6,210.0
8067640 02/06/2024	•	S0059008	11000		9526		138.0
	A00318852Kresha, Alexis S.	S0059009	11000		9526		138.0
	A00321022Krier, Gabrielle E.	S0059012	11000		9526		138.0
8067643 02/06/2024		S0059013	11000		9526		644.0
	A00259087Molina, Jocelyn I.	S0059010	11000		9526		138.0
	A00339044Negron, Kelly D.	S0059020	11000		9526		60.0
	A00334985Ramirez, Beatriz	S0059015	11000		9526		598.0
8067647 02/06/2024	•	S0059021	11000		9526		2.0
	A00333924Rodriguez, Ashley N.	S0059003	11000		9526		2,320.0
	A00317833Rodriguez, Nathan K.	S0059022	11000		9526		100.0
8067650 02/06/2024	•	S0059023	11000		9526		138.0
	A00340415Stuck, Christopher C.	S0059005	11000		9526		460.0
	A00339181Thompson, Connie D.	S0059024	11000		9526		138.0
8067653 02/06/2024	± ·	S0059004	11000		9526		2,200.0
	A00325076Wilson, Alicia D.	S0059011	11000		9526		138.0
	A00328505Woodruff, Laurel A.	S0059017	11000	0.5.5	9526	60700	314.1
	A00200017A.P.I. Plumbing	10075245 26631	35819	357	5631	69700	320.0
8067656 02/09/2024		10075262 27167	11000	431	4310	65500	11.9
806/65/ 02/09/2024	A00292936Albertson's LLC	10075263 177689012824	39000	314	4310	64991	375.4
0065650 00/00/0004		-0055100 1600 0505	12433	314	3310	69800	115.8
806/658 02/09/2024	A00201875Amazon Capital Services	I0075199 16GX-YLGD-D7G7	12560	223	4311	09565	190.6
		10075205 1M7N-FT3T-Q6KK	11000	431	4310	65100	79.8
		T007F006 11WD W1WH 0H0D	11000	431	4310	65500	166.2
		10075206 1HXR-Y1KH-9H9D	12560	223	4311	09565	1,082.49
		I0075216 19C4-977Y-3FG7	11000	401	4310	67200	432.0
		10075224 1FPM-3YMD-764L	11000	401	4310	67200	110.1
		10075225 1FG7-CGWV-YLLN	11000	401	4310	67200	25.6
		10075233 17T7-WNMN-Q9QP	11000	431	4310	65300	26.5
		I0075252 144M-XML6-DRGG	12560	223	4311	09565	369.8
		I0075255 1PDH-HQ1M-HQ7F I0075264 1LVJ-9R47-WJVV	12477	203	6310	61200	119.1
0067650 00/00/0004	70000000000000000000000000000000000000		12477	203	6310	61200	38.9
	A00200063Austin's Pest Control, Inc.	I0075211 JAN/24	12560	223	5860	09565	55.0
	A00200076Bandy, Ingrun K. A00306416Belcher, William C.	I0075183 012424 I0075191 01312024-CB12	11000	352	5710	69610 67200	192.0
	,		11000	401	5510		•
	A00324134Bell, Damon	10075188 031224	11000	301	5710	64900	378.20
000/003 02/09/2024	A00200109Brown & Reich Petroleum, Inc	100/3220 43031	11000	432	4316	65100 65500	231.83
0067664 00/00/2024	700221104C C D Conitone Committee TYC	T0075235 03640	11000	431	4316		127.55
000/004 02/09/2024	A00321194C & P Sanitary Supply, INC	10075235 93648	11000	431	4310	65300	109.50
			12433	314	4310	69800	115.29
0067665 00/00/0004	7.002.001.20C7.CCP7.0	T0075200 22/24	39000	314	4320	64992	115.29
8067665 02/09/2024		10075209 23/24	11000	358	5210	62100	400.00
		10075234 012624	11000	202	5710	60100	171.52
10067667 00/00/0004	A00319623California State Controller'	T0075106 062022	11000	401	7120	67200	258.65

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78067668 02/09/2024	A00200146Carolina Biological Supply C	I0075213 52414792RI	11000 11000	209	4311	04011 20015	114.74 236.56
		I0075220 52385460RI I0075222 52422441RI	11000	210 209	4311 4311	04014	230.50
78067669 02/09/2024	A00200149Carquest Auto Parts	I0075222 32422441K1 I0075198 7305-341049	11000	432	4311	65300	31.88
	A00200181City of Taft	10075187 56577	11000	431	5850	65700	1,854.36
			11000	431	5850	65500	37.85
78067671 02/09/2024	A00200181City of Taft	I0075194 56578	39000	314	5850	64991	9.11
78067672 02/09/2024	A00230466Classic Charter, Inc.	I0075174 169163.	12000	303	5730	64300	520.67
			12620	202	5710	61900	670.67
			12909	351	5710	64900	304.85
			11000	302	5710	63100	792.81
	A00306586CSSO Association, Inc.	10075189 011924	11000	301	5710	64500	4,550.00
	A00335974Daugherty, Devin	I0075182 JAN 24	12643	223	5710	60100	97.55
78067675 02/09/2024	A00336434Delgado, Emily	10075236 030424	12000	303	5730	64300	165.00
			12620 12909	202	5710 5710	61900 64900	165.00 75.00
			11000	351 302	5710	63100	195.00
78067676 02/09/2024	A00277845Double D Cleaning Service	10075249 103	12560	223	5890	09565	265.00
	A00201247Duron, Candace A.	10075249 103	11000	225	5710	60300	150.00
78067678 02/09/2024		10075175 041524	11000	113	5643	67801	16,120.00
	A00325532Executive Express Lines Inc.	10075195 10074	11000	352	5750	69610	1,430.00
		10075228 10037	11000	352	5750	69610	1,875.00
78067680 02/09/2024	A00200307Farmer Bros. Company	10075260 90195463	32000	422	4410	69400	1,517.74
78067681 02/09/2024	A00319544FFP Fund V Lesseel, LLC	I0075190 2024-F5L1-00002	11000	431	5830	65700	10,262.13
	A00200655Henry Schein, Inc.	I0075210 67875962	11000	205	4311	12042	5,010.41
	_		11000	205	4311	12042	230.87
78067683 02/09/2024	A00242940ICM Distributing Company, In	10075200 1814418	31000	423	4310	69100	105.60
			31000	423	5940	69100	33.95
78067684 02/09/2024		10075172 8822649269	12653	301	5710	63900	575.00
78067685 02/09/2024		10075230 011224	11000	202	5510	60100	4,446.66
		10075221 20002	11000	202	5210	60100	89.00
		10075237 013024	11000	352	5710	69610	61.24
78067688 02/09/2024	A00325895Linde Gas & Equipment Inc.	10075175 40132963	11000	205	5641	12042	835.16
		10075176 38862505	12652	205	4311	12042 12042	420.22
78067689 02/09/2024	A00202334Linder Backflow Service	I0075177 40647064 I0075247 11024	11000 11000	205 431	5641 5631	65100	850.42 435.74
		10075247 11024	11000	202	5710	67500	174.20
70007030 0270372024	A00337103Hope2, daime	10075101 012024 10075185 NOV 23	11000	202	5710	67500	411.73
		10075265 020224	12654	301	5710	64900	20.00
78067692 02/09/2024	A00300405Markovits, Aaron	10075184 012724	12433	314	5740	69800	732.26
	A00303163Matchware Inc.	I0075239 C0002576	12000		5642	64200	1,657.50
	A00307058Minor, Leslie B.	I0075173 012524	11000	202	5710	60100	184.20
78067695 02/09/2024	A00303325Monster Worldwide, Inc.	I0075254 6925941	11000	411	5985	67300	4,300.00
78067696 02/09/2024	A00201786North State Environmental	10075232 223433	11000	209	5641	19051	568.63
78067697 02/09/2024	A002525230ak Hall Cap and Gown	10075240 4749243	31000	423	4310	69100	10,977.25
78067698 02/09/2024	A00200498Office Depot	10075219 346207200001	11000	352	4310	69610	152.07
		10075241 349683201001	11000	209	4310	19051	100.88
		10075242 350207728001	11000	209	4310	17011	39.88
		10075243 350298028001	11000	209	4310	17017	91.12
		10075244 350355508001	11000	209	4310	04100	56.18
			11000	209	4313	04100	27.05

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78067699 02/09/2024	A002886370tis Elevator Company	10075197 100401403293	11000	431	5641	65100	759.87
78067700 02/09/2024	A002012720wens, Patricia A.	10075178 012724	12433	312	5710	69800	16.00
78067701 02/09/2024	A00200522Pepsi-Cola Company	10075259 73041704	39000 32000	312 422	5710 4410	64991 69400	16.00 2,947.55
78067702 02/09/2024	A00200322Feps1-Cola Company A00200393Sparkletts	10075219 73041704	12375	301	5990	64500	67.93
78067703 02/09/2024		10075180 022924	12495	319	5710	61900	75.00
	A00200417Sysco Food Service of Ventur	10075207 379474891	32000	422	4410	69400	10,069.01
	4		32000	422	4411	69400	796.73
			32000	422	4411	69400	1,090.35
			32000	422	5940	69400	77.08
		10075261 379480096	32000	422	4410	69400	7,198.24
			32000	422	4411	69400	1,909.03
			32000	422	4411	69400	322.28
		10075267 270401022	32000	422	5940	69400	16.20 308.90
		10075267 379401023	32000 32000	422 422	4411 5940	69400 69400	17.29
78067705 02/09/2024	A00200423Taft City School District	10075196 24-80	35819	357	4312	69700	1,133.08
70007703 0270372021	1002001231dle City believe bistrice	10073130 21 00	35819	357	5632	69700	369.00
			11000	432	5632	65100	15.00
			11000	432	4312	65100	104.95
			11000	432	5632	65100	123.00
			11000	432	4312	65300	342.44
78067705 02/09/2024	A00200423Taft City School District	10075215 24-69	11000	432	4312	65100	117.34
			11000	432	5632	65100	164.00
			11000	432	4312	65100	279.87
			11000	432	5632	65100	266.50
			11000	432	4312	65300	290.78
			11000 11000	432 432	5632 4312	65300 65500	287.00 57.41
			11000	432	5632	65500	102.50
			11000	432	4312	65100	1,425.30
			11000	432	5632	65100	410.00
			11000	432	4312	67703	7.54
			11000	432	5632	67703	41.00
	A00200425Taft College	10075208 655	11000	101	5970	66004	750.00
	A00200862Taft College Bookstore	10075217 7256	11000	302	4310	63100	48.71
	A00200862Taft College Bookstore	10075218 6979.	11000	352	4310	69610	100.58
	A00200862Taft College Bookstore	10075250 6399	12000	303	7607	73200	5,275.56
78067710 02/09/2024	<u> </u>	10075251 3510	12000	303	7607	73200	1,178.72
	A00200862Taft College Bookstore	I0075253 7196	11000	213	4310	05063	120.43 10.80
	A00200862Taft College Bookstore A00200862Taft College Bookstore	I0075256 7300 I0075266 1679	11000 12563	213 319	4310 4110	15016 64900	2,586.69
	A00309285The Home Depot Pro	10075200 1075	12433	314	4310	69800	150.46
	THE POPULATION NO. 10 POPULATION		39000	314	4310	64992	127.53
78067714 02/09/2024	A00309285The Home Depot Pro	10075203 779435403	12433	314	4310	69800	84.84
	•		39000	314	4310	64992	71.91
78067715 02/09/2024	A00202770Townsend, Terry D.	10075229 0005	11000	202	5510	60100	1,525.00
78067716 02/09/2024	A00200282True Value Home Center	10075214 478513	11000	431	4310	69200	21.20
			35815	314	4310	69700	11.90
		10075246 478590	11000	431	4310	65500	36.79
		10075248 478643	11000	431	4310	69400	8.65

