

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

April 9, 2025

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

5:00 p.m.
(General Open Session begins at 6:00 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 on this agenda will be made available for public inspection in the District Office located at 29 Cougar Ct., Taft, California, during normal business hours. These documents will be made available to the public at the same time that they are made available to a majority of the Board.*

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

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

1. **Agenda Items.** *If you wish to address the Board on an agenda item, please do so when that item is called. 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.*

1. CALL TO ORDER
2. STUDY SESSION – ACCJC Accreditation and Board Participation
3. PUBLIC COMMENT ON CLOSED SESSION ITEMS
4. ADJOURN TO CLOSED SESSION
 - A. Public Employee Performance Evaluations, Government Code Section 54957
 - B. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
 - C. 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
 - D. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
1 Potential Case
 - E. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)
 - F. Conference with Real Property Negotiations
Property: Parkside Development, LLC (APN 032-152-34)
Agency Negotiator: Mike Giacomini, VP of Administrative Services
Under Negotiation: Sale or Lease of Property, Including Price and Terms of Payment
5. RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTION
6. FLAG SALUTE
7. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
8. GENERAL COMMUNICATIONS
9. PRESENTATION – Strategic Action Plan Data Update
10. APPROVAL OF MINUTES – Regular Meeting Held March 12, 2025 and Special Meeting Held March 12, 2025

11. NEW BUSINESS

- A. Request for Approval – General On-Bill Financing Loan Modification Agreements with Pacific Gas & Electric Relating to Campus Lighting Retrofit for Efficiency; Additional Cost of \$12,555.83
- B. Second Reading and Request for Approval – Proposed Revisions to Faculty Collective Bargaining Agreement – Grievance Language
- C. First Reading – Board Policy Revisions
 - BP #4100 Graduation Requirements for Degrees and Certificates
 - BP #5500 Standards of Student Conduct
- D. Request for Approval – Board Resolutions – Emeritus Status

12. CONSENT AGENDA (Items A – LL)

- A. Request for Approval – Associate Degree for Transfer (ADT) Compliance with AB 928 (CalGETC) and AB 1111 Common Course Number (CNN)
- B. Request for Approval – Course Revisions
- C. Request for Approval – Distance Learning Course Approvals
- D. Request for Approval – Course Inactivation
- E. Request for Approval – TIL Residence Hall/Dormitory Room & Board Fee Increase; Effective 2025-26 Academic Year
- F. Request for Approval – Accrediting Commission for Community and Junior College (ACCJC) – Annual Report and Annual Fiscal Report
- G. Request for Approval – Notice of Release of Grant or Categorically Funded or Temporary Faculty, Employee ID No. A00101632; Effective 6/30/25
- H. Request for Approval – Notice of Release of Grant or Categorically Funded or Temporary Faculty, Employee ID No. A00200467; Effective 6/30/25
- I. Request for Approval – Notice of Release of Grant or Categorically Funded or Temporary Faculty, Employee ID No. A00256927; Effective 6/30/25

- J. Request for Approval – 2024/25 Request for Authorization to Transfer Unrestricted General Funds to the Futuris Public Entity Investment Trust Program for Post-Employment Benefits; \$484,464
- K. Request for Approval – Adoption of Rules and Regulations to the West Kern Community College District Student Trustee, June 1, 2025 – May 31, 2026
- L. Information Item – Child Development Center – Summary of Program Self-Evaluation
- M. Request for Approval – Master Agreement with AP Architects; Five Year Agreement Commencing 4/9/25
- N. Request for Ratification – Memorandum of Understanding (MOU) between Kern Community College District (KCCD) and West Kern Community College District (WKCCD) on behalf of Taft College; Reimbursement of Up to \$13,474.01; 1/1/25 – 6/30/25
- O. Request for Approval – Purchase of ADA Conversion Mini Van; \$84,650.75
- P. Request for Approval – Maintenance Truck Replacement Purchase; \$62,516.21
- Q. Request for Approval – Modern Campus Omni Content Management System (CMS) 1-Year License Renewal; 5/1/25 – 4/30/26; \$34,556.56
- R. Request for Approval – AP Architects Service Order Standard Agreement Addendum No. 1; Funded by Grant Funding, Expense of \$30,000.00
- S. Request for Approval – Proposal for TC Orientation Video Series Project by NelsonMedia.com; To be Completed by 6/30/25; Estimated Cost \$29,000.00 – 34,000.00
- T. Request for Approval – TIL Office Workspace Configuration; \$27,584.80
- U. Request for Approval – Increase Licenses for the Current HonorLock Agreement, an Online Proctoring Solution Tool; Effective Until 6/30/25; \$2,000.00
- V. Request for Approval – Renew HonorLock, an Online Proctoring Solution Tool; 7/1/25 – 6/30/26; \$12,000.00
- W. Request for Ratification – Service & Repair Quote from Daikin to Furnish & Install (2) BACnet IP Communication Cards for the Taft College Chiller; \$11,065.00

- X. Request for Approval – Amendment with Nicholas Consulting, LLC.; Extension of 60 Hours; Amended End Date of 6/30/25; \$150.00 per Hour, Up to an Additional \$9,000.00
- Y. Request for Approval – ABTech Technologies Quotation #ABTQ18542; 5/31/25 – 5/30/26; \$8,695.66
- Z. Request for Ratification – Renew the DesignPlus Account for Academic Year 2025-26; 4/1/25
- AA. Request for Approval – Proposal for TC Commencement Video Project by NelsonMedia.com; \$3,500.00-4,800.00 Estimated Cost
- BB. Request for Approval – Renew Instructure Account; 7/1/25 – 6/30/26; \$2,584.44
- CC. Request for Approval – Modern Campus Omni Content Management System (CMS) Developer Assistance Plan (10 Hours); 5/1/25 – 4/30/26; \$2,000.00
- DD. Request for Approval – Contract for Professional Services with Efrain Garcia Becerra – Mariachi Mi Ciudad; \$1,750.00
- EE. Request for Approval – Renewal of the Agreement with Redrock Software Corp. for Annual Trac Cloud Hosting and Technical Support for MESA Profile; 6/1/25 – 6/30/26; \$1,220.00
- FF. Request for Approval – Proposal for Hall Ambulance Service for the 2025 Taft College Commencement Ceremony; Estimated Cost of \$766.56
- GG. Request for Ratification – Contract for Professional Services with Ernie Cruz for DJ Services at the ASO Spring Dance; \$550.00 for 4.5 Hours
- HH. Request for Approval – Contract for Professional Services with Paws-to-Share; \$480.00 for 3 Hours
- II. Request for Approval – Records Destruction; \$250.00
- JJ. Request for Approval – Vehicle Maintenance Agreement Renewal with the Taft City School District; 7/1/25 – 6/30/26; \$86.00 per Hour with a Minimum of a ½ Hour Charge, Plus Cost for Parts and Supplies

KK. Request for Approval – Amendment to Foundation for California Community Colleges – The Vision Resource Center Project Agreement; Through 6/30/28

LL. Ratification of the March 2024 Vendor Check & Purchase Order Registers

13. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST

14. EMPLOYMENT (Action)

- A. Academic (Appendix I)
- B. Classified/Confidential/Management Employment (Appendix II)
- C. Separations (Appendix III)

15. 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, March 2025
 - 4. Student Organization and Special Accounts, March 2025
 - 5. Funds Deposited in County Treasury, March 2025
 - 6. Employee Travel Report – March 2025
- B. Trustee Reports
- C. Academic Senate Report
- D. Reports from Staff and Student Organizations

16. REPORT OF THE SUPERINTENDENT/PRESIDENT

17. NEXT MEETING DATE

The next regular meeting is tentatively scheduled for Wednesday, May 14, 2025, at 5:00 p.m.

18. CONTINUATION OF CLOSED SESSION (If Necessary)

19. ADJOURNMENT

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

SPECIAL MEETING

March 12, 2025

The special meeting of the Board of Trustees of the West Kern Community College District was called to order at 8:15 p.m. by President Kathy Orrin. Secretary Mike Eveland and trustees Billy White, Dawn Cole and Jeremy Gregory were also in attendance. Interim Superintendent/President Dr. Leslie Minor and Executive Assistant Sarah Criss were in attendance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There were no public comments.

NEW BUSINESS

- A. Second Reading and Request for Approval – Proposed Revisions to Faculty Collective Bargaining Agreement – Grievance Process

Dr. Minor explained that this process had been reviewed by the District's legal counsel. The bargaining team also reviewed the document to make sure titles and process details were aligned to our College. Trustees Cole and Gregory asked why the process needed to be approved on the same day as the first reading. On a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, the item was tabled to the next Board meeting.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, April 9, 2025, at 5 p.m.

ADJOURNMENT

At 8:19 p.m., on a motion by Trustee White, seconded by Secretary Eveland and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Michael Eveland, Secretary

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

REGULAR MEETING

March 12, 2025

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:02 p.m. by President Kathy Orrin. Secretary Mike Eveland and trustees Dawn Cole, Billy White and Jeremy Gregory were also in attendance. Interim Superintendent/President Dr. Leslie Minor and Executive Secretary Sarah Criss were in attendance.

STUDY SESSION

Mike Giacomini, Acting Vice President of Administrative Services, provided an update to budget predictions based on the information from the Governor's budget. The District has been in a hold-harmless state in regard to enrollment after the pandemic and will be facing budget concerns as work to stabilize enrollment continues. With the current enrollment status, the District may receive base funding but would not be eligible to receive Cost of Living Allowance increases. Mr. Giacomini expects the District to face a deficit this coming fiscal year as the last of the frozen enrollment years will roll out of the three-year rolling average. With continued focus on enrollment growth, the District would become more stable, and he predicts the District would be eligible to receive COLA/growth credits in 2027/28.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments.

ADJOURN TO CLOSED SESSION

At 5:44 p.m. it was moved by Trustee Gregory, seconded by Secretary Eveland and unanimously carried, that the Board convene in Closed Session to discuss the District's position regarding the following matters:

- A. Public Employee Performance Evaluations, Government Code Section 54957
- B. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
- C. 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
- D. Public Employee Appointment/Employment, Government Code Section 54957
Title: Interim Superintendent/President
Title: Superintendent/President
- E. Conference with Labor Negotiators (Government Code Section 54957.6)
Agency Designated Representative: Board President
Unrepresented Employee: Interim Superintendent/President
- F. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
1 Potential Case
- G. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)
- H. Conference with Real Property Negotiations

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

Agency Negotiator: Mike Giacomini, Acting 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 6:07 p.m., it was moved by Secretary Eveland, seconded by Trustee Gregory and unanimously carried, to reconvene in Public Session. President Orrin announced that there was no action taken.

PLEDGE OF ALLEGIANCE

President Orrin led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

Ruby Payne, Taft College Faculty Association President, spoke on behalf of the TCFA with conflict concerns with Dr. Minor serving many roles at the College at the present time.

GENERAL COMMUNICATIONS

There was no general communication.

PROGRAM UPDATE – Healthcare/Nursing Update

This item was tabled.

APPROVAL OF MINUTES

On a motion by Trustee Gregory, seconded by Trustee White and unanimously carried, the minutes of the Regular Meeting held February 12, 2025 and the Special Meeting held February 12, 2025 were approved (copy attached to official minutes).

NEW BUSINESS

Presentation and Request for Approval – Contract for Dr. Leslie Minor to serve as Interim Superintendent/President; 1/13/25 – 6/30/26

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

Request for Approval – Presidential Home Agreement with Dr. Leslie Minor

On a motion by Trustee Gregory, seconded by Secretary Eveland and unanimously carried, this item was approved (copy attached to official minutes).

Request for Approval – Memorandum of Understanding (MOU) between West Kern Community College District (WKCCD) and California Commercial Real Estate Services (California Commercial)

On a motion by Trustee Gregory, seconded by Secretary Eveland and unanimously carried, this item was approved (copy attached to official minutes).