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			11000	431	4310	65100	135.81	
78067717 02/09/2024	A00243766Tweedy, Allisa M.	I0075201 JAN 24	12642	223	5710	60103	69.95	
78067718 02/09/2024	A00200284U.S. Foods	10075223 4563029	32000	422	4410	69400	1,490.33	
		10075257 4733770	32000	422	4410	69400	1,133.67	
		10075258 4733770.	32000	422	4411	69400	108.10	
78067719 02/09/2024	A00200293United Parcel Service	10075238 0000969726054.	31000	423	5940	67705	1,734.96	
8067720 02/09/2024	A00200994Walker-Lewis Rents	10075231 199035	11000	110	4310	66003	66.73	
8067721 02/09/2024	A00279084Watts, Cliff H.	I0075204 JAN 24	11000	421	5710	67200	52.53	
78067722 02/09/2024	A00200360Westec	10075227 28796	11450	204	5641	09543	89,643.75	
8067723 02/13/2024	A00200043American Express	10075272 11005012524	11000	000	7211	00000	9,154.95	
8067724 02/13/2024	A00200107Charter Communications	10075275 021124	11000	435	5840	65192	199.34	
78067725 02/13/2024	A00325532Executive Express Lines Inc.	I0075282 10076	11000	352	5750	69610	1,595.00	
8067726 02/13/2024	A00317357Garcia, Amber M.	I0075269 031224	11000	301	5710	64500	378.20	
8067727 02/13/2024		I0075280 012924	12000	303	7606	73200	320.00	
8067728 02/13/2024	A00201630Payne, Tiffany A.	I0075268 031224	11000	301	5710	64500	378.20	
78067729 02/13/2024		I0075279 1106	11000	431	6211	65100	6,000.00	
78067730 02/13/2024	A00201037Santiesteban, Isaura	10075270 031224	11000	301	5710	64500	228.19	
78067731 02/13/2024	A00200396Spurr	I0075274 134922	11000	431	5820	65700	11,027.57	
	•		35827	357	5820	69700	1,203.72	
			33428	310	5820	69200	106.51	
			33528	310	5820	69200	106.51	
			33588	310	5820	69200	213.02	
8067732 02/13/2024	A00200417Sysco Food Service of Ventur	10075281 379488097	12679	320	4410	64900	1,015.16	
	A00200628The Goodheart-Willcox Compan	10075283 01946654	31000	423	4110	69100	3,332.85	
000,700 02,10,2021	1100200020111e Goodileale Willeon Compan	10070203 01310001	31000	423	5940	69100	212.23	
8067734 02/13/2024	A00200355West Kern Water District	10075276 020124	11000	435	5810	65191	48.98	
	A00200355West Kern Water District	10075277 02/01/24	11000	431	5810	65700	1,479.97	
0007733 0271372021	7100200555Webt Rein Water District	100/32// 02/01/21	39000	314	5810	69800	272.81	
			12433	314	5810	69800	30.32	
8067736 02/13/2024	A00201081Westside Waste Management Co	10075273 52271	39000	314	5850	64991	75.88	
0007730 0271372024	A00201001We3t31de Waste Management Co	10075278 52277	11000	431	5850	65700	5 , 800.64	
		10073270 32277	12433	314	5850	69800	91.25	
			39000	314	5850	64991	517.06	
			12560	223	5850	09565	135.25	
8067737 02/13/2024	A00063469White, Billy D.	10075271 012524	11000	101	5710	66004	49.04	
78067737 02/13/2024		10075271 012324 10075298 W03927686	35819	357	4310	69700	77.45	
8067739 02/20/2024		10073298 W03927888 10075302 27177	11000	431	4310	65100		
8067740 02/20/2024		10075302 27177 10075345 EM016298	11000		5985	67300	1,249.48	
808//40 02/20/2024	A0032/113ABC OCCUPACIONAL Medical Cen			411		67300	95.00	
10067741 00/00/0004	7002040007 11-16 11-0	I0075346 EM015861	11000	411	5985		135.00	
	A00324299Ace Uniforms LLC	I0075310 SD0155548	31000	423	4310	69100	106.50	
/806//42 02/20/2024	A00201875Amazon Capital Services	I0075288 1H6C-WCGH-GF7J		227	4310	61900	2,119.41	
10065540 00 /00 /0004	-00001055-	10075311 1VNM-96GV-T4LF	31000	423	4110	69100	186.24	
1806/142 02/20/2024	A00201875Amazon Capital Services	I0075312 1GHC-RHPW-Y149	31000	423	4110	69100	151.34	
		I0075329 1MM6-RRQ6-9JVN	11000	301	4318	64500	42.59	
		I0075330 1WVG-7XTH-JKRJ	11000	431	4310	65100	24.88	
		10075333 1J3F-GYN9-VNKL	11000	431	4310	65100	17.31	
78067743 02/20/2024	Cancelled Check	I0075338 13DC-VRWC-17Q1	12560	223	4311	09565	707.54	
	A00200040American Business Machines	10075305 725116	12000	303	5641	64300	202.70	
	A00200052AP Architects	10073303 723116	12050	431	6121	65101	4,536.00	
	A00200053Apple Computer Inc.	10075296 12161 10075331 MA60011929	11000	211	6415	49999	74.69	
78067716 02/20/2021								

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78067747 02/20/2024		10075284 020224	12551	353	6415	64600	120.72
	A00336029Axis Communications Inc.	10075340 78064582	35000	360	5632	67701	245.00
	A00327844Baker Supplies and Repairs	10075291 9711	11000	432	5632	65500	517.99
78067750 02/20/2024	A00200243Blick Art Materials	10075319 2325676	31000	423	4310	69100	29.00
70067751 00/00/0004	7000040107	10075320 2247440	31000	423	4310	69100	1,314.40
/806//51 02/20/2024	A00334819Brady Industries	10075306 8610161	33428	310	4310	69200	14.69 14.69
			33528 33588	310 310	4310 4310	69200 69200	29.40
78067752 02/20/2024	A00200109Brown & Reich Petroleum, Inc	10075334 43032	39000	314	4310	64991	37.27
78067732 0272072024	AUUZUUIU9BIOWII & REICH FECIUIEUM, INC	10073334 43032	12433	314	4316	69800	12.43
78067753 02/20/2024	A00200149Carquest Auto Parts	10075353 7305-341253	39000	314	4310	69800	144.31
78067754 02/20/2024	±	10075342 53819	11000	411	5990	67300	66.00
	A00200182City of Taft Police Departme		12433	314	5985	64991	90.00
, , , , , , , , , , , , , , , , , , , ,	moderational of fair former populations	10070003 1220111002	39000	314	5985	64991	60.00
			33428	310	5985	69200	10.00
			33528	310	5985	69200	10.00
			33588	310	5985	69200	10.00
		I0075343 0124WKCCD	31000	423	5985	69100	30.00
78067756 02/20/2024	A00230466Classic Charter, Inc.	I0075286 168520	11000	352	5750	69610	250.00
78067757 02/20/2024	A00280761County of Kern Public Works	I0075295 39906	11000	431	5850	65500	49.43
78067758 02/20/2024	A00265229DK&M Property	I0075315 MAR 24	39000	314	5610	64991	1,745.45
78067759 02/20/2024	A00329125Foundation Properties Inc	I0075314 MAR 24	39000	314	5610	64991	2,127.27
78067760 02/20/2024	A00319625General Tree Service Inc.	I0075350 64881	11000	431	5633	65500	1,200.00
		I0075351 64881.	11000	431	5633	65500	2,615.00
			11000	431	5633	69610	1,110.00
			11000	435	5633	65191	400.00
			35819	357	5633	69700	1,600.00
78067760 02/20/2024	A00319625General Tree Service Inc.	10075351 64881.	33428	310	5633	69200	31.25
			33528	310	5633	69200	31.25
			33588	310	5633	69200	62.50
78067761 02/20/2024	A00200645Hardy Diagnostics	10075322 224158	11000	209	4311	04012	394.27
78067762 02/20/2024	-	I0075292 INV61014120	11000	205	4311	12042	173.51
78067763 02/20/2024	•	10075352 33561228	11000	000	9512	00000	98.72
78067764 02/20/2024		10075327 70109445	11000	205	4311	12042	2,328.07
	A00280910Independent Living Center of	10075324 12783	12433	314	5740	69800	400.00
78067766 02/20/2024		10075323 665	12647	223 205	4310 4311	60103	5,000.00
78067767 02/20/2024	A00325895Linde Gas & Equipment Inc. A00329896Living Water Treatment, Inc.	I0075326 40849481 I0075300 12723	12650 11000	205 431	5641	12042 65100	728.64 890.00
	A00334993MatterHackers, Inc.	10075300 12723 10075321 MH227198	12642	223	4310	60103	1,122.02
78067770 02/20/2024	Cancelled Check	100/3321 MH22/190	12042	223	4310	00103	1,122.02
	A00200508P. G. & E.	10075316 020724	11000	435	5830	65192	337.94
78007771 02/20/2024	A00200300F. G. & E.	10075510 020724	11000	435	5820	65192	419.99
78067772 02/20/2024	A00318539Paycor, Inc.	I0075344 INV00062305	12571	411	5985	67300	370.00
	A00324842Payne, Kenneth E.	I0075344 INV00002303	39000	314	5610	64991	2,110.92
	A00274574Penguin Random House LLC	10075313 MAR 24 10075318 1083150727	31000	423	4110	69100	81.86
	A00270674Public Agency Law Group	10075318 1003130727	11000	401	5430	67200	340.00
	A00321772Sinclair Broadcast Group, In	10075349 2102529-2	11000	115	5970	67100	1,650.00
	A00237176SSD Systems	I0075293 S-01119028	11000	205	5880	12042	268.50
	A00200417Sysco Food Service of Ventur	10075294 63024	32000	422	4410	69400	4,927.83
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			32000	422	4411	69400	871.68
			32000	422	4411	69400	567.46
			32000	422	4411	09400	307.46

10075308 379488098 33429 310	Taft College Chec	k Register Report 01-Febru	ary -24 through 29- Fe	bruary-24		FY 2	23-24
78867779 02/20/2024 A00200423Teft City School District							43.17
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18067788 02/20/2024 A00200362Taft College Bookstore 10075287 4657 12620 227 4310 61900 4,882.78067783 02/20/2024 A00200362Taft College Bookstore 10075328 4654 11000 211 5425 67200 91.48067783 02/20/2024 A0020038Taft Plumbing Co., Inc. 10075328 19992 11000 411 5611 65100 6,699.0 6,699							4,483.73
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8867783 02/20/2024 000200862Taft College Bookstore 10075396 7436 11000 421 5425 67200 699.00 78067785 02/20/2024 00020131878 Flumbing Co., Inc. 10075291 49992 11000 431 5631 6510 6,690.00 6,890.00				11000 213	4310		10.80
78067786 02/20/2024			I0075356 7436	11000 421	5425	67200	91.44
R8067785 02/20/2024 A00313898TimeClock Plus, LLC			I0075299 49992	11000 431	5631	65100	6,690.00
1000	78067785 02/20/2024	A00313898TimeClock Plus, LLC	I0075341 INV00306345	11000 411	5641	67300	3,972.19
R8667786 02/20/2024 A00200282True Value Home Center 10075289 478920 11000 431 4310 65100 115.0 1				11000 411	5641	67300	303.24
Teach				11000 411	5641	67300	17.00
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	78067812 02/21/2024		S0059227	11000	9526		1,125.00
	78067813 02/21/2024	A00056840Barber Whitman, Linda A.	S0059327	11000	9526		1,125.00

Taft College Check Register Report	01-February -24 through 2	9- February-24	FY 23-24
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		11000 9526	750.00
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78067864 02/21/2024 A00313184Corona, Lorena	S0059269	11000 9526	1,500.00
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Regree 20/21/2024 A00226534Crux Nolsaco, Yuri J. \$005925 11000 9526 1,500.00 Regree	78067865 02/21/2024	± ·				373.00
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R86F879 02/11/2002 A00267686bnenss, Viviana R. S0059281 11000 9526 1,500.00 1,500.0		· -				•
R8067873 02/11/2024 A00249341buran, Cloria S0059363 11000 9526 322,001 R8067876 02/11/2024 A00327541bighmy, Jamilynn K. S0059128 11000 9526 1,500,001 R8067876 02/11/2024 A00327541bighmy, Jamilynn K. S0059128 11000 9526 1,500,001 R8067877 02/11/2024 A0033031bighdidge, Jacinda R. S0059315 11000 9526 1,500,001 R8067877 02/11/2024 A0033051bighnora, Ramon E. S0059368 11000 9526 1,500,001 R8067879 02/11/2024 A0033051bighnora, Ramon E. S0059082 11000 9526 1,500,001 R806786 02/11/2024 A0033051bighnora, Ramon E. S0059082 11000 9526 1,500,001 R8067861 02/11/2024 A0033051bighnora, Ramon E. S0059082 11000 9526 1,500,001 R8067861 02/11/2024 A0033051bighnora, Ramon E. S0059082 11000 9526 1,500,001 R8067862 02/11/2024 A0033051bighnora, Ramon E. S0059082 11000 9526 1,500,001 R8067863 02/11/2024 A00327507bonseca, Anthony S0059129 11000 9526 1,500,001 R8067868 02/11/2024 A00327507bonseca, Anthony S0059129 11000 9526 1,500,001 R8067868 02/11/2024 A00327507bonseca, Daniel S0059085 11000 9526 1,500,001 R8067868 02/11/2024 A00327507bonseca, Daniel R806780 20/11/2024 A00327507bonseca, Daniel R806780 20/11/2024 A00327507bonseca, Daniel R8		•				
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	00311808Harb, Waleed M.	S0059264	11000	9526	1,125.00
	00336377Harris, William P.	S0059040	11000	9526	1,500.00
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	00329118Hernandez, Andres	S0059110 S0059154	11000 11000	9526 9526	1,500.00
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	00326045Magana Tavares, Tifanny J.	S0059223	11000	9526	1,500.00
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Taft College Chec	k Register Report 01-Febru	ary -24 through	29- February-24	FY 23-24
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78067978 02/21/2024	A00201676Massie, Carrie M.	S0059240 S0059344		9526 1,196.0 9526 138.0
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78067982 02/21/2024	A00313636Mcghee, Deyja A.	S0059270		9526 375.0 0526 1 500.0
78067983 02/21/2024	• • •	S0059329		9526 1,500.0
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78067985 02/21/2024	A00279373Medina, Daisy J.	S0059302		9526 375.0 0526 1 123.0
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	•	S0059206 S0059144		9526 1,500.0 9526 1,500.0
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78068018 02/21/2024	A00281556Ocampo, Marcos A.	s0059309	11000 9526	
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78068030 02/21/2024	•	S0059313 S0059247	11000 9526	
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78068034 02/21/2024		S0059336	11000 9526	
78068035 02/21/2024 78068036 02/21/2024	•	S0059025	11000 9526	
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78068037 02/21/2024	A00318069Perez, Yanahi S.	S0059176	11000 9526	
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	A00286581Rico, Andrew	S0059317	11000 9526	
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78068069 02/21/2024	A00324124Rodriguez, Jasmin J.	S0059210	11000 952	
78068070 02/21/2024	A00254724Rodriguez, Lucerito	S0059282	11000 952	•
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78068096 02/21/2024	A00330146Soliz, Viviana	S0059169	11000 952	· · · · · · · · · · · · · · · · · · ·
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	A00327161Tamez, Leila T.	S0059123	11000 952	
78068106 02/21/2024	<i>y</i> .	S0059311	11000 952	•
78068107 02/21/2024	A00319495Tejerian, Brenda R.	S0059180	11000 952	•
78068108 02/21/2024	A00325034Thomas, Daniella A.	S0059217	11000 952	
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	A00330130Valadez, Cecilia	S0059168	11000 952	•
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	A00331339Vargas, Beatriz A.	S0059083	11000 952	
	A00305029Vargas, Nicholas	S0059249	11000 952	•
	A00263659Vasquez, Issac P.	S0059287	11000 952	•
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	A00298566Velasco, Katherine S.	S0059238	11000 952	•
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78068120 02/21/2024	•	S0059253	11000		9526		230.00
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78068131 02/27/2024		10075412 0178778	11000	411	5990	67300	105.57
78068132 02/27/2024	A00292936Albertson's LLC	10075413 177691012824	32000	422	4410	69400	313.56
78068133 02/27/2024	A00201875Amazon Capital Services	I0075361 1VDM-1N9L-9Q63	12000	318	4318	64800	451.98
		I0075389 1XQK-PCVJ-GMJ4	12560	223	4311	09565	375.14
T0000104 00 /0T /0004		10075395 1RL1-YYNJ-VG1G	12650	205	4311	12042	82.38
78068134 02/27/2024	A00288646Amazon Web Services, Inc.	10075428 1583970013	11000	113	5644	67801	1,605.73
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78068136 02/27/2024	A00200045American Library Association	10075373 0033606	11000	203	5210	61200	314.00
78068137 02/27/2024		I0075396 MA60149082	11000	211	6415	49999	1,605.02
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78068139 02/27/2024	A00324134Bell, Damon	10075366 020224	12654	301	5710	64900	40.00
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78068150 02/27/2024		10075360 229572	11000	209	4311	04100	157.10 319.47
78068151 02/27/2024 78068152 02/27/2024	<u> </u>	10075394 70724825	11000	205	4311	12042	
	A00201122Home Depot Credit Services A00310598Li, Xiaohong	I0075427 3406021324 I0075406 031824	11000	431	6210	65100	587.16
78068153 02/27/2024	AUUSIUS98LI, XIAONONG	10075406 031824	11000 11000	113 113	5710 5740	67801 67801	1,735.00 167.37
70000154 02/27/2024	700220042I atus Dalamati ald Cama						
/8068154 02/2//2024	A00330042Lotus Bakersfield Corp.	I0075383 IN-1231293783 I0075384 IN-1240194136	11000	115	5970	67100	7,470.00
70000155 02/27/2024	700225700Matanda Chimbala	10075384 1N-1240194136	11000	115	5970	67100	4,090.00
	A00335799Matsudo, Shimboku A00227772MBS Textbook Exchange, Inc.		11000	000	9512	00000 69100	260.87
78068136 02/27/2024	AUUZZIIIZMBS TEXTDOOK Exchange, Inc.	10075363 47-5375721	31000	423	4110		857.96
70060157 00/07/2024	7002004000ffice Dor-+	T0075200 240760075001	31000	423	5940	69100	245.54
10008131 02/21/2024	A00200498Office Depot	10075290 349760875001	11000	431	4310	65100 12042	45.23
		10075325 350381348001	11000	205	4310		61.69
		10075335 346785536001	11000	209	4310	04100	109.11
		10075336 346388899001	11000	209	4310	17017	52.97
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		10075380 348806705001	11000	114	4310	70999	466.01
		10075381 350803334001	11000	421	4310	67200	428.45

1,260,00 1,260,00	Taft College Chec	k Register Report 01-Febru	ary -24 through 29- Feb	ruary-24			FY	23-24
18068159 02/71/2024 A00200508F. G. & E. 10075403 021124 39000 314 3830 64991 45.8 3830 64991 29.1 3830 64991 39.1								136.65
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10075472 10075472	/8068160 02/2//2024	A00200508P. G. & E.	100/5425 020924					
1,800, 1	70060161 02/27/2024	700000E00D C C E	T0075426 021224					
1433 314 5830 69800 5378 33428 310 5830 69200 1,580.3 33428 310 5830 69200 1,580.3 33588 310 5830 69200 3,580.3 33588 310 5830 69200 3,160.7 30668162 02/27/2024 A0030714IRuiz, Christopher J. 10075374 2324-52 11000 352 5510 69610 500.0 78068163 02/27/2024 A0022442Serban Sound & Communication 10075376 13245 11000 113 4312 67801 800.0 78068164 02/27/2024 A00225412Serban Sound & Communication 10075376 13245 11000 113 4312 67801 800.0 80	78068161 02/27/2024	AUU2UU3U8P. G. & E.	100/5426 021324					
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18068162 02/27/2024 A0037141Ruiz, Christopher J. 10075372 5854 1277 203 5643 6120 558.0 78068164 02/27/2024 A0022868258nSource Inc. 10075372 58524 1277 203 5643 6120 558.0 78068164 02/27/2024 A00225628ina & Schuster, Inc. 10075378 5837321 3100 413 4312 67801 800.0 78068166 02/27/2024 A003277281nclair Broadcast Group, In 10075378 2105623-3 1100 115 5970 67100 2750.0								
8868163 02/27/2024 A00228885SenSource Inc. 10075376 13245 1100 113 4312 67801 800.0	78068162 02/27/2024	A00307141Ruiz, Christopher J.	10075374 2324-52					500.00
8808164 02/27/2024 A00220442Serban Sound & Communication 10075376 13245 11000 113 4312 67801 880.0 78068166 02/27/2024 A00225182Simon & Sounder, Inc. 10075380 353539321 31000 423 4110 69100 84.0 84.0 78068167 02/27/2024 A00321772Sinclair Broadcast Group, Inc. 10075367 PI-000007710 12000 311 5641 64200 1,500.0 10075367								558.00
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R8068167 02/27/2024 A00337933Sorenson Communications, LLC 10075367 21020525-3 11000 115 5970 67100 2,250.0				11000	115	5970		875.00
No.88167 02/27/2024 A00337933Sorenson Communications, LLC 10075416 PT-000007839 12000 311 5641 64200 4,537.5 58068168 02/27/2024 A00200393Sparkletts 10075371 020124 11000 205 5641 12042 63.9		•	10075430 2102525-3	11000	115	5970	67100	2,250.00
78068167 02/27/2024 A00337933Sorenson Communications, LIC 10075416 P1-000007792 12000 311 5641 64200 4,537,5 78068168 02/27/2024 A00200393Sparkletts 10075370 012624 11000 203 4310 60103 51.9 78068169 02/27/2024 A0021077Strata Information Group 10075390 012624 11000 223 4310 60103 51.9 78068170 02/27/2024 A00200406Student Aid Commission 10075386 51086 12569 353 5510 64600 3,867.5 78068170 02/27/2024 A00200406Student Aid Commission 10075412 021024 11000 431 5632 65100 800.0 78068173 02/27/2024 A00200417Sysco Food Service of Ventur 10075369 379492165 32000 422 4410 69400 9,748.5 742.2 400200417Sysco Food Service of Ventur 10075369 379492165 32000 422 4411 69400 9,748.5 78068173 02/27/2024 A00200862Taft College Bookstore 10075368 6529 11000 213 5950 49999 18.8 78068173 02/27/2024 A00200862Taft College Bookstore 10075378 5391 12551 353 4310 <td>78068167 02/27/2024</td> <td>A00337933Sorenson Communications, LLC</td> <td></td> <td>12000</td> <td>311</td> <td>5641</td> <td>64200</td> <td>1,500.00</td>	78068167 02/27/2024	A00337933Sorenson Communications, LLC		12000	311	5641	64200	1,500.00
78068168 02/27/2024 A00200393Sparkletts I0075371 020124 11000 205 5641 12042 63.9 78068169 02/27/2024 A00200393Sparkletts I0075379 012624 11000 223 4310 60103 51.9 78068170 02/27/2024 A00200406Student Aid Commission I0075486 51086 12569 353 5510 64600 3,867.5 78068173 02/27/2024 A00200406Student Aid Commission I0075412 021024 11000 431 5632 65100 860.0 860.0 78068173 02/27/2024 A00200417Sysco Food Service of Ventur I0075367 379492165 3200 422 4410 69400 9,748.5 78068174 02/27/2024 A00200862Taft College Bookstore I0075419 379430007 12676 320 422 4411 69400 81.8 78068175 02/27/2024 A00200862Taft College Bookstore I0075368 6529 11000 213 4310 11051 59.2 78068176 02/27/2024 A00200862Taft College Bookstore I0075375 5391 12551 353 4310 64600 432.9 78068177 02/27/2024 A00200862Taft College Bookstore I0075375 5391 12551 353 4310 64600 432.9 78068178 02/27/2024 A00200862Taft College Bookstore I0075375 5391 1000 213 4100 209 4310 40044 49.5			I0075415 PI-000007839	12000	311	5641	64200	1,500.00
78068169 02/27/2024 A00200393Sparkletts 10075390 012624 11000 223 4310 60103 51.9 78068170 02/27/2024 A00201077Strata Information Group 10075386 51086 12569 353 5510 64600 3,867.5 78068171 02/27/2024 A00200406Student Aid Commission 10075414 2023 12554 353 5110 64600 962.1 78068173 02/27/2024 A00334278Superclean Fire Prevention 10075410 201024 11000 431 5632 65100 800.0 78068173 02/27/2024 A00200417Sysco Food Service of Ventur 10075369 379492165 32000 422 4411 69400 9,748.5 78068174 02/27/2024 A00200862Taft College Bookstore 10075368 6529 11000 213 4310 1004 49.5 78068175 02/27/2024 A00200862Taft College Bookstore 10075375 5391 12576 353 350 4410 64900 3,218.8 78068178 02/27/2024 A00200862Taft College Bookstore 10075375 5391 12551 353 4310 6400 432.9 78068178 02/27/2024 A00200862Taft College Bookstore 10075388 5228 11000 207 4110 49999 15.1 78068178 02/27/2024 A00200862Taft College Bookst	78068167 02/27/2024	A00337933Sorenson Communications, LLC	I0075416 PI-000007792	12000	311	5641	64200	4,537.50
R8068170 O2/27/2024 A0021017Strata Information Group I0075386 51086 12569 353 5510 64600 3,867.5 78068171 O2/27/2024 A00200406Student Aid Commission I0075414 2023 12554 353 5510 64600 962.1 R8068173 O2/27/2024 A00200417Sysco Food Service of Ventur I0075420 O21024 I1000 431 5632 65100 800.0 O2727/2024 A00200417Sysco Food Service of Ventur I0075420 O21024 I1000 431 5632 65100 800.0 O2727/2024 A00200417Sysco Food Service of Ventur I0075367 379497275 33429 310 4410 69250 742.2 A002004 O2727/2024 A00200417Sysco Food Service of Ventur I0075369 379492165 32000 422 4411 69400 441.8 A002004	78068168 02/27/2024	A00200393Sparkletts	10075371 020124	11000	205	5641	12042	63.95
R8068171 02/27/2024	78068169 02/27/2024	A00200393Sparkletts	10075390 012624	11000	223	4310	60103	51.97
No.	78068170 02/27/2024	A00211077Strata Information Group	10075386 51086	12569	353	5510	64600	3,867.50
78068173 02/27/2024 A00200417Sysco Food Service of Ventur			10075414 2023	12554	353	5110	64600	962.10
10075369 379492165 32000 422 4411 69400 1,376.				11000	431	5632		800.00
1,376.4 32000 422 4411 69400 1,376.4 32000 422 4411 69400 841.8 32000 422 4411 69400 841.8 32000 422 5940 69400 21.5 320 320000 32000 32000 3200000 3200000 3200000 3200000 3200000 320000000 3200000000 320000000000	78068173 02/27/2024	A00200417Sysco Food Service of Ventur						742.20
841.8			10075369 379492165					
TRO068174 02/27/2024								
78068174 02/27/2024 A00200862Taft College Bookstore 10075368 6529 11000 213 5950 49999 18.8 11000 213 5950 49999 18.8 11000 213 4310 11051 59.2 11000 213 4310 04014 49.5 11000 213 4310 04014 49.5 11000 213 4310 04014 49.5 11000 213 11000 210 1100								
78068174 02/27/2024 A00200862Taft College Bookstore								
11000 213 4310 11051 59.2	T00501T4 00 /0T /0004							
78068179 02/27/2024 A00200862Taft College Bookstore 10075375 5391 12551 353 4310 64600 432.9 78068176 02/27/2024 A00200862Taft College Bookstore 10075388 5228 11000 209 4310 17016 37.8 78068177 02/27/2024 A00200862Taft College Bookstore 10075391 9505 12676 351 4310 64900 75.7 78068178 02/27/2024 A00200862Taft College Bookstore 10075391 9505 12676 351 4310 64900 75.7 78068178 02/27/2024 A00200862Taft College Bookstore 10075398 0933 11000 207 4110 49999 42.2 11000 213 4110 49999 15.1 11000 210 4110 49999 17.3 11000 210 4110 22081 221.1 11000 207 4110 49999 75.7 11000 207 4110 49999 75.7 11000 207 4110 49999 75.7 11000 207 4110 49999 75.7 11000 207 4110 49999 75.7	/80681/4 02/2//2024	AUU2UU862Taft College Bookstore	100/5368 6529					
78068175 02/27/2024 A00200862Taft College Bookstore 10075375 5391 12551 353 4310 64600 432.9 78068176 02/27/2024 A00200862Taft College Bookstore 10075388 5228 11000 209 4310 17016 37.8 78068177 02/27/2024 A00200862Taft College Bookstore 10075391 9505 12676 351 4310 64900 75.7 78068178 02/27/2024 A00200862Taft College Bookstore 10075391 9505 12676 351 4310 49999 42.2 11000 207 4110 49999 15.1 11000 207 4110 49999 17.3 11000 211 4110 49999 61.6 11000 210 4110 22081 221.1 11000 210 4110 22081 221.1 11000 207 4110 49999 75.7 11000 207 4110 49999 75.7 11000 207 4110 49999 75.7 11000 207 4110 49999 75.7 11000 207 4110 49999 75.7								
78068176 02/27/2024 A00200862Taft College Bookstore	70060175 00/07/0004	7000000000000 St. 0-11 B1	T0075275 5201					
78068177 02/27/2024 A00200862Taft College Bookstore 10075391 9505 12676 351 4310 64900 75.7 78068178 02/27/2024 A00200862Taft College Bookstore 10075398 0933 11000 207 4110 49999 42.2 11000 213 4110 49999 15.1 11000 207 4110 49999 17.3 11000 211 4110 49999 61.6 11000 210 4110 22081 221.1 11000 210 4110 22070 51.7 11000 207 4110 49999 75.7 11000 207 4110 49999 75.7 11000 207 4110 49999 75.7 11000 207 4110 49999 75.7 11000 207 4110 49999 75.7 11000 209 4110 19011 57.9 78068179 02/27/2024 A00200862Taft College Bookstore 10075399 0272 11000 213 4310 15016 10.8								
78068178 02/27/2024 A00200862Taft College Bookstore								
11000 213 4110 49999 15.1 11000 207 4110 49999 17.3 11000 211 4110 49999 61.6 11000 210 4110 22081 221.1 11000 210 4110 22070 51.7 11000 207 4110 49999 75.7 11000 207 4110 49999 75.7 11000 209 4110 19011 57.9 78068179 02/27/2024 A00200862Taft College Bookstore 10075399 0272 11000 213 4310 15016 10.8								
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11000 211 4110 49999 61.6 11000 210 4110 22081 221.1 11000 210 4110 22070 51.7 11000 207 4110 49999 75.7 11000 209 4110 19011 57.9 78068179 02/27/2024 A00200862Taft College Bookstore 10075399 0272 11000 213 4310 15016 10.8								
221.1 11000 210 4110 22081 221.1 11000 210 4110 22070 51.7 11000 207 4110 49999 75.7 11000 209 4110 19011 57.9 78068179 02/27/2024 A00200862Taft College Bookstore 10075399 0272 11000 213 4310 15016 10.8								
11000 210 4110 22070 51.7 11000 207 4110 49999 75.7 11000 209 4110 19011 57.9 78068179 02/27/2024 A00200862Taft College Bookstore 10075399 0272 11000 213 4310 15016 10.8								
75.7 78068179 02/27/2024 A00200862Taft College Bookstore I0075399 0272 11000 207 4110 49999 75.7 11000 209 4110 19011 57.9 11000 213 4310 15016 10.8								
78068179 02/27/2024 A00200862Taft College Bookstore 10075399 0272 11000 209 4110 19011 57.9 10.8								75.71
78068179 02/27/2024 A00200862Taft College Bookstore I0075399 0272 11000 213 4310 15016 10.8								57.99
	78068179 02/27/2024	A00200862Taft College Bookstore	10075399 0272					10.80
78068180 02/27/2024 A00200862Taft College Bookstore I0075408 012624 11000 000 9161 00000 2,723.2			10075408 012624	11000	000	9161	00000	2,723.23
								1,514.16
								21,099.71
								500.00
78068184 02/27/2024 A00339169Taft Mi Ranchito Inc. I0075382 INV0001 11000 213 4410 49999 702.2	78068184 02/27/2024	A00339169Taft Mi Ranchito Inc.	I0075382 INV0001	11000	213	4410	49999	702.28