First Reading – Proposed Revisions to Faculty Collective Bargaining Agreement – Grievance Language

The item was reviewed.

Request for Approval – Board Resolution No. 2024/25-03 – Faculty Appreciation Week, May 5-9, 2025

On a motion by Secretary Eveland, seconded by Trustee Cole and unanimously carried, this item was approved (copy attached to official minutes).

Request for Approval – Board Resolution No. 2024/25-04 – Classified Appreciation Week, April 28- May 2, 2025

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

CONSENT AGENDA

- A. Request for Approval – Course Revisions
- B. Request for Approval – Program Revisions
- C. Request for Approval – New Courses
- D. Request for Approval – Course Inactivation
- E. Request for Approval – Clinica Sierra Vista Clinical Training Program Agreement for Emergency Medical Technician, Paramedic, Medical Assisting, and Nursing Students; 3 Years Beginning 4/1/25
- F. Request for Ratification – Dignity Health Educational Training Agreement for Emergency Medical Technician, Paramedic, Medical Assisting, and Nursing Students; 2/1/25 – 7/31/25
- G. Request for Approval – Department of Developmental Services Service Provider Agreement
- H. Request for Approval – Off Campus Lease Agreements for the TIL Program
- I. Request for Approval – Coordinate Career Pathways Design; Revenue Generated
- J. Request for Approval – Extension of Application Subscription Program Agreement with TouchNet Information Systems, Inc.; 6/1/25 – 5/31/30; \$89,289.00
- K. Request for Approval – Child Development Center Flooring Replacement Project; \$89,000.00
- L. Request for Approval – Child Development Center Exterior Painting Project; \$32,000.00
- M. Request for Approval – Library/Student Services Auto Door Openers Project; \$29,235.59
- N. Request for Approval – Renew Turnitin (Plagiarism Detection) Account; 8/1/25 – 7/31/26; \$8,652.88
- O. Request for Approval – ABTECH Technologies Quotation Contract No. M5320 for Hardware and Software Maintenance; 4/16/25 – 4/16/26; \$11,881.00
- P. Request for Approval – Convergent Tech Lenel Software Maintenance Quote: BH07779903P; 5/3/25 – 5/2-26; \$10,280.00
- Q. Request for Approval – Credit Card Machine Agreement with TSYS Business Solutions; 48 Month Lease; \$161.94 per month per machine
- R. Request for Approval – Amendment to UKG Master Service Agreement to Include UKG Ready Learning; Initial Set Up Fee of \$6,500.00 and \$1.80 per Record Monthly Recurring Fee
- S. Request for Ratification – Contract for Professional Services with Ana Leheny; 2/6/25 – 6/30/25; \$150.00 per Hour, Not to Exceed 50 Hours
- T. Request for Approval – Agreement with Firestorm Global, LLC. – SAFER Cyber Risk Assessment; One Year Term that Renews Annually
- U. Request for Approval – CSC Addendum “A” – Dorm Washer/Dryer Agreement
- V. Request for Approval – Keenan – Business Associate Agreement
- W. Information Item – CCFS-311Q for the 2nd Quarter Ending December 31, 2024
- X. Ratification of the February 2024 Vendor Check & Purchase Order Registers

Trustee Gregory requested to pull items K and L from the Consent Agenda. On a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, items A-X with the exception of items K and L were approved (copies attached to official minutes).

Trustee Gregory asked if the CDC projects had shown a need to be replaced. Mr. Giacomini explained that the flooring had cracks, and the update is in need to prevent injury or further damage. The paint on the exterior of the building is sun faded and cracking. This project is funded by state funding sources, not District funds. On a motion by Trustee Gregory, seconded by Trustee White and unanimously carried, items K and L were approved (copies attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments.

EMPLOYMENT

Trustee Cole noted that Alissa Tweedy and Paul Blake would be missed. On a motion by Trustee Gregory, seconded by Trustee Cole, 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: Billy White, Mike Eveland, Jeremy Gregory, Dr. Kathy Orrin, Dawn Cole
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 2024/2025
2. Expenditure Accounts (Account Level 1) FY 2024/25
3. Expenditure Detail of \$10,000 or Greater, February 2025
4. Student Organization and Special Accounts, February 2025
5. Funds Deposited in County Treasury, February 2025
6. Employee Travel Report – February 2025

Trustee Reports

Trustee White thanked the Foundation for the lunch and check presentation for Chevron's most recent gift to the College. He commended the oil industry for continuously supporting the community. Trustee

White also attended the art gallery reception and the seal revealing in the bookstore. He recognized our staff and students for sharing their talents with the College campus.

President Orrin has recently spoken with two nurses that attended Taft College for undergrad courses. Both were appreciative of the care that Taft College took in helping them be successful and are hopeful to see that care in a new nursing program.

Associated Student Organization

Jay Cuevas, Student Trustee, reported on many activities hosted by the ASO that included events for Black History month with our campus Black Student Union and information sessions for immigrant citizenship and safety points. The ASO is preparing to attend and participate in the statewide General Assembly session by studying current legislative topics. Student Trustee Cuevas also thanked the Taft Chamber for awarding him a leadership recognition award.

Academic Senate

Ruby Payne reported on behalf of the Academic Senate. She shared information for the upcoming state Spring Plenary. The local Academic Senate is reviewing resolutions and topics in preparation for the statewide meetings.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, is assisting in making materials more accessible for dual enrollment and TIL students and potential students. Ms. Groveman reminded the Board and staff that Hall of Fame nominations are due March 15th and encouraged everyone to consider candidates for nomination.

Administrative Services

Mike Giacomini, Vice President of Administrative Services, reported on the progress of facilities projects that include door opener upgrades, the ASO park monument sign and other signage needs. The Fiscal Services department is preparing for the 2025/26 budget. The Bookstore is looking forward to a printer upgrade that will increase their service offers to the District and community. Food services is preparing for a second round of menu updates.

Human Resources

Heather del Rosario, Vice President of Human Resources, shared the functions now offered on the SAFE app on smart phones to help students and staff around campus. She reported that she is working with TIL students to improve resume building skills and to prepare for job interviews. Ms. del Rosario will be completing a certificate for this service and the District can earn funding by providing certified services to TIL students in the future. The HR department is also working to track the training needs of employees in a collective system to improve tracking of what needs are in need and who is up to date.

Information Technology/Institutional Research

Dr. Xiaohong Li, Vice President of IT/IR, has shared the final draft of the Educational Master Plan with constituents. The last step of the process is to gather final feedback before requesting approval from the Board of Trustees. Institutional Research staff are finalizing the annual accreditation update as well as the

Strategic Action Plan annual progress towards goals. Information Technology staff will be working with the contracted vendor to install new printers across the campus next week.

Foundation

Dr. Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, thanked all who attended the check presentation for Chevron today. She noted that even though Chevron has made many contributions over the years that it is the genuine appreciation our campus shows them that makes our relationship so strong. Dr. Horn-Bunk said that the Foundation is ready for the scholarship season and is also setting up the pre-nursing internship program with area allied health partners.

Campus Safety and Security

Kevin Altenhofel, Executive Director of Campus Safety and Security, is undergoing training towards a new team being formed to assist students in addressing behavioral concerns. He looks forward to the work of this team and recognized that it is an industry standard way of addressing behavioral concerns and assisting students who may need assistance.

Faculty Association

Ruby Payne, Taft College Faculty Association President, said that faculty are excited to be entering celebration season with students. Faculty continues to be active in committees and classes, as well.

Instruction

Jaime Lopez, Dean of Instruction, said that Instruction staff are setting the summer/fall class schedules. Discussion continues to be held to identify non-credit course opportunities. Distant Education staff have been working to remedy technology issues and are offering faculty training to increase engagement and retention in distance education courses. Mr. Lopez reported that over 850 individual students took dual enrollment classes this academic year. They participated in an incoming 9th grade orientation event at Taft Union High School to encourage students to use the dual enrollment course opportunities.

Transition to Independent Living

Megan Romero, Director of TIL, thanked the Board for support in the new program updates. TIL is aiming to have a new cohort of 29 new students this fall. Staff hosted Kern Regional Center last week for an onsite visit. Ms. Romero is excited to implement the coordinated pathways program this spring but with a larger launch in fall to assist students with career planning. The tailer day program will help sophomore students as they transition. Ms. Romero said that the tailer day program will especially help TIL students who are remaining at Taft College but transitioning out of TIL and will be coordinating their own living plans.

Student Services

Cecilia Alvarado, Dean of Student Services, shared that the CalWORKs/EOPS staff are completing necessary program reports and for grant disbursement. Counselors are working with students to complete educational plans and looking into updates from the state for transfer pathways. Outreach staff have events daily and have several Cougar Days planned for area schools. Staff are also planning events to hold in the evening with the community adult population to share what programs the College has that may help them meet a career goal. Outreach also offered undocumented student events that explained the process for citizenship.

Amber Garcia, Financial Aid Director, said that Financial Aid staff and Outreach staff are collaborating on many events to assist and recruit students. Staff have visited both Taft Union and Maricopa high schools in recruiting for Promise Program applicants. There is a CalSOAP advisor working with TUHS here on our campus to help students complete the FAFSA and apply for the Promise Program. The department is also preparing for the Scholarship Luncheon with donors and staff.

SUPERINTENDENT REPORT

Dr. Minor shared details from the Educational Master Plan goal setting session, the Black Student Union luncheon with Alpha Kappa Alpha guests, and the women's basketball "Play for Kay" fundraiser. Recently, Dr. Minor attended an Oil Technology Academy event in conjunction with the Holmes Foundation that supports student education and industry advocacy. The Taft Kiwanis club celebrated its 100-year anniversary, and the City of Taft also acknowledged Taft Rotary for also turning 100 years old. Dr. Minor commended College staff for hosting 430 career day students from Stonecreek Middle School. She also recognized mathematics professors Shelley Getty and Nathan Cahoon for their work with the Central Valley Higher Education Consortium taskforce addressing success in transfer level math courses.

CLOSED SESSION

On a motion from Trustee Gregory, seconded by Secretary Eveland and unanimously carried, closed session was reconvened at 7:17 p.m.

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 8:12 p.m., it was moved by Trustee Gregory, seconded by Trustee Cole and unanimously carried, to reconvene in Public Session. President Orrin announced that there was action taken in Closed Session to approve Board Resolution No. 2024/25-05, Release and Non-Reassignment of Employee ID Number A00335974, an Educational Administrator. On a motion by Trustee Gregory, seconded by Secretary Eveland, the vote was unanimous with all trustees voting in favor of the resolution.

Also taken in Closed Session was action to approve Resolution No. 2024/25-07, Release and Non-Reassignment of Employee ID A00329796, Classified Supervisor. On a motion by Trustee Gregory, seconded by Trustee White, the vote was unanimous with all trustees voting in favor of the resolution. Copies of both resolutions are attached to the official minutes.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, April 9, 2025.

ADJOURNMENT

At 8:14 p.m., on a motion by Trustee White, seconded by Trustee Gregory and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Mike Eveland, Secretary

BOARD AGENDA ITEM

Date: March 31, 2025

Submitted by: Justin Madding, Director of Facilities and Planning

Area Administrator: Mike Giacomini, Vice President of Administrative Services

Subject: Request for Approval



Board Meeting Date: April 9, 2025

Title of Board Item: Request for Approval of General On-Bill Financing Loan Modification Agreements with Pacific Gas & Electric Relating to Campus Lighting Retrofit for Efficiency

Background:

On December 18, 2024, the Board of Trustees approved a Government Code §4217 et seq Energy Services Agreement with EcoGreen Solutions for a two-phase energy efficiency campus lighting project under a Pacific Gas & Electric (PG&E) on-bill financing incentive program that provides funding for the District's replacement of existing light fixtures with energy-efficient LED light fixtures with a no-interest loan repaid by energy cost savings over a ten (10) year period.