Taft College Chec	k Register Report 01-Febru	ary -24 through 29- Fe	bruary-24			FY :	23-24
78068185 02/27/2024	A00200282True Value Home Center	10075370 477917	39000 39000 12433	314 312 314	4310 4310 4310	64991 64991 69800	7.22 7.21 7.21
		10075385 479005	11000	431	4310	65100	69.01
	A00325472TRUSTEES OF THE CALIFORNIA S	10075437 022624	12654	301	7130	73900	14,002.53
	A00243766Tweedy, Allisa M.	10075411 020824	12620	202	5710	61900	320.62
	A00200284U.S. Foods	10075358 5091813	33429	310	4410	69250	750.88
78068189 02/27/2024	A00210209ULINE	10075365 173272013	31000	423	4321	69100	380.30
			31000	423	5940	69100	76.86
78068190 02/27/2024	A00200327US Air Conditioning	10075418 6548114	11000	435	6210	65192	197.01
			11000	431	4310	69200	197.01
			11000	431	6210	65100	409.04
78068191 02/27/2024	A00336843Valadez, Jose A.	10075407 010224	12620	227	4310	61900	141.94
		10075436 020724	12620	227	4310	61900	1,125.56
	A00200355West Kern Water District	10075422 021524	11000	435	5810	65192	32.25
78068193 02/27/2024	A00200355West Kern Water District	10075423 02/15/24	11000	431	5810	65700	153.33
			39000	314	5810	69800	28.27
			12433	314	5810	69800	3.14
78068194 02/27/2024	A00200355West Kern Water District	10075429 02-15-24	33428	310	5810	69200	18.02
			33528	310	5810	69200	18.02
			33588	310	5810	69200	36.05
78068195 02/28/2024	•	S0059371	11000		9526		299.28
78068196 02/28/2024	•	S0059374	11000		9526		138.00
78068197 02/28/2024	, 1	S0059365	11000		9526		900.00
	A00310237Benson, Nathan R.	S0059367	11000		9526		750.00
	A00288255Chavez, Roman U.	S0059375	11000		9526		138.00
	A00339131Hernandez, Carolina	S0059368	11000		9526		27.05
	A00247482Larsen, Sarah B.	S0059376	11000		9526		138.00
78068202 02/28/2024	•	S0059369	11000		9526		138.00
78068203 02/28/2024	•	S0059372	11000		9526		230.00
78068204 02/28/2024		S0059377	11000		9526		138.00
78068205 02/28/2024	•	S0059370	11000		9526		357.76
	A00324126Sangha, Jasmit K.	S0059378	11000		9526		138.00
78068207 02/28/2024	A00289185Torres, Obed A.	S0059366	11000		9526		468.15
78068208 02/28/2024	•	S0059373	11000		9526		230.00
78068209 02/28/2024	A00335450Wells, Natasha	S0059379	11000		9526		23.00

USER ID	ACTIVITTY DATE	VENDOR NUMBER		PURCHASE ORDER MBER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL C A
AOMEGA	02/02/2024	A00202979	Health First Corporation	P0063524	02/01/2024	02/01/2024	\$173.5
			SSD Systems	P0063525		02/01/2024	\$268.5
		A00200487				02/26/2024	\$29,438.5
	02/20/2021	A00304890		P0063702		02/26/2024	\$175.0
	02/27/2024	A00200655				02/21/2024	\$1,109.0
	-, ,		Linde Gas & Equipment Inc.			02/26/2024	\$986.5
						TOTAL USER	\$32,151.1
BYOUNG	02/07/2024	A00220442	Serban Sound & Communicatio	n P0063561	02/06/2024	02/06/2024	\$800.0
	02/13/2024	A00328194	Cano, Ilse	P0063579	02/07/2024	02/07/2024	\$600.0
			Amazon Capital Services			02/21/2024	\$500.0
		A00264649	Convergint Technologies, LL	C P0063671	02/21/2024	02/21/2024	\$977.0
		A00287628	Garza, Kyle J.	P0063649		02/20/2024	\$600.0
			Amazon Web Services, Inc.	P0063670	02/21/2024	02/21/2024	\$10,000.0
		A00310598	Li, Xiaohong	P0063650	02/20/2024	02/20/2024	\$2,650.0
	02/28/2024	A00201875	Li, Xiaohong Amazon Capital Services	P0063750		02/28/2024	\$510.82
						TOTAL USER	\$16 , 637.82
DDURAN	02/06/2024	A00200862	Taft College Bookstore	P0063544	02/05/2024	02/05/2024	\$530.4
		A00339169	Taft Mi Ranchito Inc.	P0063553	02/06/2024	02/06/2024	\$702.28
	02/07/2024	A00200284	U.S. Foods	P0063529	02/02/2024	02/02/2024	\$30,000.0
	02/08/2024	A00200498	Office Depot	P0063556	02/06/2024	02/06/2024	\$57.0
				P0063560	02/06/2024	02/06/2024	\$159.5
			Taft College Bookstore	P0063555	02/06/2024	02/06/2024	\$127.6
		A00251929	Oja, Michelle Elizabeth.	P0063576	02/07/2024	02/07/2024	\$310.9
			Office Depot	P0063583		02/07/2024	\$63.9
	02/09/2024	A00200498		P0063592		02/08/2024	\$77.2
		A00063469	White, Billy D.	P0063587		02/08/2024	\$49.04
		A00200428				02/07/2024	\$500.00
		A00200498	Office Depot	P0063589		02/08/2024	\$125.9
	02/14/2024	A00200522		P0063619		02/13/2024	\$15,000.00
		A00200498	Office Depot	P0063615	02/13/2024	02/13/2024	\$61.40
				P0063622		02/13/2024	\$81.40
		A00251929				02/14/2024	\$349.95
			Office Depot	P0063643		02/15/2024	\$26.5
	02/22/2024		Taft Midway Driller	P0063674		02/22/2024	\$8,290.2
			Modern Campus	P0063673		02/22/2024	\$36,550.0
		A00321772	Sinclair Broadcast Group, I			02/08/2024	\$2,250.00
				P0063591	02/08/2024	02/08/2024	\$875.00

1-February-2024 through 29-February-2024

Taft College Purchase Order Activity Report

FY 23-24

Taft Colleg	ge Purchase Ord	der Activity	Report 1-February-202	4 through 29-I	ebruary-2024		FY 23-24
USER ID	ACTIVITTY DATE	VENDOR NUMBER		PURCHASE ORDER NUMBER DATE	P REQ. DATE	PURCHASE ORDEF AMOUNT	CL CA
		A00200161	CDW-G	P0063661	02/21/2024 02/23	1/2024	\$718.82
		A00200721		P0063616	02/13/2024 02/13		\$68.00
		A00200428			02/22/2024 02/22		\$475.00
	02/26/2024	A00330155	•		02/22/2024 02/22		\$20,000.00
		A00341109		P0063707	02/26/2024 02/26		\$330.54
	02/27/2024	A00200721		P0063672	02/22/2024 02/22		\$353.00
		A00286449			02/26/2024 02/26		\$144,000.00
		A00002482	May, James Patrick.	P0063703	02/26/2024 02/26 02/26/2024 02/26		\$270.00
		A00200862	maft Callege Bookstore	P0063706 P0063697	02/26/2024 02/26		\$20.00 \$208.77
		A00200862 A00250001		P0063697	02/26/2024 02/20		\$81.40
		A00250001 A00262851		P0063677	02/21/2024 02/21		\$34.17
		A00283088	<u> </u>	P00637732	02/22/2024 02/22		\$119.88
		A00002482		P0063705	02/26/2024 02/26		\$60.00
		A00200498		P0063694	02/26/2024 02/26		\$88.61
					TOTAI	L USER	\$263,016.70
DNAVARRO		A00277399	Sundgren, Lori Anne.	P0063498	01/30/2024 01/30		\$75.00
	02/14/2024	A00200862	Taft College Bookstore	P0063613	02/13/2024 02/13		\$75.78
				P0063612	02/13/2024 02/13		\$41.17
	02/21/2024	A00200498		P0063630	02/14/2024 02/14		\$151.81
		A00200862	2	P0063627	02/14/2024 02/14		\$205.68
	02/27/2024	A00201875 A00200862	=	P0063631 P0063632	02/14/2024 02/14 02/14/2024 02/14		\$134.21 \$119.06
					TOTAI	 L USER	\$802.71
DRIOS	02/07/2024	A00201586	Dodson, John	P0063545	02/05/2024 02/05	5/2024	\$35.00
		A00300405	Markovits, Aaron	P0063566	02/06/2024 02/06	6/2024	\$135.00
				P0063567	02/06/2024 02/06	6/2024	\$128.00
				P0063568	02/06/2024 02/06	6/2024	\$128.00
				P0063572	02/06/2024 02/06		\$50.00
		A00200364	Westside Furniture	P0063563	02/06/2024 02/06	6/2024	\$4,500.00
		A00300405	Markovits, Aaron	P0063569	02/06/2024 02/06		\$128.00
				P0063570	02/06/2024 02/06		\$50.00
				P0063571	02/06/2024 02/06		\$128.00
	02/22/2024		Taft College Bookstore	P0063664	02/21/2024 02/21		\$301.78
		A00292936	Albertson's LLC	P0063636	02/15/2024 02/15		\$2,000.00
	00/05/555	- 000000		P0063638	02/15/2024 02/15		\$1,500.00
	02/27/2024	A00200862	Taft College Bookstore	P0063735	02/27/2024 02/27	//2024	\$37.89

Taft College	Purchase Ord	der Activity	Report 1-February-202	24 through 29-F	ebruary-202	24	FY 23-24
USER ID	ACTIVITTY DATE	VENDOR NUMBER		PURCHASE ORDER NUMBER DATE	REQ. DATE	PURCHASE OR AMOUNT	
		700201075	Amagan Canital Commissa	P0063734	02/27/2024	02/27/2024	\$55.
		A00201875 A00251403	Amazon Capital Services			02/27/2024	\$35.
	00/00/0004	A00231403	Brown, Brittany Elizabeth			02/28/2024	\$350.
	02/28/2024	A00201875	Amazon Capital Services Garcia, Eloisa	P0063743 P0063744		02/28/2024	\$50. \$50.
	02/20/2024	A00203038	Garcia, Eloisa Garcia, Eloisa	P0063744 P0063762		02/29/2024	\$28.
	02/29/2024	: AUUZU3U30	Gaicia, Eloisa	P0063762	02/29/2024	02/29/2024	۰۵۵۰
						TOTAL USER	\$9,639.
OVOHNOUT	02/06/2024	A00201247	Duron, Candace A.	P0063542	02/05/2024	02/05/2024	\$1,271.
		A00234659	Cahoon, Nathan Earl.	P0063504		01/31/2024	\$184.
	02/20/2024	A00200487	Sierra School Equipment C		02/06/2024	02/06/2024	\$849.
		A00281118	Grant Writing USA	P0063575		02/07/2024	\$495.
		A00307058	Minor, Leslie B.	P0063574		02/07/2024	\$74.
		A00281118	Grant Writing USA	P0063557	02/06/2024	02/06/2024	\$510.
	02/27/2024	A00200243	Blick Art Materials	P0063660		02/21/2024	\$1,279.
		A00200458	Roth, Rebecca E.	P0063646		02/20/2024	\$942.
		A00201875	Amazon Capital Services	P0063715		02/27/2024	\$217.
		A00200458	Roth, Rebecca E.	P0063716		02/27/2024	\$183.
	02/28/2024	A00201247	Duron, Candace A.	P0063745		02/28/2024	\$101.
						TOTAL USER	\$6,109.
JEDMAISTON	02/05/2024	A00259618	Taft College ASB General	P0063480	01/29/2024	01/29/2024	\$19 , 878.
		A00336291	Lagmay, Romeo	P0063523		02/01/2024	\$65.
		A00340702	Bownet Sports, ICE20	P0063526		02/01/2024	\$368.
		A00200655	Henry Schein, Inc.	P0063515		01/31/2024	\$446.
	02/21/2024	A00200277	Edmaiston, Jennifer M.	P0063618		02/13/2024	\$107.
		A00336291	Lagmay, Romeo	P0063617		02/13/2024	\$28.
	02/22/2024	A00200076	Bandy, Ingrun K.	P0063573		02/07/2024	\$680.
	v=, ==, = v= -	A00200655	Henry Schein, Inc.	P0063543		02/05/2024	\$541.
		A00280354	Gail Materials	P0063642		02/15/2024	\$3,188.
		A00340727	Digby's	P0063641		02/15/2024	\$3,500.
	02/28/2024	A00336291	Lagmay, Romeo	P0063738		02/28/2024	\$83.
	02,20,2021		Groce, Kristofer	P0063740		02/28/2024	\$48.
						TOTAL USER	\$28,934.
JMADDING	02/05/2024	A00200017	A.P.I. Plumbing	P0063533	02/02/2024	02/02/2024	\$1,242.
	-,,		True Value Home Center	P0063532		02/02/2024	\$115.
			1	P0063535		02/02/2024	\$29.
		A00200423	Taft City School District			02/02/2024	\$1 , 288.

Taft Colle	ege Purchase Ord	er Activity	Report 1-February-20	24 through	า 29-F	ebruary-202	4	FY	′ 23-24
USER ID	ACTIVITTY DATE	VENDOR NUMBER N	NAME	PURCHASE C NUMBER	ORDER DATE	REQ. DATE		SE ORDER OUNT	CL C A
			Taft Plumbing Co., Inc.	P0063	-	02/02/2024	- , - , -		\$6,690.0 \$257.6
		A00200862 A00319625	Taft College Bookstore General Tree Service Inc	P0063	519	02/01/2024 02/01/2024 01/30/2024	02/01/202	24	\$257.6 \$386.4 \$1,200.0

\$6,690.0	02/02/2024	02/02/2024	P0063528	Taft Plumbing Co., Inc.	A00200431	
\$257.6	02/01/2024	02/01/2024	P0063518	Taft College Bookstore	A00200862	
\$386.4	02/01/2024	02/01/2024	P0063519			
\$1,200.0	01/30/2024	01/30/2024	P0063488	General Tree Service Inc.	A00319625	
\$100.0	01/31/2024	01/31/2024	P0063509	Ferguson Enterprises, Inc.	02/07/2024 A00200311	
\$69.0	02/06/2024	02/06/2024	P0063552	True Value Home Center	02/09/2024 A00200282	
\$587.1	02/02/2024	02/02/2024	P0063527	Home Depot Credit Services	A00201122	
\$823.9	02/06/2024	02/06/2024	P0063564	Parts Town, LLC	02/12/2024 A00266719	
\$1,100.0	02/12/2024	02/12/2024	P0063605	Burt Electric & Communicatio	02/14/2024 A00200116	
\$529.4		02/13/2024	P0063620		02/16/2024 A00200023	
\$48.6		02/14/2024		Brown & Reich Petroleum, Inc		
\$471.0		02/13/2024	P0063621	True Value Home Center		
\$2,000.0		02/13/2024	P0063623	Hobart Corporation		
\$975.0		02/15/2024		-	A00244581	
\$800.0		02/13/2024	P0063608	-	A00334278	
\$1,729.6		02/12/2024	P0063604	Taft City School District		
\$3,900.1		02/19/2024	P0063645		02/20/2024 A00200662	
\$26.9		02/15/2024	P0063640	Amazon Capital Services		
\$151.5		02/13/2024	P0063611		02/21/2024 A00200017	
\$176.6		02/13/2024		Brown & Reich Petroleum, Inc		
\$434.6		02/27/2024		Brown & Reich Petroleum, Inc		
\$1,740.0		02/22/2024	P0063678	Taft Plumbing Co., Inc.		
\$499.2		02/22/2024		Fastenal Industrial & Constr		
\$10,414.2	· · ·	02/22/2024	P0063679	Montgomery Hardware Co.		
\$125.5		02/22/2024	P0063684	Amazon Capital Services		
\$47.6		02/26/2024	P0063695	Amazon capital belvices	A00201073	
\$142.2	· · ·	02/26/2024	P0063698			
\$119.5		02/20/2024	P0063680	True Value Home Center	700200202	
\$195.0		02/29/2024	P0063660	Kern Turf Supply, Inc.		
۲۱۶۵۰۰۰	02/29/2024	02/29/2024	F0003730	Kern rurr Suppry, Inc.	02/29/2024 A00209808	
\$38,417.5	TOTAL USER					
\$602.3	02/01/2024	02/01/2024	P0063521	B & B Surplus	02/02/2024 A00200064	ROTHGEB
\$1,209.8	02/01/2024	02/01/2024	P0063522	Fresno Oxygen	A00202041	
\$201.3	02/05/2024	02/05/2024	P0063536	B & B Surplus	02/06/2024 A00200064	
\$2,338.5	02/05/2024	02/05/2024	P0063540	Fresno Oxygen	A00202041	
\$5,656.4	02/05/2024	02/05/2024	P0063537	Cal Pro Specialties		
\$1,865.9		02/08/2024	P0063585		02/08/2024 A00328288	
\$6,303.5		02/08/2024	P0063590		02/09/2024 A00340748	
\$41.1		02/12/2024	P0063606	2	02/14/2024 A00200282	
\$55.7		02/26/2024	P0063709	Henkel Enterprises, LLC		

Taft Colleg	e Purchase Ord	der Activity	Report 1-February-2024	through 29-F	ebruary-202	4	FY 23-24
USER ID	ACTIVITTY DATE	VENDOR NUMBER	NAME NUI	PURCHASE ORDER MBER DATE	REQ. DATE	PURCHASE ORD AMOUNT	DER CL C A
		A00200016 A00202041	4Imprint Fresno Oxygen	P0063729 P0063687		02/27/2024 02/23/2024	\$9,846.6 \$823.8
						TOTAL USER	\$28,945.2
KSTEARMAN		A00200628				01/31/2024	\$3,545.0
		A00200127	<u>-</u>			02/20/2024	\$235.
		A00200016	4Imprint	P0063657		02/20/2024	\$4,001.
	02/27/2024	A00227772				02/20/2024	\$18,394.
		A00255612	·			07/21/2023	\$3 , 500.
	02/28/2024	A00200016	4Imprint	P0063720		02/27/2024	\$834.
		A00200428	Taft District Chamber of Co	m P0063718	02/27/2024	02/27/2024	\$140.
						TOTAL USER	\$30,650.
MALVAREZ	02/14/2024	A00336843	Valadez, Jose A.	P0063614	02/13/2024	02/13/2024	\$3,903.
						TOTAL USER	\$3,903.
MBLANCO	02/07/2024	A00200656		P0063546		02/05/2024	\$2,008.2
		A00324134		P0063534		02/02/2024	\$937.
		A00200393	Sparkletts	P0063578		02/07/2024	\$500.
	02/08/2024	A00336434	Delgado, Emily	P0063554	02/06/2024	02/06/2024	\$600.
	02/12/2024	A00201037	Santiesteban, Isaura	P0063595	02/09/2024	02/09/2024	\$352.
		A00201630	Payne, Tiffany A.	P0063594	02/09/2024	02/09/2024	\$600.
		A00317357	Garcia, Amber Marie.	P0063599	02/09/2024	02/09/2024	\$501.
	02/14/2024	A00091564	Brettschneider, Lisa Kay.	P0063597	02/09/2024	02/09/2024	\$123.
		A00201037	Santiesteban, Isaura	P0063596	02/09/2024	02/09/2024	\$123.
		A00201630	Payne, Tiffany A.	P0063593	02/09/2024	02/09/2024	\$123.
	02/21/2024	A00200862	Taft College Bookstore			02/15/2024	\$419.
		A00335524	TimelyMD	P0063681			\$105,400.
		A00325472	TRUSTEES OF THE CALIFORNIA			02/14/2024	\$14,002.
						TOTAL USER	\$125,690.
MMATTHEWS	02/02/2024	A00201875	Amazon Capital Services	P0063530	02/02/2024	02/05/2024	\$81.
	02/14/2024	A00200655	Henry Schein, Inc.	P0063602	02/10/2024	02/14/2024	\$2,940.
		A00261766	Benco Dental Supply Co.	P0063580		02/12/2024	\$1,390.
	02/27/2024	A00200498	Office Depot	P0063721	02/27/2024		\$60.
	. , , _ 32 -	A00200516	Patterson Dental Supply, In		02/27/2024		\$263.
		700200010	Hanna Cahain Inc	D0063600	02/27/2021		¢2 127 3

A00200655 Henry Schein, Inc. P0063688 02/23/2024 02/27/2024

\$2,137.39

Taft College	Purchase Ord	der Activity	Report 1-February-202	4 through 29-F	ebruary-202	24	FY 23-24
USER ID	ACTIVITTY DATE	VENDOR NUMBER		PURCHASE ORDER UMBER DATE	REQ. DATE		ASE ORDER MOUNT CL C A
	02/29/2024	A00261766 A00319384 A00200498	Labelcity, Inc.	P0063723 P0063651 P0063722 P0063760	02/27/2024 02/20/2024 02/27/2024 02/29/2024	02/27/20 03/13/20	24 \$1,000.00 24 \$81.01
						TOTAL US	ER \$9,565.93
MSANCHEZ		A00200425 A00276178 A00200467	Nava-Martinez, Yulisa Cotto, Apolonia	P0063489 P0063490 P0063549	01/30/2024 01/30/2024 02/05/2024	02/29/20 02/06/20	24 \$320.00 24 \$100.00
	02/09/2024	4 A00200862	Taft College Bookstore	P0063551 P0063550	02/06/2024 02/06/2024		· · · · · · · · · · · · · · · · · · ·
						TOTAL US	ER \$65,070.02
MSILVEIRA		A00200417 A00201808 A00200417	Davis, Cheryl L.	P0063562	02/06/2024 02/06/2024 02/23/2024	02/06/20	24 \$200.00
						TOTAL US	ER \$3,961.23
MTOFTE	02/08/2024	A00200045 A00261588 A00288885 A00200161 A00201875	Smith, Terri Lynn. SenSource Inc. CDW-G	on P0063538 P0063539 P0063541 P0063577 P0063708	02/05/2024 02/05/2024 02/05/2024 02/07/2024 02/26/2024	02/05/20 02/05/20 02/07/20	24 \$455.32 24 \$558.00 24 \$419.73
						TOTAL US	ER \$5,747.05
NFIGUEROA	02/12/2024 02/20/2024 02/27/2024	A00200862 A00200406 A00259618 A00200712 A00312691 A00259618	Student Aid Commission Taft College ASB General		01/25/2024 02/07/2024 02/09/2024 02/27/2024 02/21/2024 02/29/2024	02/07/20 02/09/20 02/27/20 02/21/20	24 \$962.10 24 \$40.00 24 \$500.00 24 \$8,704.00