The original contract price was as follows: Phase 1 - \$110,461.99; Phase 2 - \$469,603.37; \$50,000 Additional Fixtures Allowance. The total contract price including allowance was \$630,065.36. Phase 1 included a total of 307 fixtures at the Welding, Gym, Dental Hygiene Clinic, and Dental Hygiene Classroom locations. Phase 2 included a total of 1,053 fixtures in the TIL Administration and Instructional areas, TIL Dorms, Ash Dorms, Child Development Center, Maintenance & Operations, Gym, and ETEC.

In the course of this project, fixtures were added, or changed from lamps to fixtures, to meet district needs. For Phase 1 these changes included additional replacement of exterior lighting in the G Buildings, changes from lamps to fixtures in the Dental Hygiene Clinic, addition of missed fixtures in the Gym, a change from lamps to fixtures in the Gym meeting room and an office, for a total of 47 additional fixtures. The final Phase 1 post-installation audit included 350 fixtures with a cost of \$128,003.81. For Phase 2 these changes included additional replacements of the TIL exterior lighting, main office well of TIL, a missed TIL 900 office, missed lights at the Child Development Center, the change from lamps to fixtures in the Child Development Center conference room, and a section of the Maintenance and Operations Shop, for a total of 122 additional fixtures. The final Phase 2 post-installation audit included 1,175 fixtures costing \$514,617.38. The total post-installation cost of Phase 1 and Phase 2 is \$642,621.19, which exceeds the additional fixtures allowance by \$12,555.83.

It is requested that the Board of Trustees approve the attached General On-Bill Financing Loan Modification Agreement with PG&E for Phase 1 and Phase 2.

Board Goal/Accreditation Standard: BOT Strategic Action Plan Goal Nos. 4, 9, and 12; Strategic Action Plan Leading Indicator No. 14; Accreditation Standards III.B.1, III.B.2; CCCCCO Vision 2030 Energy Usage Intensity Goals.

Terms (if applicable): Under the terms of the PG&E on-bill financing incentive, the loan balance is reimbursed to PG&E in monthly installments without interest over 10 years based on projected energy cost savings. The Energy Audit establishes that the anticipated monthly energy consumption cost savings realized by the installation of the Replacement Fixtures will exceed the monthly installment payments of the Project Costs under the PG&E Agreement.

Expense (if applicable): \$0.00 upfront costs. \$642,621.19 reimbursable to PG&E over 10 years. Estimated \$906,659.37 in total energy savings after 10 years, resulting in an estimated \$264,038.18 net positive to the District in energy savings over 10 years.

Fiscal Impact Including Source of Funds (if applicable):

The source of funds is the PG&E On-Bill Financing incentive program. \$0.00 upfront costs. \$642,621.19 reimbursable to PG&E over 10 years. Estimated \$906,659.37 in total energy savings after 10 years, resulting in an estimated \$264,038.18 net positive to the District in energy savings over 10 years.

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President



Pacific Gas and Electric Company[®]

GENERAL ON-BILL FINANCING LOAN MODIFICATION AGREEMENT

Customer Name: WEST KERN COMMUNITY COLLEGE DIST- 7TH ST & EMMONS
Date: March 3, 2025
Financing Application ID: 014895

ORIGINAL LOAN TERMS CONTAINED IN SIGNED LOAN AGREEMENT						
Total Project Costs	Incentive	Customer Buy-Down (If applicable)	Loan Balance ¹	Monthly Payment	Term ² (months)	Number of Payments
\$ 85,483.09	\$ -		\$ 85,483.09	\$ 993.99	86	86

The new loan terms shown below are based on calculated or reported changes in:

- project cost
- project scope
- energy efficiency incentives
- customer buy-down
- estimated energy savings, or
- any combination of the above

These new loan terms supersede those described in the original Loan Agreement. ALL OTHER TERMS AND CONDITIONS OF THE LOAN AGREEMENT REMAIN IN FORCE.

NEW LOAN TERMS						
Total Project Costs	Incentive	Customer Buy-Down (If applicable)	Loan Balance ¹	Monthly Payment	Term ² (months)	Number of Payments
\$ 128,003.81	\$ -		\$ 128,003.81	\$ 1,066.70	120	120

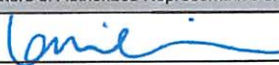
Check Made Payable to	Customer <input type="checkbox"/> or Contractor <input checked="" type="checkbox"/>
[customer to select payment method. Note that only one check can be issued]	

Customer Details	Contractor Details
Federal Tax ID or Social Security #, Customer	Federal Tax ID or Social Security #, Contractor
95-2266481	80-0196823

PG&E Account # / Service Agreement #
8949658057 / 8940861247

Account Name, Customer	Name, Contractor
Primary Customer Name: WEST KERN COMMUNITY COLLEGE DIST- 7TH ST & EMMONS	ECOGREEN SOLUTIONS, COREY BROPHY
Project ID: Taft College - Phase 1 - Gym	
FA ID	014695

Customer Address (For OBF Check Delivery)	Contractor Address (For OBF Check Delivery)
	27671 LA PAZ RD, SUITE 100
	LAGUNA NIGUEL CA 92677

Full Name & Title	Name and Title of Authorized Representative of Customer	Name and Title of Authorized Representative of Contractor
	Leslie Minor, Interim Superintendent	COREY BROPHY, ECOGREEN SOLUTIONS President
Full Signature	Signature of Authorized Representative of Customer	
		
Date Signed	Date	
	3/16/25	

Accepted: Pacific Gas and Electric Company

By	Date
PG&E On-Bill Financing Authorized Representative	

¹ The Loan Balance shall not exceed two-hundred fifty thousand dollars (\$250,000), except where, in PG&E's sole opinion, the opportunity for uniquely large energy savings exist, in which case the Loan Balance may exceed two-hundred fifty thousand dollars (\$250,000) but shall not exceed four million dollars (\$4,000,000).

² The loan term in months will be established by PG&E at the time of the OBF Loan Agreement initiation. The maximum loan term shall be one hundred and twenty (120) months.

On-Bill Financing Program (OBF)

Customer Name: WEST KERN COMMUNITY COLLEGE DIST- 7TH ST & EMMONS

Project Number: FA ID: 014895

Calculations
from: Final

(A) PROJECT COST FOR MEASURES	(B) REBATES or INCENTIVES	Customer Down Payment or Buy-Down	CUSTOMER TOTAL LOAN AMOUNT	(C) CUSTOMER AVERAGE RATE PER kWh	(D) CUSTOMER AVERAGE RATE PER Therm	(E) ESTIMATED ANNUAL ENERGY SAVINGS (kWh)	(F) ESTIMATED ANNUAL GAS SAVINGS (Therm)	ESTIMATED ANNUAL ENERGY COST SAVINGS	SIMPLE PAYBACK IN YEARS
\$ 128,003.81	\$ -		\$ 128,003.81	\$ 0.48	\$ -	26,587.90	-	12885.37	9.93

PAYBACK IN MONTHS BASED ON EXPECTED ENERGY SAVINGS	LOAN TERM (MONTHS) (1 month added for bill neutrality)	CUSTOMER FIXED MONTHLY LOAN PAYMENT	ESTIMATED MONTHLY ENERGY COST SAVINGS
119	120	\$ 1,066.70	\$ 1,073.78

(C) = (From utility bill) Total \$ amount (12-month) / Total kWh (same 12-month)
(D) = (From utility bill) Total \$ amount (12-month) / Total therm (same 12-month)



GENERAL ON-BILL FINANCING LOAN MODIFICATION AGREEMENT

Customer Name: WEST KERN COMMUNITY COLLEGE DISTRICT - 29 EMMONS P
Date: March 18, 2025
Financing Application ID: 015214

ORIGINAL LOAN TERMS CONTAINED IN SIGNED LOAN AGREEMENT						
Total Project Costs	Incentive	Customer Buy-Down (if applicable)	Loan Balance ¹	Monthly Payment	Term ² (months)	Number of Payments
\$ 469,603.37	\$ -	\$ 18,998.66	\$ 450,604.71	\$ 3,755.04	120	120

The new loan terms shown below are based on calculated or reported changes in:

- project cost
- project scope
- energy efficiency incentives
- customer buy-down
- estimated energy savings, or
- any combination of the above

These new loan terms supersede those described in the original Loan Agreement. **ALL OTHER TERMS AND CONDITIONS OF THE LOAN AGREEMENT REMAIN IN FORCE.**

NEW LOAN TERMS						
Total Project Costs	Incentive	Customer Buy-Down (if applicable)	Loan Balance ¹	Monthly Payment	Term ² (months)	Number of Payments
\$ 514,617.38	\$ -		\$ 514,617.38	\$ 4,636.19	111	111

Check Made Payable to Customer <input type="checkbox"/> or Contractor <input checked="" type="checkbox"/> [customer to select payment method. Note that only one check can be issued]
--

Customer Details	Contractor Details
Federal Tax ID or Social Security #, Customer	Federal Tax ID or Social Security #, Contractor
95-2266481	80-0196823

PG&E Account # / Service Agreement #
8949658057 / 8942641090

Account Name, Customer	Name, Contractor
Primary Customer Name: WEST KERN COMMUNITY COLLEGE DISTRICT - 29 EMMONS P	EcoGreen Solutions, Corey Brophy
Project ID: Taft College - Phase 2 - MS - Till Center	
FA ID 015214	

Customer Address (For OBF Check Delivery)	Contractor Address (For OBF Check Delivery)
	27671 La Paz Rd, Suite 100
	*** USPS Overnight delivery ***
	Laguna Niguel CA 92677

Full Name & Title

Name and Title of Authorized Representative of Customer	Name and Title of Authorized Representative of Contractor
	Corey Brophy, EcoGreen Solutions

Full Signature

Signature of Authorized Representative of Customer

Date Signed

Date

Accepted: Pacific Gas and Electric Company

By	Date
PG&E On-Bill Financing Authorized Representative	

¹ The Loan Balance shall not exceed two-hundred fifty thousand dollars (\$250,000), except where, in PG&E's sole opinion, the opportunity for uniquely large energy savings exist, in which case the Loan Balance may exceed two-hundred fifty thousand dollars (\$250,000) but shall not exceed four million dollars (\$4,000,000).

² The loan term in months will be established by PG&E at the time of the OBF Loan Agreement initiation. The maximum loan term shall be one hundred and twenty (120) months.

On-Bill Financing Program (OBF)

Customer Name: WEST KERN COMMUNITY COLLEGE DISTRICT - 29 EMMONS P

Project Number: FA ID: 015214

Calculations
from: Final

(A) PROJECT COST FOR MEASURES	(B) REBATES or INCENTIVES	Customer Down Payment or Buy-Down	CUSTOMER TOTAL LOAN AMOUNT	(C) CUSTOMER AVERAGE RATE PER kWh	(D) CUSTOMER AVERAGE RATE PER Therm	(E) ESTIMATED ANNUAL ENERGY SAVINGS (kWh)	(F) ESTIMATED ANNUAL GAS SAVINGS (Therm)	ESTIMATED ANNUAL ENERGY COST SAVINGS	SIMPLE PAYBACK IN YEARS
\$ 514,617.38	\$ -		\$ 514,617.38	\$ 0.49	\$ -	113,163.10	(755.00)	55910.02	9.20

PAYBACK IN MONTHS BASED ON EXPECTED ENERGY SAVINGS	LOAN TERM (MONTHS) (1 month added for bill neutrality)	CUSTOMER FIXED MONTHLY LOAN PAYMENT	ESTIMATED MONTHLY ENERGY COST SAVINGS
110	111	\$ 4,636.19	\$ 4,659.17

(C) = (From utility bill) Total \$ amount (12-month) / Total kWh (same 12-month)
(D) = (From utility bill) Total \$ amount (12-month) / Total therm (same 12-month)

§ 179D Energy Tax Allocation

This document serves to identify the allocation of designer efforts on the referenced projects.

<i>Property Information:</i>	
Property Name:	Taft College - Phase 2
Property Address:	29 EMMONS PARK DR Taft, CA 93268
Project Cost:	\$514,617.38
Completion Date of Lighting Renovation:	
Allocation % to Designer:	100%

Under penalties of perjury, I declare that I have examined this allocation, including any accompanying documents, and to the best of my knowledge and belief, the facts presented in support of this allocation are true, correct, and complete:

<i>Authorized Representative at the Property:</i>	
Name:	
Address:	
Phone:	
Signature:	

<i>Authorized Representative of the Designer:</i>	
Name:	Anthony Mitchell
Company:	Ecogreen Solutions Inc
Address:	27671 La Paz Road, Suite 100 Laguna Niguel, CA 92677
Phone:	(949)364-6800
Signature:	

BOARD AGENDA ITEM

Date: March 26, 2025

Submitted by: Heather del Rosario, Vice President of Human Resources 

Area Administrator: Dr. Leslie Minor, Interim Superintendent/President

Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item:

Request for Approval: Proposed Revisions to Faculty Collective Bargaining Agreement – Grievance Process

Background:

As part of the continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus regarding the addition of Article 8.3 "Grievance" to the TCFA Collective Bargaining Agreement ("CBA").

The parties propose the addition of the attached language and related forms be effective upon Board approval.

Board Goal/Accreditation Standard:

N/A

Terms (if applicable):

Effective upon Board Approval

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 

Leslie Minor, Ph.D., Interim Superintendent/President

ARTICLE 8.3-GRIEVANCE

A. Purpose

1. The purpose of the grievance procedure is to secure, at the lowest possible administrative level, and as rapidly as possible, equitable solutions to problems affecting the compensation or working conditions of faculty members and the Association. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. No reprisals of any kind shall be taken by the District or by any member or representative of the administration or the Board against any Grievant, any party in interest, any faculty member, the Association, or any other participant in the grievance procedure because of such participation.

B. Definitions

1. A "Grievance" is a claim by one or more faculty member(s) or the Association that there has been a violation, misinterpretation, or misapplication of a specific provision(s) of this Agreement. (Informal and formal grievances are defined in Section D of this Article.)
2. A "Grievant" is a faculty member(s) specified in **Article 2&3** of this Agreement or the Association making the claim.
3. A "day" is any contract day which falls within the academic calendar, excluding holidays, breaks and weekends.
4. An "Immediate Administrator" has immediate jurisdiction over the Grievant and is not within the same bargaining unit as the Grievant.

C. Conditions of Grievance Processing

1. The Grievant may be accompanied by an Association representative at both the informal and formal levels of grievance processing.
2. Forms in the grievance process will be delivered in two (2) good faith attempts via hand delivery, email, and/or by postage to the address available in the College records. By attempting two (2) forms of delivery it shall be presumed to have been received and read.
3. The Association shall be given copies of any written responses to grievances under this Agreement.
4. The scope of the Grievance is limited to that stated on the **Informal Grievance Summary** form.
5. Time Limits

- a. The time limits specified at each level should be considered the maximum, and every effort should be made to expedite the process. The time limits may, however, be extended in writing by mutual agreement.
 - b. If a faculty member fails to comply with the established time limits at any time during the formal grievance process, that process will be terminated. However, the Grievant will have one opportunity to refile the original grievance within thirty (30) days of the missed deadline.
 - c. If the employer fails to meet the time limits in this Article at the Informal Level, Level 1, or Level 2, the grievance will proceed to the next level.
 - d. When in the event a Grievance is filed but cannot be processed through all the steps of that level by the end of the school year, and if left unresolved harms a Grievant, the parties may agree to reduced time limits so that the steps of that level may be completed prior to the end of the school year or as soon as is practicable.
6. All claims involving salary shall be limited to the specific amount of wages earned and salary corrections will be made within the statute of limitation as defined in the Education Code.
7. Time limits for appeal provided at each level shall begin the day following receipt of the written decision by the College/District or the Grievant.
8. All documents dealing with the processing of grievances shall not become part of the official personnel file of the employee.
9. The District and the Association shall share equally the costs of the arbitrator's fees and expenses and the costs of proceedings as determined by the arbitrator for non-termination arbitrations. A grievant wishing to advance a grievance to arbitration must obtain approval from the Association before a hearing may be scheduled.
10. The District alone shall pay the arbitrator's fees and expenses and the costs of proceedings as determined by the arbitrator for grievances on termination (Education Code Section 87677).

D. Grievance Resolution Process

1. Informal Resolution of Potential Grievances

- a. The Informal Resolution Process attempts to resolve the problem through an informal conference with the immediate Administrator within thirty (30) days of the time a contract violation is alleged to have occurred and before a written Grievance is filed.

- b. The Grievant or the Association must notify the immediate Administrator that the meeting is an informal conference relating to a possible grievance.
- c. Following the informal conference, the Grievant or the Association may request, within five (5) days, a written acknowledgement of the informal conference and resolution, where applicable.
- d. The immediate Administrator will provide the written acknowledgement within five (5) days using the Informal Grievance Form in the appendix.
- e. If the immediate Administrator does not comply with the request for the acknowledgement and summary of the informal conference, the Grievant or Association may immediately file a Level 1 grievance.

2. **Formal Resolution of Grievances**

a. **Level 1**

- 1) The Grievant must submit in writing the **Faculty Grievance: Level 1**(found on the Human Resources website) to the immediate Administrator within ten (10) days of the receipt of the written acknowledgement of the informal conference or fifteen (15) days after the request was made. See District's Human Resource website for the link to access the **Faculty Grievance: Level 1 form**.
- 2) The written Grievance statement shall be a clear, complete, and concise statement of the circumstances creating the grievance and a citation of the specific article(s), section(s), and paragraph(s) of this Agreement that is alleged to have been violated, misinterpreted or misapplied, and shall state the Grievant's contention with respect to the article(s), as well as full name of the Grievant, the date of the alleged occurrence, and the date of the informal conference.
- 3) The statement also shall state the specific remedy sought by the Grievant.
- 4) The written Grievance shall be submitted to the immediate Administrator by the Grievant.
- 5) The immediate Administrator shall conduct an investigation of the Grievance and shall communicate his/her decision to the Grievant in writing within ten (10) days after receiving the Grievance. If the Grievance is not settled in favor of the Grievant, the specific reasons shall be stated.

b. **Level 2**

- 1) If the grievance is not resolved with the decision at Level 1, the Grievant may appeal the outcome to the Superintendent/President or designee within ten (10) days after the decision of the immediate Administrator is given.
- 2) The **Faculty Grievance: Level 2** form must be accompanied by the **Faculty Grievance: Level 1** and the response from the immediate Administrator. It must also cite the specific reason(s) for the appeal. See District's Human Resource website for the link to access the **Faculty Grievance: Level 2 form**.
- 3) Within fifteen (15) days after receiving the grievance, the Superintendent/President or designee shall conduct an investigation, including a meeting with the grievant and their representative, and shall communicate his/her decision in writing to the Grievant. If the grievance is not settled in favor of the Grievant, the specific reasons shall be stated.

c. **Level 3**

- 1) If the grievance is not resolved at Level 2, the Grievant may appeal the outcome to mediation within ten (10) days after the decision of the Superintendent/President. The written appeal shall be delivered to the office of the Superintendent/President.
- 2) The written appeal documented on **Faculty Grievance: Level 3** form must include copies of the original grievance and the decisions through Level 1 and Level 2 of this procedure and also cite the specific reasons for this appeal. See District's Human Resources website for the link to access the **Faculty Grievance: Level 3 form**.
- 3) The Grievant or the Association shall contact the California State Mediation and Conciliation Service to request the appointment of a mediator and the parties will work to schedule a date for mediation with the appointed mediator.
 - a) The mediator shall attempt to find a mutually acceptable resolution to the grievance.
 - b) The mediator shall not issue any public statement of fact or opinion on the issue.
 - c) Conciliation Mediation or settlement positions of either party shall not be introduced at any other grievance level.
 - d) The Superintendent/President or designee shall transmit to the Grievant within fifteen (15) days of the termination of the mediation a written decision, including the reasons for the decision. If the mediation has produced a mutually acceptable solution, that solution shall be reduced to writing in a settlement agreement signed by the parties.

d. Level 4

- 1) If the Grievance is not resolved through mediation, the Grievant may request that the Association proceed to binding arbitration. The District shall be notified in writing of the decision to proceed to binding arbitration within fifteen (15) days of notice from the mediator at the end of the mediation process.
- 2) The written appeal must include the original grievance and copies of the decisions through Level 2 of this procedure and cite the reason(s) for this appeal.
- 3) The Board of Trustees and the Association shall concur in the selection of the arbitrator, with the understanding that time is of the essence. If the parties are unable to agree upon an arbitrator within five (5) days, the Association shall request a list of seven (7) arbitrators from the California State Mediation and Conciliation Service and the parties shall meet to alternate the striking of names until the selected arbitrator's name remains. The selection of the arbitrator and arbitration hearing shall be conducted under the rules of the California State Mediation and Conciliation Service.
- 4) The arbitrator's decision shall be in writing and shall set forth the findings of fact, reasoning, and conclusions of the issue(s) submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this Agreement. However, it is agreed that the arbitrator is empowered to award compensation limited to actual salary or benefits loss for claims involving salary or benefits, and for specific non-monetary directives to claims not involving salary or benefits. The decision of the arbitrator shall be submitted to the Association and the Superintendent/President or designee and will be final and binding on all parties.



29 Cougar Court, Taft Ca 93268
(661)763-7700

Article 8.3 - WKCCD Informal Grievance Summary

- The purpose of the grievance procedure is to secure, at the lowest possible administrative level, and as rapidly as possible, equitable solutions to problems affecting the compensation or working conditions of faculty members and the Association.
- At the request of the Grievant or Association, the informal grievance conference will be acknowledged on this form and sent to the grievant and Association.

Name of Grievant	Date of Conference
Name of Administrator	
Names of other attendees	
Issue for Informal Grievance: <i>To Be Completed by Grievant</i>	
Summary of Informal Conference: <i>To Be Completed by Administrator</i>	
Resolution (if applicable): <i>To Be Completed by Administrator</i>	
Signature of Administrator	Date

Revised 02/2025



29 Cougar Court, Taft Ca 93268
(661)763-7700

Article 8.3 - WKCCD Faculty Grievance: Level 1

Grievant:

Department/Division:

Administrator:

Contract Article(s), section(s) and paragraph(s) alleged to be violated:

Date of Occurrence:

Nature of Grievance (Be Specific):

Adverse Effect Upon Grievant:

Results from Informal Conference:

Date of Informal Conference:

Resolution Sought by Grievant:

Grievant's Signature

Date

Original to: Administrator

Copy to: Grievant and Association

Revised 2/2025

If additional space is needed please attach a separate page to this form.



29 Cougar Court, Taft Ca 93268
(661)763-7700

Article 8.3 - WKCCD Faculty Grievance: Level 2

Grievant:

Department/Division:

Superintendent/President/Designee:

A COPY OF THE ORIGINAL GRIEVANCE AND THE DECISION GIVEN BY THE IMMEDIATE ADMINISTRATOR AT LEVEL 1 MUST BE ATTACHED TO THIS FORM.