\$10,329.54

TOTAL USER

USER ID	ACTIVITTY DATE VENDOF NUMBER		PURCHASE ORDER MBER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL C A
	00/00/000		-0050505	00/00/000	00/00/000	
SCRISS	02/09/2024 A00200559 02/27/2024 A00200735	<u> </u>	P0063586 P0063692		02/08/2024 02/26/2024	\$500.00 \$3,000.00
	02/27/2024 1100200733	Hiebert Cassiay Willemore	10003092	02/20/2024	02/20/2024	
					TOTAL USER	\$3,500.00
TBLANCO	02/09/2024 A00200161		P0063581		02/07/2024	\$359.41
	A00200043		P0063482		01/29/2024	\$9,084.96
	02/16/2024 A00257716	±			02/14/2024	\$1,125.00
	02/20/2024 A00200862	Taft College Bookstore	P0063652		02/20/2024	\$2,723.23
			P0063653		02/20/2024	\$1,514.16
	02/21/2024 700257716	Carital Dublic Binance Com	P0063654		02/20/2024	\$21,099.71
	02/21/2024 A00257716 02/22/2024 A00200862	<u>-</u>	P0063656		02/20/2024 02/20/2024	\$5,775.00 \$74,737.43
	02/22/2024 A00200862 02/26/2024 A00200862		P0063696		02/20/2024	\$1,306.90
	02/20/2024 A00200862 02/27/2024 A00200862		P0063696		02/20/2024	\$172.09
	A00200832		P0063668		02/21/2024	\$2,686.42
	A00212896	_			02/21/2021	\$1,250.00
	02/29/2024 A00200043		P0063761		02/29/2024	\$14,922.48
					TOTAL USER	\$136,756.79
TROWDEN	02/08/2024 A00200182	City of Taft Police Departm	e P0063485	01/30/2024	01/30/2024	\$180.00
	02/09/2024 A00337155	Heaven, Zamarehia	P0063486	01/30/2024	01/30/2024	\$98.72
	02/20/2024 A00335799	Matsudo, Shimboku	P0063635		02/14/2024	\$260.87
	02/22/2024 A00313898	TimeClock Plus, LLC	P0063625	02/14/2024	02/14/2024	\$1,500.00
	A00324752		P0063626		02/14/2024	\$28,500.00
	02/28/2024 A00341102	4 '	P0063748		02/28/2024	\$510.99
	02/29/2024 A00200862	_	P0063765		02/29/2024	\$337.93
	A00286529				02/29/2024	\$181.40
	A00341103	•	P0063756		02/29/2024	\$236.78
	A00341105	•	P0063754		02/29/2024	\$433.01
	A00341127	_	P0063759		02/29/2024	\$839.05
	A00341132	Bandyopadhyay, Santanu	P0063763	02/29/2024	02/29/2024	\$408.22
					TOTAL USER	\$33,486.97

1-February-2024 through 29-February-2024

Taft College Purchase Order Activity Report

FY 23-24

West Kern Community College District Board of Trustees Meeting March 13, 2024

Agenda Item 13. A. Academic Employment

1. Adjunct Assignments

Item	Name	Assignment	Hourly Rate	Effective Date
a.	Franz, Charis	Adjunct Professor - English	\$75.49	3/4/2024

2. Faculty Extra Duty Assignments

Item	Name	Assignment	Rate	Effective Date
a.	Bogle, Darcy	Faculty Extra Duty Assignment - Counselor	\$88.70	2/14/2024
b.	Rangel-Escobedo, Juana	Faculty Extra Duty Assignment - Counselor	\$88.70	2/14/2024

3. Faculty Overload Assignments

b Bear c Berr d Blec	bott, Amar asley, Michelle rry, Wendy dsoe, Adam	Assignment Disability Services / Learning Skills Early Care, Ed. and Fami Studies Biology Business / Fearnering / Management / Conventional Selectional Health	4 21 27.68	\$6,031.60 \$31,665.90	08/21/23-05/17/24
b Bear c Berr d Blec	asley, Michelle rry, Wendy dsoe, Adam	Early Care, Ed. and Fami Studies Biology	21	<u>'</u>	
c Berr d Blec	rry, Wendy dsoe, Adam	Biology		\$31.665.90	
d Bled	dsoe, Adam		27.68	7,0.00	08/21/23-05/17/24
		Dusiness / Fernamies / Management / Ossumational Safatu and Health	27.00	\$41,738.67	08/21/23-05/17/24
e Carl	lson Kamala	Business / Economics / Management / Occupational Safety and Health	30	\$45,237.00	08/21/23-05/17/24
	ison, Ramaia	English	17	\$25,634.30	08/21/23-05/17/24
f Cha	aidez, Joell	Student Success	2	\$3,015.80	08/21/23-05/17/24
g Clar	rk, Amanda	Physical Education	3.58	\$5,398.28	08/21/23-05/17/24
h Dur	ron, Candace	Administration of Justice / Disability Services / Student Success	29	\$43,729.10	08/21/23-05/17/24
i Dye	er, Geoffrey	English	18	\$27,142.20	08/21/23-05/17/24
j Eige	enauer, John	Computer Information Systems	3.83	\$5,775.26	08/21/23-05/17/24
k Evel	eland, Sharyn	Psychology	9	\$13,571.10	08/21/23-05/17/24
I Flac	chmann, Christopher	Student Success	1	\$1,507.90	08/21/23-05/17/24
m Get	tty, Shelley	Mathematics	15	\$22,618.50	08/21/23-05/17/24
n Goll	lling, Greg	Biology	21.68	\$32,691.27	08/21/23-05/17/24
o Jaco	obi, Victoria	Disability Services / Student Success	17	\$25,634.30	08/21/23-05/17/24
p Jarra	rahian, Abbas	Biology	21	\$31,665.90	08/21/23-05/17/24
q Jime	enez Murguia, Salvador	Ethnic Studies / Sociology	30	\$45,237.00	08/21/23-05/17/24
r Kerr	r, Danielle	English	19	\$28,650.10	08/21/23-05/17/24
s Kulz	zer-Reyes, Kelly	Disability Services / English	8	\$12,063.20	08/21/23-05/17/24
t Lytle	le, Steve	Biology	3	\$4,523.70	08/21/23-05/17/24
u Mai	iocco, Vince	Physical Education	4.5	\$6,785.55	08/21/23-05/17/24
v Mar	rtinez, Julian	Spanish	39	\$58,808.10	08/21/23-05/17/24
w Mar	rtinez, Maria	Mathematics / Statistics	19	\$28,650.10	08/21/23-05/17/24
x May	y, James	Chemistry / Earth Science / Geology	18	\$27,142.20	08/21/23-05/17/24
y May	yfield, Michael	Chemistry	30	\$45,237.00	08/21/23-05/17/24
z Mer	ndenhall, Janis	Disability Services / Student Success	5	\$7,539.50	08/21/23-05/17/24

aa	Mendoza, Tina	Ethnic Studies / History	30	\$45,237.00	08/21/23-05/17/24
bb	Mitchell, David	Statistics	12	\$18,094.80	08/21/23-05/17/24
сс	Oja, Michelle	Psychology	2	\$3,015.80	08/21/23-08/15/24
dd	Page, Jason	Business Administration	17	\$25,634.30	08/21/23-05/17/24
ee	Reynolds, David	Astronomy / Physics	18	\$27,142.20	08/21/23-05/17/24
ff	Reynolds, Joy	Mathematics	15	\$22,618.50	08/21/23-05/17/24
gg	Rodenhauser, Debora	Art	30	\$45,237.00	08/21/23-05/17/24
hh	Rossi, Mallori	Health Education	5.42	\$8,172.82	08/21/23-05/17/24
ii	Roth, Rebecca	Early Care, Ed. and Fami Studies	20	\$30,158.00	08/21/23-05/17/24
jj	Smith, Kenneth	History	3	\$4,033.08	08/21/23-05/17/24
kk	Smith, Terri	Library	3	\$4,523.70	08/21/23-05/17/24
II	Taylor, Christopher	Chemistry	6	\$9,047.40	08/21/23-05/17/24
mm	Webster, Kyle	Biology	24	\$36,189.60	08/21/23-05/17/24

West Kern Community College District Board of Trustees Meeting March13, 2024

B. Non-Academic Employment

1. Classified

Item	Name	Assignment	Range/ Step	FTE	Rate	Effective Date
a.	Azbill, Crystal	Direct Support Coordinator	13A	70.0%	\$21.51	2/12/2024
b.	Balli, Jessica	Direct Support Aide	1A	50.0%	\$17.29	2/12/2024
C.	Ceja, Margarita	Supplemental Instruction Assistant	20A	70.0%	\$25.24	2/5/2024
d.	Rosales-Perez, Daisy	Admissions & Records Technician II	20A	100.0%	\$25.24	2/12/2024

2. Administration

Item	Name	Assignment	Range/ Step	FTE	Rate	Effective Date
a.	Madding, Justin	Director of Facilities & Planning	21/1	100.0%	\$10,985.67/Monthly	4/1/2024

West Kern Community College District Board of Trustees Meeting March 13, 2024

C. Separations

1. Academic

Item	Name	Assignment	Retired?	Effective Date
		2. Classified		
Item	Name	Position	Retired?	Effective Date

3. Administration

Item	Name	Position	Retired?	Effective Date
		4. Confidential		
Item	Name	Position	Status	Effective Date
2	-			_

WEST KERN COMMUNITY COLLEGE DISTRICT GENERAL FUND UNRESTRICTED BUDGETED SOURCES OF FUNDS AT ACCOUNT LEVEL 1 REVENUE ACCOUNTS FISCAL YEAR 2023-2024 FOR THE MONTH ENDING FEBRUARY 29, 2024

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
8600	State Revenues	30,177,440	30,177,440	19,219,766	0	10,957,674
8800	Local Revenues	8,359,925	8,359,925	5,777,014	0	2,582,911
Summary		\$ 38,537,365	\$ 38,537,365	\$ 24,996,780	\$ -	\$ 13,540,585

West Kern Community College District General Fund Unrestricted Budgeted Sources of Funds at Account Level 1 Expenditure Accounts Fiscal Year 2023-2024 For the Month Ending February 29, 2024

Account Level	Account Level	Δ	dopted	Adjusted Budget	YTD Activity	Encumbrances	Balance
	Description		Budget				
1000	Academic Salaries		12,366,900	12,366,900	7,092,120	0	5,274,780
2000	Classified & Other Nonacademic Sala		7,310,941	7,310,941	4,446,106	0	2,864,835
3000	Employee Benefits		10,431,333	10,429,647	5,752,127	180,496	4,497,023
4000	Supplies and Materials		496,527	502,873	226,118	73,857	202,898
5000	Other Operating Expenses & Services		6,122,145	6,127,297	2,469,865	1,465,836	2,191,596
6000	Capital Outlay		577,589	567,777	276,390	46,960	244,428
7000	Other Outgo		111,000	111,000	35,613	11,072	64,315
7200	Transfers		1,120,931	1,120,931	301,771	4,180	814,979
		\$	38,537,365	\$ 38,537,365	\$ 20,600,111	\$ 1,782,401	\$ 16,154,853

Disbursement Register of Expenditures Greater than \$10,000 for the Month of February 2024

Check Number	Check Date	Vendor Name	Description	Net Amount
78067681	02/09/2024	FFP Fund V Lessee1, LLC	ForeFront Power - 23-24 Open PO	10,262.13
78067697	02/09/2024	Oak Hall Cap and Gown	Supplies	10,977.25
78068173	02/27/2024	Sysco Food Service of Ventura	Food items for Cafeteria	11,988.41
78067704	02/09/2024	Sysco Food Service of Ventura	Food items for Cafeteria	12,033.17
78067731	02/13/2024	Spurr	SPURR Natural Gas - 23-24 - District	12,657.33
78067622	02/05/2024	T.C. Clearing Account	CC Fees for TC Clearing Account 2023-24	13,827.05
78068186	02/27/2024	TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY	22/23 Return CAPP Funds	14,002.53
78067580	02/05/2024	Absolute Mitigation Services	Absolute Mitigation - TIL Rec Room Mold Remediatio	14,205.48
78067577	02/05/2024	A.P.I. Plumbing	API Plumbing - Science Sewer Repair	15,350.00
78067678	02/09/2024	Elumen	elumen Annual Renewal 24-25	16,120.00
78067780	02/20/2024	Taft College ASB General	reimburse for volleyball team travel fall	19,878.73
78067578	02/05/2024	AARP Health Care Options	2023-24 Retiree Medical Suplemental Insurance	20,681.67
78068182	02/27/2024	Taft College Bookstore	Book Vouchers-TC Promise Grant Awards Spring 24	21,099.71
78067596	02/05/2024	Jitterbit, Inc.	2024 Renewal	21,467.00
78067627	02/05/2024	United Healthcare Insurance Company	2023-24 Retiree RX Supplemental Insurance	23,190.49
78067612	02/05/2024	Salesforce.org, Inc	3rd Year Payment	33,990.00
78068161	02/27/2024	P. G. & E.	PGE - 23-24 - District	45,024.42
78067595	02/05/2024	Fresno Oxygen	Barnes: 7 Dynasty 210 wireless machines	52,662.79
78067584	02/05/2024	American General Media	AGM New Digital - Nov 2023 - Jan 2024	60,000.00
78067722	02/09/2024	Westec	WESTEC-23/24 FY Contract SeptJune	89,643.75
				519,061.91