Reason for Appeal:

Grievant's Signature:

Date

SUPERINTENDENT/PRESIDENT/DESIGNEE'S RESPONSE

Date Appeal Received:

Superintendent/President/Designee's Signature:

Date

Title:

Original to: Administrator

Copy to: Grievant and Association

Revised 2/2025

If additional space is needed please attach a separate page to this form.



29 Cougar Court, Taft Ca 93268
(661)763-7700

Article 8.3 - WKCCD Faculty Grievance: Level 3

Grievant:

Department/Division:

**A COPY OF THE ORIGINAL GRIEVANCE AND THE DECISIONS THROUGH LEVEL 1 AND 2
MUST BE ATTACHED TO THIS FORM.**

Specific Reason for This Appeal:

Election of Grievant to Proceed by (Check One):

- ☐ A meeting with their Superintendent/President or Designee,
or
☐ Conciliation by the California State Conciliation Service

Grievant's Signature

Date

Original to: Administrator

Copy to: Grievant and Association

Revised 2/2025

If additional space is needed please attach a separate page to this form.

BOARD AGENDA ITEM

Date: March 26, 2025

Submitted by: Leslie Minor, Ph.D., Interim Superintendent/President

Area Administrator: Leslie Minor, Ph.D., Interim Superintendent/President

Subject: Information Item

Board Meeting Date: April 9, 2025

Title of Board Item:

First Reading – Revision of Board Policies

Background:

The Board Policies below have 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 #4100 Graduation Requirements for Degrees and Certificates
BP #5500 Standards of Student Conduct

Board Goal/Accreditation Standard:

SAP #2 and #3

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President

BP 4100 Graduation Requirements for Degrees and Certificates

Reference:

Education Code Section 70902(b)(3); 78040, et seq.; Title 5, Sections 55070, 55800, et seq.

The District grants the degrees of Associate in Arts and Associate in Science ~~and Bachelor in Science~~Baccalaureate to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of ~~18-16~~ or more semester units ~~or 27 or more quarter~~ units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Superintendent/President shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the district's catalog and included in other resources that are convenient for students.

See Administrative Procedures AP 4100

Formatted: Strikethrough

BP 5500 Standards of Student Conduct

Reference:

Education Code Section 66300, 66301, and 76120;

Title 5 of the California Code of Regulations §§ 51023.5 and 59300-59362;

ACCJC Accreditation Standards 2

The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting. The procedures shall be made widely available to students through the College catalog and other means.

The following conduct shall constitute good cause for discipline including but not limited to the removal, suspension or expulsion of a student, except for conduct that constitutes sexual harassment under Title IX, which shall be addressed under BP 3433 – Prohibition of Sexual Harassment Under Title IX:

Off-Campus Conduct:

Students may be subject to disciplinary action for off-campus conduct that constitutes a serious or violent criminal offense if such conduct poses a substantial threat to the safety, well-being, or educational environment of the college community.

Examples of Prohibited Off-Campus Conduct:

Violent crimes, sexual assault, sexual exploitation or other serious offenses that may impact campus safety or the welfare of community members.

Due Process:

The District will follow due process for students facing disciplinary action as a result of off-campus conduct, as outlined in college administrative procedures, ensuring compliance with California Education Code and the Code of Regulations. This includes providing the student with notice, a fair hearing, and an opportunity to present evidence.

Campus-Related Conduct:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college President.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or the District.

8. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.
10. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
11. Engaging in intimidation conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying, which is bullying conduct engaged in by electronic means.
12. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
13. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of or persistent abuse of District personnel.
14. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
15. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
16. Unauthorized entry upon or use of District facilities.
17. Defeating any campus security measure, including tampering with locks, propping open locked doors or gates, or preventing a locked door or gate from securely closing.
18. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
19. Engaging in expression which is obscene, libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District administrative procedures, or the substantial disruption

of the orderly operation of the District.

20. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
21. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
22. Violations of District regulations or procedures concerning the use of District technology resources, District regulations concerning student organizations, and/or the use of District facilities.
23. Failure to comply with directions of District officials acting in the performance of their duties, or failure to identify oneself for just cause when requested to do so by District officials acting in the performance of their duties.

See Administrative Procedures AP 5500

BOARD AGENDA ITEM

Date: March 27, 2025

Submitted by: Dr. Leslie Minor, Interim Superintendent/President

Area Administrator: Dr. Leslie Minor, Interim Superintendent/President

Subject: Information Item

Board Meeting Date: April 9, 2025

Title of Board Item:

Associate Degree for Transfer (ADT) Compliance with AB 928 (CalGETC) and AB 1111
Common Course Number (CNN)

Background:

The Chancellor's office has created a streamlined process for updating ADTs with the new CalGETC pattern as well as make updates for the six initial courses for Common Course Numbering. ADTs were reviewed and the following updates were made: updates to the double counting, updated elective units, updated narratives. No other additional updates were made. Also, subject codes, numbers, and titles were updated for the six Common Course Numbered courses.

The following ADTs were reviewed and approved by the Curriculum & General Education Committee:

- Administration of Justice
- Art History
- Biology
- Business Administration
- Communications
- Early Childhood Education
- Economics
- English
- History
- Kinesiology
- Law, Public Policy, and Society
- Mathematics
- Psychology
- Sociology
- Spanish
- Studio Arts

Board Goal/Accreditation Standard:

SAP 4

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved:



Leslie Minor, Ph.D., Interim Superintendent/President



MEMORANDUM

Original: December 27, 2023

Updated: September 16, 2024

ESS 23-44 | Via Email

TO: Chief Executive Officers
Chief Instructional Officers
Academic Senate Presidents
Curriculum Chairs
Articulation Officers

FROM: Dr. John Stanskas, Vice Chancellor of Academic Affairs, Office of Equitable Student Learning, Experience, and Impact

Cheryl Aschenbach, President, Academic Senate for the California Community Colleges

RE: Updated ADT Compliance with Assembly Bill 928 and **Assembly Bill 1111 Submission Guidance**

Background

The Student Transfer Achievement Reform Act of 2021, Assembly Bill 928 (Berman), requires the establishment of a singular lower division general education pathway that meets the academic requirements necessary for transfer admission to the California State University and the University of California, on or before May 31, 2023. Per the legislation, in May 2023, the Intersegmental Committee of the Academic Senates (ICAS) approved the new general education pattern known as CalGETC. In addition, the bill requires implementation of the singular lower division general education pathway for all associate degrees for transfer (ADTs) by the fall term of the 2025–2026 academic year.

Assembly Bill 1111 (Berman) requires the California Community Colleges to adopt a common course numbering system for all general education requirement courses and transfer pathway courses and requires each community college campus to incorporate common course numbers from the adopted system into its course catalog. Per the legislation, the California Community Colleges Chancellor's Office Common Course Numbering (CCN) Council, Academic Senate for California Community Colleges (ASCCC) and workgroups have determined the six initial courses that will comply with AB 1111 to be offered Fall 2025.

Guidelines

The purpose of this memorandum is to provide curriculum submission guidance for the Associate Degrees for Transfer (ADTs) specific to AB 928 (CalGETC) and **AB 1111 (CNN)**. Cognizant of the

current workload of the colleges and Chancellor's Office staff and the additional requirements of AB 928 and other legislation that will require colleges to resubmit curriculum in the near future, the Chancellor's Office has created a streamlined process for embedding ADTs with the new CalGETC pattern **and the six initial courses for CCN**. This process has been established to ensure colleges have the time and energy to concentrate their efforts on those degrees that will not meet requirements or may require changes and allows colleges to submit a certification letter of compliance to the Chancellor's Office by June 1, 2025.

Requested Actions

- Colleges will need to update the narrative for each ADT in their course catalog so that it refers to CalGETC by Fall 2025.
- Colleges will need to update all Transfer Model Curriculum (TMC) template forms for their ADTs with the new general education pattern, CalGETC.
 - The update will include updating the double count and elective unit fields
 - Updated **TMC template forms** are currently available on the **Chancellor's Office website**.
- **Colleges will need to update specific TMCs that contain any of the six initial courses for the new common course numbering system.**
- **Do not use the CCN for Psych Stats or Business Stats**
- If the only update being made to a specific ADT is the alignment with the new general education pattern, CalGETC, on the TMC form, the catalog description within the narrative, **and any of the six common courses**, then the college will not have to resubmit each program to the Chancellor's Office Curriculum Inventory System (COCI). The only update would be to the college's local inventory system (eLumen, CurriQunet, etc.).
 - The Chancellor's Office requires that the Chief Executive Officer, Chief Instructional Officer, Academic Senate President, and Curriculum Chair certify that the ADTs are updated with CalGETC (Which includes updating the double count, elective unit field and narrative) and CCN courses with no additional updates made.
 - A certification form is provided and is due by June 1, 2025.
 - Only one certification form per college is required. On the certification form, colleges will indicate which ADTs fall under the certification. Only include those ADTs which have no additional updates or changes. ***For each of the six CCN courses, colleges will indicate which ADTs were updated to show the revision to specific CCN course.***
- If the college determines that **any** additional updates must be made to an ADT, specifically to the required course lists determined through intersegmental faculty agreements, the college must submit that ADT through the regular submission process.
- ADTs in Chemistry and/or Environmental Science presently follow the IGETC for STEM pattern

ADT Compliance with AB 928 (CalGETC) and AB 1111 (CNN)-Curriculum Submission Guidance

as designed and agreed upon by discipline faculty. That course pattern allows for greater general education flexibility as is needed to effectively scaffold major prep for these STEM degrees. At this time, those degrees should remain unchanged pending further guidance regarding AB928 implementation, under which STEM general education unit requirements are being discussed and reconsidered.

- ADTs in Elementary Teacher Education also follow a specialized course pattern that does not align with the CalGETC requirements due to specialized curricular design. Discipline faculty are reviewing the Elementary Teacher Education for CalGETC alignment. At this time, those degrees should remain unchanged pending further guidance.

SUMMARY

This is a one-time process specific to the general education and the **initial six CCN course updates**. Future legislative mandates will require additional curriculum updates and re-submission. Failure to submit the AB 928/**AB1111 Certification Form** will result in the auto-approval of curriculum (detailed in the Annual Certification Form) being denied for your college, resulting in all curriculum being submitted being reviewed by the Chancellor's Office staff.

Suggested Process/Considerations

For ADT alignment with CalGETC, it may be useful for colleges to consider assigning the person generally responsible for ensuring accurate double counting, often the college articulation officer, to fill in the updated TMC template form for each degree without changing any listed course in the college's ADTs. The group of ADTs that have met the certification requirements could then be processed as a batch for one approval action by the local curriculum committee and board of trustees.

References

[Double Count Sample](#)
[ICAS Approved CalGETC Crosswalk](#)

Contact

Please contact Raul Arambula, Dean in Educational Services and Support, at rarambula@cccoco.edu or (916) 322-1440, should you have any questions or concerns.

Attachment:

Assembly Bill 928 CalGETC Certification Form

cc: Dr. Sonya Christian, Chancellor
Raul Arambula, Dean, ESS



Instructions

By check-marking the list below of ADTs you are certifying they are in alignment with CalGETC and have been updated and the three statements below are true:

- ☒ updated the double count
- ☒ updated elective unit fields
- ☒ updated narrative
- ☒ **NO** additional updates were made

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Administration of Justice | <input type="checkbox"/> Film, Television, and Electronic Media | <input type="checkbox"/> Social Justice: African American Studies |
| <input type="checkbox"/> Agriculture Animal Sciences | <input type="checkbox"/> Geography | <input type="checkbox"/> Social Justice: Asian American Studies |
| <input type="checkbox"/> Agriculture Business | <input type="checkbox"/> Geology | <input type="checkbox"/> Social Justice: Chicano Studies |
| <input type="checkbox"/> Agriculture Plant Science | <input type="checkbox"/> Global Studies | <input type="checkbox"/> Social Justice: Ethnic Studies |
| <input type="checkbox"/> Anthropology | <input checked="" type="checkbox"/> History | <input type="checkbox"/> Social Justice: Gender Studies |
| <input checked="" type="checkbox"/> Art History | <input type="checkbox"/> Hospitality Management | <input type="checkbox"/> Social Justice Studies |
| <input checked="" type="checkbox"/> Biology | <input type="checkbox"/> Journalism | <input type="checkbox"/> Social Justice: LGBTQ Studies |
| <input checked="" type="checkbox"/> Business Administration | <input checked="" type="checkbox"/> Kinesiology | <input type="checkbox"/> Social Justice: Native American Studies |
| <input type="checkbox"/> Chemistry | <input checked="" type="checkbox"/> Law, Public Policy, and Society | <input type="checkbox"/> Social Work and Human Services |
| <input type="checkbox"/> Child and Adolescent Development | <input checked="" type="checkbox"/> Mathematics | <input checked="" type="checkbox"/> Sociology |
| <input checked="" type="checkbox"/> Communication Studies | <input type="checkbox"/> Music | <input checked="" type="checkbox"/> Spanish |
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Nutrition and Dietetics | <input checked="" type="checkbox"/> Studio Arts |
| <input type="checkbox"/> Early Childhood Education | <input type="checkbox"/> Philosophy | <input type="checkbox"/> Theatre Arts |
| <input checked="" type="checkbox"/> Economics | <input type="checkbox"/> Physics | |
| <input checked="" type="checkbox"/> Elementary Teacher Education | <input type="checkbox"/> Political Science | |
| <input checked="" type="checkbox"/> English | <input checked="" type="checkbox"/> Psychology | |
| <input type="checkbox"/> Environmental Science | <input type="checkbox"/> Public Health Science | |
| | <input type="checkbox"/> Public Health 2.0 | |



Instructions

For each of the six CCN courses listed below:

- Indicate which courses and versions (Honors, Embedded) resulted in an update to an ADT
- List the specific ADTs that were updated

☒ **ENGL C1000 Academic Reading and Writing**
(formerly titled College Composition)

☐ Honors ☐ Embedded

Law, Public Policy, & Society	

☒ **COMM C1000 Introduction to Public Speaking**

☐ Honors

Law, Public Policy, & Society	
Communication 2.0	

☒ **POLS C1000 American Government and Politics**
(formerly titled Introduction to American Government and Politics)

☐ Honors

Law, Public Policy, & Society	

☐ **ENGL C1001 Critical Thinking and Writing**
(formerly titled Argumentative Writing and Critical Thinking)

☐ Honors

☒ **STAT* C1000 Introduction to Statistics**

☐ Honors ☐ Embedded

Administration of Justice	Psychology
Business Administration	Sociology
Economics	Mathematics
Kinesiology	

☒ **PSYC C1000 Introduction to Psychology**

☐ Honors

Administration of Justice	
Psychology	
Sociology	
Communication 2.0	



Due Date of this form June 1st, 2025

Please email completed Certification Forms to David Garcia dgarcia@cccco.edu

The signatures on this document, certify that the information provided in this certification form regarding AB928 and AB1111 is true for the following California Community College

Taft College

(College Name)

Assembly Bill 928 (Berman) CalGETC

Certify that the list of ADTs check marked on page one of this form are in alignment with CalGETC and have been updated and the three statements below are true:

☒ updated the double count ☒ updated elective unit fields ☒ updated narrative ☒ NO additional updates were made

Assembly Bill 1111 (Berman) Common Course Numbering

Certify that the list check marked statements below are true:

☒ Updated Subject, Number and Title ☒ NO additional updates were made

Dr. Leslie Minor

Chief Executive Officer (Print Name)

(Signature)

3/28/25

Date

Dr. Leslie Minor

Chief Instructional Officer (Print Name)

(Signature)

3/27/25

Date

Candace Duron

Academic Senate President (Print Name)

(Signature)

3/28/25

Date

Dr. Vicki Jacobi

Curriculum Chair (Print Name)

(Signature)

3/28/2025

Date

BOARD AGENDA ITEM

Date: March 28, 2025

Submitted by: Jason Norris, Curriculum Technician

Area Administrator: Leslie Minor, Vice President of Instruction

Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item:

Course Revisions

Background:

Under accreditation requirements, academic institutions are expected to review and update their courses to ensure they meet current standards. This request was reviewed and approved by the Curriculum and General Education Committee:

Allied Health/Applied Technologies

DNTL 3015 Multicultural Awareness within Healthcare

Business, Arts, and Humanities

SPAN 1602 Elementary Spanish II

Board Goal/Accreditation Standard:

Strategic Action Plan #4. Continue to ensure the Board is knowledgeable about college programs and facilities, including how they meet community and student needs and foster student achievement.

Terms (if applicable):

N/A

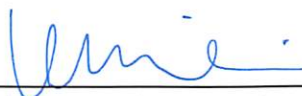
Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: _____



Leslie Minor, Ph.D., Interim Superintendent/President

To: Dr. Leslie Minor Chief Instructional Officer
Dr. Vicki Jacobi, Curriculum Co-Chair

From: Kanoe Bandy

Division: Applied Technologies

Date: 3/17/2025

Re: Dental Hygiene COR updates

Type of Curriculum Change:

- ☐ New Course* ☐ Substantial Course Change*
- ☒ Nonsubstantial Course Change* ☐ Course Inactivation

For Course Changes, why is this course being updated?

☐ For C-ID

☐ As part of the 5 year review cycle

☒ Other (please explain): DNTL 3015 – Course updates No change in SLO's and already approved for Distance Learning.

For New Courses, please enter a justification for the request:

Please enter a brief description of the background and rationale for the course. This might include a description of a degree or certificate for which the course is required or the relationship of this course to other courses in the same or other disciplines:

[Click here to enter text.](#)

Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

Dental Hygiene Bachelors Degree

SLOASC review date: _____

Distance Learning and Education Committee review date: _____ if requesting DLE.

☐ **Addition to Taft College General Education:**

☐ Natural Science

☐ Social & Behavioral Science

☐ English Composition

☐ Humanities

☐ Communication & Critical Thinking

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

[Click here to enter text.](#)

Prepared by: C. Keifer
Reviewed by: K. Ward
Reviewed by: E. Hershkowitz
Text Update: Spring 2022
Date Prepared: Spring 2025
C & GE Approved:
Board approved:
Semester effective:

Dental Hygiene (DNTL) 3015 Multicultural Awareness within Healthcare (3 Units) CSU

Prerequisite: Admission to the Dental Hygiene completion program

Hours and Units Calculations:

48 hours lecture. 96 Outside of class hours. (144 Total Student Learning Hours) 3 Units

Catalog Description: Examines the principles of community health, socioeconomic status and personal bias. Focuses on health communication and multicultural topics unique to the dental and medical fields. Builds on knowledge of ethics, basic and dental sciences, and clinical dental hygiene practice. Topics include intercultural communication; health literacy; cultural literacy; interpersonal, small group, electronic, and nonverbal communication; listening; persuasion, caring for limited English proficient people; and working with interpreters.

Type of Class/Course: Degree Credit

Example Textbooks:

~~Wright, Kevin B., et al. *Health Communication in the 21st Century*. Wiley-Blackwell, 2nd ed., 2012.~~
~~Pagano, Michael. *Interactive Case Studies in Health Communication*. Jones & Bartlett Learning, 2009.~~
Srivastave, Rani Hajela. *The Health Care Professional's Guide to Cultural Competence*. Elsevier, 2nd Edition. 2023

Additional Required Materials: N/A

Student Learning Outcomes:

1. Analyze communication, health resources related cultural issues, diverse populations, and health literacy levels, to address disparities in the delivery of oral health care.
2. Students will integrate personal and professional ethics with legal aspects governing the research and practice of the dental hygiene profession.

Course Objectives:

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

1. Understand the importance and value of communication competence in healthcare.
2. Apply cultural theories in interpersonal and group relationships.
3. Identify and create health education resources for low literate people.
4. Cite the factors of non-verbal communication when working with English Limited Proficiency patients and using interpreters.

5. Analyze the importance of listening skills in the healthcare environment using evidence based literature.
6. Apply knowledge of major areas to interpersonal communication studies in a healthcare setting for diverse populations.
7. Develop patient appropriate materials to explain the concepts of patient privacy, patient rights, and finding reliable information about health topics.

Course Scope and Content:

- Unit I Introduction to the course and the Health Communication field
- A. Communication axioms
 - B. Advantages of competent communication in healthcare
 - C. Patient-centered care
 - D. Therapeutic communication
- Unit II Intercultural communication
- A. Characteristics of culture
 - B. Cultural self-awareness
 - C. Cultural principles from the Communication field
 - D. Cultural principles from the Nursing field
 - E. Intercultural communication principles in practice
 - F. Highlights of health beliefs and practices in specific cultures
 - G. Disparities in healthcare
- Unit III Health literacy
- A. Fundamentals of literacy, health literacy and oral health literacy
 - B. Numeracy
 - C. Plain language
 - D. Readability of patient education materials
 - E. Translation and interpretation in healthcare
 - F. Working with interpreters
 - G. Caring for low health literate people
 - H. Caring for English learners
- Unit IV Nonverbal communication
- A. Principles and importance of nonverbal communication in healthcare
 - B. Areas of nonverbal communication:
 - a. Appearance
 - b. Olfactics (smell)
 - c. Chronemics (use of time)
 - d. Paralanguage (vocal expression)
 - e. Kinesics (body movements)
 - f. Haptics (touch)
 - C. Cultural awareness in nonverbal communication
- Unit V Listening and persuasion
- A. Importance of listening in healthcare
 - B. Fundamentals of listening

- C. Listening to diverse people
- D. Ethics of persuasion
- E. Fundamentals of persuasion
- F. Persuasion in healthcare

- Unit VI Interpersonal communication
- A. Models, principles and elements of interpersonal communication
 - B. Relationship development
 - C. Clear personal expression
 - D. Conflict in interpersonal communication

- Unit VII Small group communication
- A. Fundamentals of group dynamics
 - B. Leadership
 - C. Followership
 - D. Discussion
 - E. Problem solving
 - F. Influence of culture on small group communication

- Unit VIII Electronic communication in healthcare
- A. Using the internet, email, texting, and social media in healthcare
 - B. Patient privacy and security
 - C. HIPAA and electronic health records
 - D. Disparities in electronic health communication
 - E. Teaching patients how to find reliable health information online

- Unit IX Interviewing in healthcare
- A. Patient interviewing
 - B. Interviewing difficult people
 - C. Overview of motivational interviewing
 - D. Interviewing people of different cultures
 - E. Job interviewing

Learning Activities Required Outside of Class

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

1. Read from relevant textbooks, peer-reviewed journals, and current periodicals, approximately 50-100 pages per week
2. Find and evaluate patient education resources appropriate for diverse people
3. Use Plain Language principles to revise a health education passage so that it is readable by diverse people. Write a 2-page paper on the process and report to the class
4. Final assignment/term project: work with a small group to prepare and present a presentation on the health practices of a given culture

Methods of Instruction

1. Lecture

2. Discussion
3. Individual and collaborative activities
4. Research and writing assignments

Methods of Evaluation

1. Weekly quizzes and final exam
2. Class participation
3. Two presentations/oral reports
4. Weekly writings regarding class assignments and activities in a Reflection Journal

Supplemental Data:

TOP Code:	124020: Dental Hygienist
SAM Priority Code:	B: Advanced Occupational
Distance Education:	Yes, Approved August 23, 2024
Funding Agency:	Y: Not Applicable (funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	NO
Taft College General Education:	NONE



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Discipline:

Dental Technology or Health or Psychology or Sociology
or Ethnic Studies or Communications

To: Dr. Leslie Minor Chief Instructional Officer
Dr. Vicki Jacobi, Curriculum Co-Chair

From: Adam Bledsoe

Division: Business, Arts and Humanities

Date: 2/6/2025

Re: Spanish (SPAN) 1602 Elementary Spanish II

Type of Curriculum Change:

- | | |
|---|---|
| <input type="checkbox"/> New Course* | <input type="checkbox"/> Substantial Course Change* |
| <input checked="" type="checkbox"/> Nonsubstantial Course Change* | <input type="checkbox"/> Course Inactivation |

For Course Changes, why is this course being updated?