ASO Balance Sheet

As of February 29, 2024

Feb 29, 24

Current Assets

Checking/Savings

ASO Safe1 128,781.33
ASO Safe1 - Savings 143.98
Total Checking/Savings 128,925.31
Total Current Assets 128,925.31
TOTAL ASSETS 128,925.31

Restricted Funds

Anime and Above	1,692.00
Art Club	834.00
ASO Athletics	6,339.65
ASO General - Operating	48,469.65
ASSE	385.43
Baseball Club	1,224.62
Best Buddies	4,449.80
Cougar Echo	773.50
DH Class of 2024	2,750.60
DH Club General	1,419.38
ECE	2,598.99
Golf Club Mens	246.35
Golf Club Womens	1,121.25
Intervarsity Club	1,543.19
Literary Club	1,831.53
NSLS Club	3,128.22
Performing Arts	2,402.62
Roleplaying Game Club	745.42
Soccer Club - Mens	6,158.09
Soccer Club - Womens	1,969.28
Social Science/ Research	21.47
Softball Club	2,257.76
Spectrum	1,482.45
STEM	1,525.76
TC Cares	609.00
TIL Reunion	1,461.73
Uniform Replacement	27,870.93
Veterans Club	1,639.91
Women's Athletic Club	1,256.32
Women's Basketball Club	716.41
Total Restricted Funds	128,925.31

ELECTRONIC RECORD OF DEPOSIT

SEC,26900-26902 GOV.CODE

USER NAME
Jessica White

SUBMIT DATE Feb 08, 2024 02:00:51PM

PROCESS DATE
NOT PROCESSED AT
THIS TIME

DEPT NO. 0886

EROD NO. 624956

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL** IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$5,036.96

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE Sales 1/26-2/7/24		0886	5490	\$5,036.96	
					\$5,036.96

TOTAL DEPOSIT: \$5,036.96

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$5,036.96 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT

CARD: \$0.00

NOTES: Deposit #240082

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 PROCESSED

NOT SIGNED AUDITOR'S AUTHORIZED SIGNATURE

J1624 DC0100 L.00.01 02/08/24 PAGE DEPOSIT TRANSACTIONS 078 WEST KERN COMM. COLLEGE Date last used from: 00/00/0000 To 99/99/9999 WKCCD Deposit

Transaction Number from: 240082 To 240082

Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

DESCRIPTION NUMBER DATE ENTERED AMOUNT A/R LN. DI DETAIL DESCR -FUND-ORG-ACCT-PROGR-240082 02/08/2024 02/08/2024 WKCCD Deposit ENTERED BY: JRWB UNAPPROVED 1. 78 Bookstore Sales 1/26-2/6/24 31000-423-8841-69100 5,036.96 N 5,036.96 * TOTAL AMOUNT DISTRICT TOTAL 5,036.96 **

GRAND TOTAL

5,036.96 ***

ELECTRONIC RECORD OF DEPOSIT SEC.26900-26902 GOV.CODE

USER NAME Jessica White

SUBMIT DATE Feb 08, 2024 02:07:58PM

TOTAL DEPOSIT: \$13,711.16

PROCESS DATE **NOT PROCESSED AT** THIS TIME

DEPT NO.

EROD NO. 624958

0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$13,711.16

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Student Receipts	84096	0886	5490	\$13,711.1	6

\$13,711.16

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$13,711.16 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT

CARD: \$0.00

NOTES: Deposit #240083

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 PROCESSED

NOT SIGNED AUDITOR'S AUTHORIZED SIGNATURE **NOT SIGNED**

TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE	DEPOSIT TRANSACTIONS	J1641	DC0100	L.00.01 02/08/24 PAGE	1
070 WEST REIGH COLLEGE		0-0			_
WKCCD Deposit	Date last used from: 00/00/0000 To 99/99/9999				

Transaction Number from: 240083 To 240083 Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER DATE ENTERED DESCRIPTION LN. DI DETAIL DESCR	-FUND-ORG-ACCT-PROGR-	AMOUNT A/R
240083 02/08/2024 02/08/2024 WKCCD Deposit 1. 78 Student Receipts	ENTERED BY: JRWB UNAPPROVED 11000-000-9161-00000 TOTAL AMOUNT	13,711.16 N 13,711.16 *
	DISTRICT TOTAL	13,711.16 **
	GRAND TOTAL	13,711.16 ***

ELECTRONIC RECORD OF DEPOSIT

SEC.26900-26902 GOV.CODE

USER NAME
Jessica White

SUBMIT DATE Feb 08, 2024 02:20:09PM

PROCESS DATE
NOT PROCESSED AT
THIS TIME

DEPT NO. 0886

EROD NO. 624964

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 \$249,890.15

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$234,846.37	\$234,846.37
RESTRICTED FUND	84097	0886	5490	\$7,908.15	\$7,908.15
CHILD DEVELOPMENT	84496	0886	5490	\$4,471.68	\$4,471.68
CAFETERIA	84699	0886	5490	\$2,663.95	\$2,663.95

TOTAL DEPOSIT: \$249,890.15

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$249,890.15 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT

CARD: \$0.00

NOTES: Deposit #240084

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 PROCESSED

NOT SIGNED

AUDITOR'S AUTHORIZED SIGNATURE

NOT SIGNED

TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE DEPOSIT TRANSACTIONS J1665 DC0100 L.00.01 02/08/24 PAGE 1 WKCCD Deposit Date last used from: 00/00/0000 To 99/99/9999

Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 240084 To 240084
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER		E DI	ENTERED DESCRIPTION DETAIL DESCR	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
240084	02/	08/2	024 02/08/2024 WKCCD Deposit	ENTERED BY: JRWB UNAPPROVED		
	1.	78	Insurance Reimbursements	11000-412-8876-67300	689.08	N
	2.	78	Golf Bag	11000-352-4310-69618	193.77	N
	3.	78	West Kern OPEB	11000-412-5990-73900	44,500.00	N
	4.	78	Retained FA Fees	11000-000-9526-00000	188,242.75	N
	5.	78	Transcript Fees	11000-000-8879-00000	198.65	N
	6.	78	AMEX Reimbursement	11000-000-7211-00000	220.00	N
	7.	78	MAA-Child Care	12375-310-8171-00000	2,767.85	N
	8.	78	MAA-TIL	12375-314-8171-00000	2,767.85	N
	9.	78	MAA- Student Services	12375-301-8171-00000	1,581.63	N
	10.	78	MAA-Admin Services	12375-401-8171-00000	395.41	N
	11.	78	MAA-Presidents Office	12375-110-8171-00000	395.41	N
	12.	78	Cafeteria Sales	32000-422-8841-69400	2,663.95	N
	13.	78	CIL & Fed Reimbursement	33429-310-8159-69250	4,227.55	N
	14.	78	CC Child Care Food	33429-310-8621-69250	239.13	N
	15.	78	CC Migrant Ed Grant	33588-310-8621-69200	5.00	N
	16.	78	Reimbursement- Frontier	11000-431-5840-65700	802.12	N
				TOTAL AMOUNT	249,890.15 *	•
				DISTRICT TOTAL	249,890.15 *	*
				GRAND TOTAL	249,890.15 *	**

ELECTRONIC RECORD OF DEPOSIT

SEC.26900-26902 GOV.CODE

USER NAME Jessica White

SUBMIT DATE Feb 22, 2024 04:32:31PM

PROCESS DATE
NOT PROCESSED AT
THIS TIME

DEPT NO. 0886

EROD NO. 625945

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL** IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$4,631.04

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE Sales 2/7/24-2/21/24		0886	5490	\$4,631.0	4
					\$4,631,04

TOTAL DEPOSIT: \$4,631.04

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT; BANK ACCOUNT DEPOSITED; General CASH; \$4,631.04 CHECKS; \$0.00 DIRECT DEPOSIT; \$0.00 CREDIT

CARD: \$0.00

NOTES: Deposit #240085

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 PROCESSED

NOT SIGNED

AUDITOR'S AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE DEPOSIT TRANSACTIONS J9074 DC0100 L.00.01 02/22/24 PAGE 1 WKCCD Deposit Date last used from: 00/00/0000 To 99/99/9999

osit Date last used from: 00/00/0000 To 99/99/9999

Transaction Number from: 240085 To 240085

Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION			
NOMBER	LN. DI	DETAIL DESCR	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	тииома	A/R
240085		2024 02/22/2024 Bookstore Sales		ENTERED BY: JRWB UNAPPROVED 31000-423-8841-69100 TOTAL AMOUNT	4,631.04 4,631.04 *	N
				DISTRICT TOTAL	4,631.04 **	٠

GRAND TOTAL

4,631.04 ***

ELECTRONIC RECORD OF DEPOSIT

SEC.26900-26902 GOV.CODE

USER NAME
Jessica White

SUBMIT DATE Feb 22, 2024 04:36:24PM

PROCESS DATE
NOT PROCESSED AT

THIS TIME DEPT NO.

0886

EROD NO. 625946

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL** IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$13,477.13

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Student Receipts	84096	0886	5490	\$13,477.1	3
					\$13,477.13

TOTAL DEPOSIT: \$13,477.13

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$13,477.13 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT

CARD: \$0.00

NOTES: Deposit 240086

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 SIGNED
TTC AUTHORIZED SIGNATURE

NOT PROCESSED

078 WEST KERN COMM. COLLEGE	DEPOSIT TRANSACTIONS	J9075	DC0100	L.00.01 02/22/24 PAGE	1
WKCCD Deposit	Date last used from: 00/00/0000 To 99/99/9999				

Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 240086 To 240086 Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS
DESCRIPTION

NUMBER DATE ENTERED DESCRIPTION LN. DI DETAIL DESCR	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
240086 02/22/2024 02/22/2024 WKCCD Deposit 1. 78 Student Receipts	ENTERED BY: JRWB UNAPPROVED 11000-000-9161-00000 TOTAL AMOUNT	13,477.13 13,477.13 *	N
	DISTRICT TOTAL	13,477.13 **	
	GRAND TOTAL	13,477.13 ***	k

ELECTRONIC RECORD OF DEPOSIT

SEC.26900-26902 GOV.CODE

USER NAME Jessica White

SUBMIT DATE Feb 22, 2024 04:51:09PM

PROCESS DATE **NOT PROCESSED AT** THIS TIME

DEPT NO. 0886

FROD NO. 625950

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 \$51,317.66

FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
84096	0886	5490	\$22,771.36	\$22,771.36
84097	0886	5490	\$10,370.00	\$10,370.00
84496	0886	5490	\$11,181.06	\$11,181.06
84697	0886	5490	\$5,216.29	\$5,216.29
84699	0886	5490	\$1,778.95	\$1,778.95
	NO. 84096 84097 84496 84697	NO. NO. 84096 0886 84097 0886 84496 0886 84697 0886	NO. NO. CODE 84096 0886 5490 84097 0886 5490 84496 0886 5490 84697 0886 5490	NO. NO. CODE AMOUNT 84096 0886 5490 \$22,771.36 84097 0886 5490 \$10,370.00 84496 0886 5490 \$11,181.06 84697 0886 5490 \$5,216.29

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$51,317.66 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT

CARD: \$0.00

NOTES: Deposit #240087

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 PROCESSED

NOT SIGNED AUDITOR'S AUTHORIZED SIGNATURE

NOT SIGNED
TTC AUTHORIZED SIGNATURE

TOTAL DEPOSIT: \$51,317.66

078 WEST KERN COMM. COLLEGE	DEPOSIT TRANSACTIONS	J9090	DC0100	L.00.01 02/22/24 PAGE	1
WKCCD Deposit	Date last used from: 00/00/0000 To 99/99/9999				

Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 240087 To 240087
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	LN.	E DI	ENTERED DESCRIPTION DETAIL DESCR	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
240087	02/	22/2	024 02/22/2024 WKCCD Deposit	ENTERED BY: JRWB UNAPPROVED		
	1.	78	Insurance Reimbursement	11000-412-8876-67300	760.68	N
	2.	78	Apparel - Men's Golf	11000-352-4310-69618	1,014.73	N
	3.	78	Retained FA fees	11000-000-9526-00000	20,995.95	N
	4.	78	CDTC Units	12427-210-8699-69200	2,806.00	N
	5.	78	Dental Hygiene Clinic Cont. Ed	12652-205-8892-12042	1,000.00	N
	6.	78	Federal Work Study (FWP)	12401-353-8153-64600	6,252.24	N
	7.	78	FWS Admin Allowance	12401-353-8151-64600	311.76	N
	8.	78	Cafeteria Sales	32000-422-8841-69400	1,778.95	N
	9.	78	CC CAPK	33700-310-8892-69200	11,181.06	N
	10.	78	TIL Regional Centers	39000-314-8699-64991	5,216.29	N
				TOTAL AMOUNT	51,317.66 *	
				DISTRICT TOTAL	51,317.66 **	*
				GRAND TOTAL	51,317.66 **	* *