- ☐ For C-ID
- ☒ As part of the 5 year review cycle
- ☐ Other (please explain): _____

For New Courses, please enter a justification for the request:

Please enter a brief description of the background and rationale for the course. This might include a description of a degree or certificate for which the course is required or the relationship of this course to other courses in the same or other disciplines:

N/A

Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

Spanish: Associate in Arts Degree for Transfer

SLOASC review date: __SLOs were not changed_____

Distance Learning and Education Committee review date: __Sent to DLE on 2/4/25__ if requesting DLE.

☐ **Addition to Taft College General Education:**

☐ Natural Science☐ Social & Behavioral Science☐ English Composition☒ Humanities☐ Communication & Critical Thinking**Justification for Addition to Taft College General Education:**

Please list the General Education SLOs this course meets:

Reviewed by: J. Martinez
 Reviewed by: S. Swenson
 Date reviewed: February 2025/April 2012
 Text update: Spring 2020

Spanish (SPAN) 1602 Elementary Spanish II (4 Units) CSU:UC
 [formerly Spanish 2]

Prerequisite: Successful completion in Spanish 1601 or two years of high school Spanish with a grade of "C" or better

Prerequisite knowledge/skills:

Before entering the course a student should be able to:

1. Identify numbers 0-1,000 in Spanish,
2. Understand conversations about introductions, daily life, course subjects, dates, time, errands, food, house activities, and weekend activities,
3. Understand the general idea behind short, simple texts,
4. Introduce himself/herself,
5. Talk about and request information about food, order in restaurants,
6. Talk about future actions,
7. Maintain a phone conversations at a novice low to novice mid-level,
8. Write lists, and small paragraphs about daily life, course subjects, dates, time, errands, food, house activities, and weekend activities,
9. Conjugate verbs in the present tense and immediate future tense, and
10. List several aspects about hispanic culture.

Student Learning Outcomes (SLOs)

1. Using formulaic phrases and memorized vocabulary students will create dialogues.
2. Using formulaic phrases and memorized vocabulary, the student will write what they did last week.
3. Using formulaic phrases and memorized vocabulary, the student will be able to create a presentation about their daily routine.

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SPAN1602-Elementary Spanish--Student Learning Outcomes (SLO's)
SPAN-1602-Course #1- Using formulaic phrases and memorized vocabulary students will create dialogues.
SPAN-1602-Course #2- Using formulaic phrases and memorized vocabulary, the student will write what they did last week.
SPAN-1602-Course #3- Using formulaic phrases and memorized vocabulary, the student will be able to create a presentation about their daily routine.

Total Hours: 64 hours lecture

Catalog Description: This course, a continuation of Spanish 1601, stresses pronunciation, vocabulary, sentence structure, grammar, dialogues, cultural readings and ~~laboratory-on-line~~ exercises. C-ID: SPAN 110

Type of Class/Course: Degree Credit

Text: Jarvis, Ana, Raquel Lebrede, and Francisco Mena-Ayllon. *¡Hola Amigos!*. 8th ed. Boston: Cengage, 2013. Print.

Javis, Ana, Raquel Lebrede, and Francisco Mena-Ayllon. *¡Hola Amigos! Workbook*. 8th ed. Boston: Cengage, 2013. Print.

Martinez, Julian. *Viajes Elementary Spanish 2*. Great River Learning, 2019.

Additional Instructional Materials:

Yabla Access Card. 1st. ed. 2015. Software

Course Objectives:

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

1. Understand conversations about clothes, shopping, food, ordering at a restaurant, and house chores and being at the hospital,
2. Understand the general idea behind simple texts,
3. Give an oral presentation about their daily life,
4. Talk about and request information about clothes, shopping, food, ordering at a restaurant, and house chores and being at the hospital,
5. Maintain a phone conversations at a novice mid to novice high level,
6. Write lists, and paragraphs about clothes, shopping, food, ordering at a restaurant, house chores and being at the hospital, describing their daily routine, inviting someone to go out, use weather expressions, running errands and discussing outdoor activities.
7. Conjugate verbs in the preterit, imperfect, present perfect and past perfect tense, and
8. List several aspects about Hispanic culture.

Course Scope and Content:

- Unit I Shopping Puerto Rico
1. preterit
 2. preterit of ser, ir and dar
 3. reflexive pronouns and verbs

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4. indirect object pronouns
5. gustar
5. describe your daily Routine
6. invite someone to go out
7. Puerto Rico

Unit II At the Supermarket Peru

1. preterit of irregular verbs
2. the imperfect
3. adverbs
4. stem changing preterit verbs
5. the use of indirect object pronouns and direct object pronouns together
6. parts of a house, and domestic appliances (Destinos) discuss outdoor activities
7. Peru

Unit III At the Restaurant Ecuador

1. por and para
2. weather expressions
3. the preterit contrasted with the imperfect
4. parts of the body, and medical situations (Destinos) talk about shopping for clothes
5. express past events that happened time ago
6. the use of possessive pronouns
7. Ecuador

Unit IV At the Hospital Venezuela

1. present perfect and past perfect
2. places in a city, and stores (Destinos) talk about running errands
3. talk about cars and the repair shop
4. the uses of the past participle
5. use formal commands "Ud." and "Uds."
6. Venezuela

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 87 hours per week outside of the regular class time doing the following:

1. Studying
2. Answering questions
3. Skill practice
4. Required reading

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TAFTCOLLEGE



5. Written work
6. Listening activities
7. Watching videos

Methods of Instruction:

1. A brief introduction to the principles of Spanish pronunciation prior to textbook work.
2. Practice in familiar expressions that are used in everyday situations
3. Active conversations on subjects and situations meaningful to students.
4. Reading aloud of passages in Spanish, followed by oral question-and answer exercises.
5. Discussion of grammar followed by written exercises.
6. Preparation by students of short written composition exercises.
7. Gradual increase in use of Spanish in classroom.
8. Simple conversations based upon "Leeturas" and ~~Notas culturales~~ the textbook readings containing information of culture, history, and geography of Spain and Latin America.
9. Review and practice by students in class.
10. Appropriate audio and visual materials such as ~~compact discs, newspapers, magazines, slides,~~ Power Point Presentations, videos, podcasts and films.

Methods of Evaluation:

1. Substantial writing assignments, including:
 - a. written homework
2. Skill demonstrations, including:
 - a. class performance/presentations
3. Other examinations, including:
 - a. multiple choice
 - b. true/false
 - c. completion
 - d. writing complete sentences
 - e. listening comprehension

Supplemental Data:

TOP Code:	110500 Spanish
SAM Priority Code:	E: Non-Occupational
Funding Agency:	Y: Not Applicable

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TAFTCOLLEGE



West Kern Community College District

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

BOARD AGENDA ITEM

Date: March 28, 2025

Submitted by: Jason Norris, Curriculum Technician

Area Administrator: Leslie Minor, Vice President of Instruction

Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item:

Distance Learning Course Approvals

Background:

The Distance Learning Committee and the Curriculum and General Education Committee have both approved the requests for the following courses to be offered through distance delivery.

1. MATH 1570 Calculus Readiness
2. PHED 1602 Beginning Yoga
3. PHED 1612 Intermediate Yoga
4. ETHN 1520 Chicano/a Studies
5. ETHN 1530 Black American Studies
6. SPAN 1602 Elementary Spanish II
7. BIOL 2250 Human Anatomy – Hybrid approved only

Board Goal/Accreditation Standard:

Strategic Action Plan #4. Continue to ensure the Board is knowledgeable about college programs and facilities, including how they meet community and student needs and foster student achievement.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: _____

A handwritten signature in blue ink, appearing to read 'Leslie Minor', is written over a horizontal line.

Leslie Minor, Ph.D., Interim Superintendent/President

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: Math 1570

Course Title: Calculus Readiness

Submitted by: Mariza Martinez

Date: 9/11/2024

Please electronically submit this form, along with the COR and C-ID if available, as a Word file to the Director of Distance Education.

1. Has this course previously been approved for distance learning?

☐ Yes, course is already approved for distance learning and this form is being updated as part of the course review cycle.

☒ No

☐ Other (please explain):

2. This course is being approved for online, offline, and hybrid delivery. If you feel one or more of those deliveries is not appropriate for this course, please select and explain below:

☐ Course is appropriate for all three methods of delivery (no explanation needed).

☐ Course is not appropriate for online delivery:

☒ Course is not appropriate for offline delivery: The corequisite course for this class is

not approved for offline delivery.

☐ Course is not appropriate for hybrid delivery:

3. If this course is approved to be offered in a Distance Learning format, will this action push the percentage of Distance Learning courses offered in the program over 50%? If you are not sure, view the [IR Accreditation page for Substantive Change](#) or ask the division chair and/or the DE Director to determine.
- ☐ Prior to this submission, the percentage of Distance Learning courses offered in the program was already over 50%
 - ☒ This course will NOT push the percentage of Distance Learning courses offered in the program over 50%
 - ☐ This course will push the percentage of Distance Learning courses offered in the program over 50% and a Substantive Change has been submitted to ACCJC.
4. All course outcomes identified in the Course Outline of Record must be met in the distance learning environment. Identify any unique challenges related to outcomes in this course specific to the distance education environment. For those identified, explain how they may be met in a distance learning environment.
- ☐ Beyond maintaining regular and effective contact and adhering to accessibility requirements, this course does not present any unique challenges to meeting all course outcomes (no explanation needed).

Potential challenges to meeting course outcomes:

- ☐ Educational materials
- ☐ Labs
- ☐ Models
- ☐ Presentations
- ☐ Requirements to present in front of live audience
- ☐ Field trips
- ☐ Requirements to attend a live performance
- ☒ Other: Time spent in Math Lab/Learning Center

Explain how each identified challenge can be met in a distance learning environment:

Math Lab Attendance – Instructors will have the option to make this recommended and not required in the online format, or students could utilize the online tutoring provided in the learning center. While the Net Tutor contract is still applicable, students could use this also.

Videos—Publisher, instructor curated, and instructor created videos will have accurate captions verified before being posted for student use.

Graphing Calculator—The department purchased talking graphing calculators for students in need of this service.

5. In accordance with [Title 5](#) and [AP 5145](#) instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. § 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d).

☒ I/We have read the full text of [Title 5](#) Section 55206, [AP 5145](#) and the requirements listed below. To ensure access to education for all students, I/We agree that the course content will be designed and maintained to ensure that it is ADA and 508 compliant.

ADA and 508 Compliance Requirements:

- a. Videos are accurately captioned.
 - b. Audio files are transcribed.
 - c. Objects (including images, tables, and charts) have alternative text.
 - d. Course materials are “readable” in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
 - e. Hyperlink text is meaningful.
 - f. Documents are created in such a way that screen reading software can “read” them. (i.e. styles are used; column header rows in tables are specified, etc.)
6. In accordance with [Title 5](#) and [AP 4105](#) this course must promote regular effective instructor/student contact.

☒ I/We have read the full text of [Title 5](#) Section 55204 Instructor Contact, [AP 4105](#), and the guidelines listed below. Having thoughtfully considered the educational value of offering this course in the distance education environment, I/We agree that this course will consistently promote regular effective instructor/student contact.