ELECTRONIC RECORD OF DEPOSIT

SEC.26900-26902 GOV.CODE

USER NAME Jessica White

SUBMIT DATE Feb 29, 2024 02:08:35PM

PROCESS DATE
NOT PROCESSED AT
THIS TIME

DEPT NO. 0886

EROD NO. 626557

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 \$14,745.43

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE Sales 02/22-02/27/2024	84698	0886	5490	\$14,746.4	3

TOTAL DEPOSIT: \$14,746.43

\$14,746.43

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$14,746.43 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT

CARD: \$0.00

NOTES: Deposit #240089

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

078 WEST KERN COMM. COLLEGE DEPOSIT TRANSACTIONS J12575 DC0100 L.00.01 02/29/24 PAGE 08/00/2000 Date last used from: 00/00/0000 To 99/99/9999

Transaction Number from: 240089 To 240089

Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER DATE ENTERED DESCRIPTION
LN. DI DETAIL DESCR -FUND-ORG-ACCT-PROGR
240089 02/29/2024 02/29/2024 WKCCD Deposit ENTERED BY: JRWB UNAPPROVED
1. 78 Bookstore Sales 2/22-2/27/24 31000-423-8841-69100
TOTAL AMOUNT 14,746.43 *

DISTRICT TOTAL 14,746.43 **

GRAND TOTAL

14,746.43 ***

ELECTRONIC RECORD OF DEPOSIT

SEC.26900-26902 GOV.CODE

USER NAME Jessica White

SUBMIT DATE Feb 29, 2024 02:32:31PM

PROCESS DATE
NOT PROCESSED AT
THIS TIME

DEPT NO. 0886

EROD NO. 626560

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 \$70,280.06

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$441.89	\$441.89
RESTRICTED FUND	84097	0886	5490	\$65,095.99	\$65,095.9
CHILD DEVELOPMENT	84496	0886	5490	\$3,329.18	\$3,329.18
CAFETERIA	84699	0886	5490	\$1,375.00	\$1,375.00
PARKING FUND	84700	0886	5490	\$38.00	\$38.0

TOTAL DEPOSIT: \$70,280.06

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$70,280.06 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT

CARD: \$0.00

NOTES: Deposit #240091

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 PROCESSED

NOT SIGNED

AUDITOR'S AUTHORIZED SIGNATURE

NOT SIGNED

TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE	DEPOSIT TRANSACTIONS	J12595	DC0100	L.00.01 02/29/24 PAGE	1
WKCCD Deposit	Date last used from: 00/00/0000 To 99/99/9999				

Transaction Number from: 240091 To 240091 Date entered from: 00/00/0000 To 99/99/9999

Date entered from: 00/00/0000 To 99/99/99999

			APPROVED A	AND	UNAPPROVED	TRANSACTIONS
NUMBER	DATE	ENTERED	DESCRIPTION			

	LN.	DI	DETAIL DESCR	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
240091	02,	29/2	024 02/29/2024 WKCCD Deposit	ENTERED BY: JRWB UNAPPROVED		
	1.	78	Insurance Reimbursements	11000-412-8876-67300	419.89	N
	2.	78	Retained FA Fees	11000-000-9526-00000	22.00	N
	3.	78	DHS Admin-CalWorks	12602-309-8839-64992	1,832.16	N
	4.	78	Pell Admin Allowance	12000-353-8157-64600	5,770.00	N
	5.	78	CTE Grant	12919-223-8699-60103	57,493.83	N
	6.	78	Cafeteria Sales	32000-422-8841-69400	1,375.00	N
	7.	78	CIL & Fed Reimbursement	33429-310-8159-69250	178.66	N
	8.	78	CC Child Care Food	33429-310-8621-69250	3,150.52	N
	9.	78	Parking Tickets	36000-433-8881-69500	38.00	N
				TOTAL AMOUNT	70,280.06 *	
				DISTRICT TOTAL	70,280.06 **	•
				GRAND TOTAL	70,280.06 **	**

ELECTRONIC RECORD OF DEPOSIT SEC.26900-26902 GOV.CODE

USER NAME Jessica White

SUBMIT DATE Feb 29, 2024 02:18:13PM

PROCESS DATE NOT PROCESSED AT THIS TIME

DEPT NO. 0886

EROD NO. 626558

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 \$1,918.68

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Student Receipts 2/22/-2/28/2024	84096	0886	5490	\$1,918.6	3
					\$1,918.68

.....

TOTAL DEPOSIT: \$1,918.68

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$1,918.68 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT

CARD: \$0.00

NOTES: Deposit #240090

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

078 WEST KERN COMM. COLLEGE DEPOSIT TRANSACTIONS J12582 DC0100 L.00.01 02/29/24 PAGE 1
WKCCD Desposit Date last used from: 00/00/0000 To 99/99/9999

Transaction Number from: 240090 To 240090

Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER DATE ENTERED DESCRIPTION
LN. DI DETAIL DESCR -FUND-ORG-ACCT-PROGR
240090 02/29/2024 02/29/2024 WKCCD Deposit
1. 78 Student Receipts 11000-000-9161-00000
TOTAL AMOUNT 1,918.68 **

DISTRICT TOTAL 1,918.68 **

GRAND TOTAL 1,918.68 ***

ELECTRONIC RECORD OF DEPOSIT SEC.26900-26902 GOV.CODE

USER NAME Jessica White

SUBMIT DATE Feb 29, 2024 02:02:50PM

PROCESS DATE **NOT PROCESSED AT** THIS TIME

DEPT NO. 0886

EROD NO. 626556

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$3,568,310.00

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$1,960,362.0	0
					\$1,960,362.00
RESTRICTED FUND	84097	0886	5490	\$1,607,948.0	0
					\$1,607,948.00

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$3,568,310.00 CREDIT

CARD: \$0.00

NOTES: Deposit #240088

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 PROCESSED

NOT SIGNED

AUDITOR'S AUTHORIZED SIGNATURE

J12568 DC0100 L.00.01 02/29/24 PAGE

078 WEST KERN COMM. COLLEGE WKCCD Deposit

Date last used from: 00/00/0000 To 99/99/9999 Transaction Number from: 240088 To 240088 Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

DEPOSIT TRANSACTIONS

NUMBER			ENTERED DESCRIPTION			
	LN.	DI 	DETAIL DESCR	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/F
240088	02/	29/2	024 02/29/2024 WKCCD Deposit	ENTERED BY: JRWB UNAPPROVED		
	1.	78	General Apportionment	11000-000-8612-00000	1,658,591.00	N
	2.	78	Full Time Faculty Allocation	11000-000-8618-00000	28,339.00	N
	3.	78	Part-time Faculty Compensation	11006-201-8633-00000	9,358.00	N
	4.	78	BOG Fee Waivers Admin(BFAP 2%)	12551-353-8615-64600	2,458.00	N
	5.	78	S.F.A.A.	12551-353-8625-64600	13,756.00	N
	6.	78	E.O.P.S.	12000-303-8622-64300	58,565.00	N
	7.	78	NextUP	12916-321-8699-64900	19,292.00	N
	8.	78	C.A.R.E.	12000-305-8624-64301	9,281.00	N
	9.	78	D.S.P.S.	12000-311-8623-64200	35,758.00	N
	10.	78	DSPS-Accees to Print & Elec In	12000-311-8660-64200	814.00	N
	11.	78	CalWorks	12600-309-8627-64992	11,106.00	N
	12.	78	Student Equity & Achiev (SEAP)	12000-319-8644-00000	143,361.00	N
	13.	78	Equal Employment Opportunity	12571-411-8628-67300	11,111.00	N
	14.	78	Phys Plant-Scheduled Maint	12050-431-8654-65100	2,777.00	N
	15.	78	Financial Aid Technology	12569-353-8699-64600	3,565.00	N
	16.	78	Veterans Resource Center	12000-318-8699-64800	2,427.00	N
	17.	78	Strong Workforce Program-Local	12647-223-8647-00000	183,125.00	N
	18.	78	Adult Education Block Grant	12603-125-8643-68900	83,256.00	N
	19.	78	Healthcare-Focus Voc Pathways	12609-125-8643-68900	13,183.00	N
	20.	78	Mental Health Support	12655-351-8699-64400	11,386.00	N
	21.	78	Basic Needs Centers	12677-301-8699-64900	17,290.00	N
	22.	78	Retention & Outreach (SB85)	12676-351-8699-00000	14,589.00	N
	23.	78	Student Food & Housing Support	12679-320-8699-00000	148,458.00	N
	24.	78	Undocumented Resources Liaison	12909-351-8699-00000	5,497.00	N
	25.	78	Zero Textbook Cost Program	12912-202-8699-60100	289,000.00	N
	26.	78	CCC Equitable Placement	12920-000-8699-00000	27,352.00	N
	27.	78	TANF	12599-309-8632-64992	7,924.00	N
	28.	78	Perkins Grant	12560-223-8158-09565	104,737.00	N
	29.	78	Adjustment: PY Gen App Adj	11000-000-8612-00000	266,700.00	N
	30.	78	Adjustment: PY Categorical Adj	11006-202-8633-00000	2,626.00-	N
	31.	78	Student Transfer Achiev Reform	12923-301-8699-64900	384,348.00	N
	32.	78	LGBTQ+	12000-301-8699-64900	3,532.00	N
				TOTAL AMOUNT	3,568,310.00 *	
				DISTRICT TOTAL	3,568,310.00 *	*
				GRAND TOTAL	3,568,310.00 *	**

REQUESTS FOR CONFERENCE ATTENDANCE & EXPENSES

Travel Period: 2/01/2024-2/29/2024

			Travel Start	Travel End		
Employee	Event/Purpose	Location	Date	Date	Estimated Cost	Processing Date
Roth, Rebecca	CSU Convening - Early Childhood	Long Beach, CA	2/1/2024	1/2/2024	\$ -	1/9/2024
Hall-Silveira, Meghan	CSU Convening - Early Childhood	Long Beach, CA	2/1/2024	2/2/2024	\$ -	1/16/2024
Bell, Damon	AAREA 15th Annual Professional Dev. Summit	Hayward, CA	2/2/2024	2/3/2024	\$ 40.00	1/16/2024
Lopez, Jaime	AAREA 15th Annual Professional Dev. Summit	Hayward, CA	2/2/2024	2/3/2024	\$ 40.00	1/16/2024
Abbott, Amar	AAREA 15th Annual Professional Dev. Summit	Hayward, CA	2/2/2024	2/3/2024	\$ 40.00	1/16/2024
Cotto, Apolonia	EOPS/Outreach - College	Frazier Park, CA	2/6/2024	2/6/2024	\$ 68.34	2/8/2024
Dodson, John	202 Transition to Independence Fair	Redwood City, CA	2/10/2024	2/10/2024	\$ 35.00	2/12/2024
Eveland, Sharyn	ACCJC Accreditation Focused Site Visit	Merced, CA	2/12/2024	2/14/2024	\$ -	12/1/2023
Cotto, Apolonia	Outreach EOPS	Bakersfield, CA	2/13/2024	2/13/2024	\$ 27.74	2/8/2024
Rossi, Mallori	Recruiting at the Las Vegas Classic	Las Vegas, NV	2/16/2024	2/18/2024	\$ 1,431.00	1/30/2024
Velazquez, Enrnesto	Las Vegas Mayor's Cup/Athletic Recruiting	Las Vegas, NV	2/17/2024	2/19/2024	\$ 179.00	2/5/2024
Cutrona, Angelo	Las Vegas Mayor's Cup/Athletic Recruiting	Las Vegas, NV	2/17/2024	2/19/2024	\$ 179.00	2/8/2024
Gonzalez, Roberto	Las Vegas Mayor's Cup/Athletic Recruiting	Las Vegas, NV	2/19/2024	2/19/2024	\$ 179.00	2/5/2024
Daugherty, Devin	Policy Summit 2024	Sacramento, CA	2/20/2024	2/21/2024	\$ 1,373.80	12/1/2023
Lopez, Jaime	Dual Enrollment Equity Conference	Long Beach, CA	2/20/2024	2/22/2024	\$ 1,157.48	1/31/2024
Sundgren, Lori	Association of CA Comm College Admin Conf	Garden Grove, CA	2/21/2024	2/23/2024	\$ 1,710.89	12/1/2023
Cotto, Apolonia	Student Outreach/Career Fair	Wasco, CA	2/22/2024	2/22/2024	\$ 53.00	2/20/2024
Martin, Lyle	Martin, Lyle	Las Vegas, NV	2/23/2024	2/25/2024	\$ 1,067.41	2/26/2024
Lagmay, Romeo	Central Valley Conference Meeting	Fresno, CA	2/24/2024	2/24/2024	\$ 28.00	2/20/2024
Valadez, Jose	CCAMD Spring Summit	Long Beach, CA	2/28/2024	3/1/2024	\$ 1,743.38	2/1/2024
Sundgren, Lori	So CA Writing Center Assoc. Conference	Bakersfield, CA	2/29/2024	3/1/2024	\$ 75.00	2/12/2024