Regular Effective Contact Guidelines: DE courses are considered the “virtual equivalent” to in-person courses. Lack of regular, timely, and effective contact between students and instructors is a major factor in student attrition and poor performance in online courses. Therefore, an instructor shall regularly initiate interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course.

Recommended:

- I. Syllabus includes a communication policy that explains or states the following:
 - a. the frequency of all contact initiated by the instructor.

- b. the timeliness of response to student-initiated contact.
- c. the course policy regarding student-initiated contact (where to post questions, assignments, etc.)
- d. important dates, such as assignment and assessment deadlines.
- e. Instructor contact information which includes virtual or in-person office hours.
- f. The student-to-student contact requirements for the course.

Required:

- II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.
- III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.
- IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in [AP 4105](#):

- | | | |
|---|--|---|
| a. Orientation materials | g. Face-to-face formal meetings | m. Personalized feedback for student work |
| b. Weekly announcements in the CMS | h. Feedback for student work | n. Voicemail and telephone |
| c. Threaded discussion boards | i. Podcasts | o. Interactive mobile technologies |
| d. Email contact (within or outside the CMS) | j. Instructor-prepared e-lectures or publisher-created e-lectures or materials | p. Videoconferencing |
| e. Participation in online group collaboration projects | k. Virtual Office hours | q. Live orientation or review sessions |
| f. Face-to-face informal meetings | l. Screencasts | r. Others as appropriate |



DE Committee Comments:

Approved by DLEC on March 10, 2025

Date forwarded to the Curriculum Committee: 03/12/2025

Curriculum Committee Comments:

Course Approved or Disapproved

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: PHED 1602

Course Title: Beginning Yoga

Submitted by: Kanoe Bandy

Date of First Submission: February 3, 2025

Date of Resubmission: February 27, 2025

Please electronically submit this form, along with the COR as a Word file to the Director of Distance Education.

1. Has this course previously been approved for distance learning?

- ☐ Yes, course is already approved for distance learning and this form is being updated as part of the course review cycle.
- ☒ No – It is a new course
- ☐ Other (please explain):

2. This course is appropriate for (select all that apply):

- ☒ Online
- ☒ Hybrid (class meetings will be held partially in person and partially online)
- ☐ Offline (exclusively for incarcerated students)

3. If this course is approved to be offered in a Distance Learning format, will this action push the percentage of Distance Learning courses offered in the program over 50%? If you are not sure, view the [IR Accreditation page for Substantive Change](#) or ask the division chair and/or the DE Director to determine.

☐ Prior to this submission, the percentage of Distance Learning courses offered in the program was already over 50%

☒ This course will NOT push the percentage of Distance Learning courses offered in the program over 50%

☐ This course will push the percentage of Distance Learning courses offered in the program over 50%

☐ A Substantive Change has been submitted to ACCJC.

☐ A Substantive Change has not yet been submitted to ACCJC.

4. All course outcomes identified in the Course Outline of Record (COR) must be met in the distance learning environment. Identify any unique challenges related to outcomes in this course specific to the distance education environment. For those identified, explain how they may be met in a distance learning environment.

*** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.

☐ Educational materials

☐ Field trips

☐ Labs

☐ Models

☐ Presentations

☐ Requirements to attend a live performance

☐ Requirements to present in front of live audience

☐ Other:

☒ After reviewing the COR, none of the above items are required in this course (no explanation needed).

Explain how each identified challenge can be met in a distance learning environment:

5. In accordance with [Title 5](#), [AP 5145](#) and [AP 3725](#) instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. § 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d).

☒ I/We have read the full text of [Title 5](#) Section 55206, [AP 5145](#), [AP 3725](#) and the requirements listed below. To ensure access to education for all students, I/we agree that the course content will be designed and maintained to ensure that it is ADA and 508 compliant.

ADA and 508 Compliance Requirements:

- a. Videos are accurately captioned.
 - b. Audio files are transcribed.
 - c. Objects (including images, tables, and charts) have alternative text.
 - d. Course materials are “readable” in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
 - e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
 - f. Documents are created in such a way that screen reading software can “read” them. (i.e. styles are used; column header rows in tables are specified, etc.)
6. In accordance with [Title 5](#) and [AP 4105](#) this course must promote regular effective instructor/student contact.

☒ I/We have read the full text of [Title 5](#) Section 55204 Instructor Contact, [AP 4105](#), and the guidelines listed below. Having thoughtfully considered the educational value of offering this course in the distance education environment, I/we agree that this course will consistently promote regular effective instructor/student contact.

Regular Effective Contact Guidelines: DE courses are considered the “virtual equivalent” to in-person courses. Lack of regular, timely, and effective contact between students and instructors is a major factor in student attrition and poor performance in online courses. Therefore, an instructor shall regularly initiate interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course.

Recommended:

- I. Syllabus includes a communication policy that explains or states the following:
 - a. the frequency of all contact initiated by the instructor,
 - b. the timeliness of response to student-initiated contact,

- c. the course policy regarding student-initiated contact (where to post questions, assignments, etc.),
- d. important dates, such as assignment and assessment deadlines,
- e. instructor contact information which includes virtual or in-person office hours, and
- f. the student-to-student contact requirements for the course.

Required:

- II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.
- III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.
- IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in [AP 4105](#):

- | | | |
|---|--|---|
| a. Orientation materials | g. Face-to-face formal meetings | m. Personalized feedback for student work |
| b. Weekly announcements in the CMS | h. Feedback for student work | n. Voicemail and telephone |
| c. Threaded discussion boards | i. Podcasts | o. Interactive mobile technologies |
| d. Email contact (within or outside the CMS) | j. Instructor-prepared e-lectures or publisher-created e-lectures or materials | p. Videoconferencing |
| e. Participation in online group collaboration projects | k. Virtual Office hours | q. Live orientation or review sessions |
| f. Face-to-face informal meetings | l. Screencasts | r. Others as appropriate |



Distance Learning and Education Committee Comments:

Approved by DLEC on March 10, 2025 (J.L)

Date forwarded to the Curriculum Committee: 03/12/2025

Curriculum Committee Comments:

Course Approved or Disapproved

Taft College Distance Learning Approval Form Addendum to the Course Outline of Record

Course #: PHED 1612

Course Title: Intermediate Yoga

Submitted by: Kanoe Bandy

Date of First Submission: February 3, 2025

Date of Resubmission: February 27, 2025

Please electronically submit this form, along with the COR as a Word file to the Director of Distance Education.

1. Has this course previously been approved for distance learning?

- ☐ Yes, course is already approved for distance learning and this form is being updated as part of the course review cycle.
- ☒ No – It is a new course
- ☐ Other (please explain):

2. This course is appropriate for (select all that apply):

- ☒ Online
- ☒ Hybrid (class meetings will be held partially in person and partially online)
- ☐ Offline (exclusively for incarcerated students)

3. If this course is approved to be offered in a Distance Learning format, will this action push the percentage of Distance Learning courses offered in the program over 50%? If you are not sure, view the [IR Accreditation page for Substantive Change](#) or ask the division chair and/or the DE Director to determine.

☐ Prior to this submission, the percentage of Distance Learning courses offered in the program was already over 50%

☒ This course will NOT push the percentage of Distance Learning courses offered in the program over 50%

☐ This course will push the percentage of Distance Learning courses offered in the program over 50%

☐ A Substantive Change has been submitted to ACCJC.

☐ A Substantive Change has not yet been submitted to ACCJC.

4. All course outcomes identified in the Course Outline of Record (COR) must be met in the distance learning environment. Identify any unique challenges related to outcomes in this course specific to the distance education environment. For those identified, explain how they may be met in a distance learning environment.

*** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.

☐ Educational materials

☐ Field trips

☐ Labs

☐ Models

☐ Presentations

☐ Requirements to attend a live performance

☐ Requirements to present in front of live audience

☐ Other:

☒ After reviewing the COR, none of the above items are required in this course (no explanation needed).

Explain how each identified challenge can be met in a distance learning environment:

5. In accordance with [Title 5](#), [AP 5145](#) and [AP 3725](#) instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. § 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d).

☒ I/We have read the full text of [Title 5](#) Section 55206, [AP 5145](#), [AP 3725](#) and the requirements listed below. To ensure access to education for all students, I/we agree that the course content will be designed and maintained to ensure that it is ADA and 508 compliant.

ADA and 508 Compliance Requirements:

- a. Videos are accurately captioned.
 - b. Audio files are transcribed.
 - c. Objects (including images, tables, and charts) have alternative text.
 - d. Course materials are “readable” in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
 - e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
 - f. Documents are created in such a way that screen reading software can “read” them. (i.e. styles are used; column header rows in tables are specified, etc.)
6. In accordance with [Title 5](#) and [AP 4105](#) this course must promote regular effective instructor/student contact.

☒ I/We have read the full text of [Title 5](#) Section 55204 Instructor Contact, [AP 4105](#), and the guidelines listed below. Having thoughtfully considered the educational value of offering this course in the distance education environment, I/we agree that this course will consistently promote regular effective instructor/student contact.

Regular Effective Contact Guidelines: DE courses are considered the “virtual equivalent” to in-person courses. Lack of regular, timely, and effective contact between students and instructors is a major factor in student attrition and poor performance in online courses. Therefore, an instructor shall regularly initiate interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course.

Recommended:

- I. Syllabus includes a communication policy that explains or states the following:
 - a. the frequency of all contact initiated by the instructor,
 - b. the timeliness of response to student-initiated contact,

- c. the course policy regarding student-initiated contact (where to post questions, assignments, etc.),
- d. important dates, such as assignment and assessment deadlines,
- e. instructor contact information which includes virtual or in-person office hours, and
- f. the student-to-student contact requirements for the course.

Required:

- II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.
- III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.
- IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in [AP 4105](#):

- | | | |
|---|--|---|
| a. Orientation materials | g. Face-to-face formal meetings | m. Personalized feedback for student work |
| b. Weekly announcements in the CMS | h. Feedback for student work | n. Voicemail and telephone |
| c. Threaded discussion boards | i. Podcasts | o. Interactive mobile technologies |
| d. Email contact (within or outside the CMS) | j. Instructor-prepared e-lectures or publisher-created e-lectures or materials | p. Videoconferencing |
| e. Participation in online group collaboration projects | k. Virtual Office hours | q. Live orientation or review sessions |
| f. Face-to-face informal meetings | l. Screencasts | r. Others as appropriate |



Distance Learning and Education Committee Comments:

Approved by DLEC on March 10, 2025 (J.L)

Date forwarded to the Curriculum Committee: 03/12/2025

Curriculum Committee Comments:

Course Approved or Disapproved

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: ETHN 1520

Course Title: Chicano/a Studies

Submitted by: Tina Mendoza and Salvador Jimenez Murguia

Date of First Submission: 8/3/23

Date of Resubmission:

Please electronically submit this form, along with the COR as a Word file to the Director of Distance Education.

1. Has this course previously been approved for distance learning?

☐ Yes, course is already approved for distance learning and this form is being updated as part of the course review cycle.

☒ No

☐ Other (please explain):

2. This course is appropriate for (select all that apply):

☒ Online

☒ Hybrid (class meetings will be held partially in person and partially online)

☐ Offline (exclusively for incarcerated students)

3. If this course is approved to be offered in a Distance Learning format, will this action push the percentage of Distance Learning courses offered in the program over 50%? If you are not sure, view the [IR Accreditation page for Substantive Change](#) or ask the division chair and/or the DE Director to determine.

☐ Prior to this submission, the percentage of Distance Learning courses offered in the program was already over 50%

☒ This course will NOT push the percentage of Distance Learning courses offered in the program over 50%

☐ This course will push the percentage of Distance Learning courses offered in the program over 50%

☐ A Substantive Change has been submitted to ACCJC.

☐ A Substantive Change has not yet been submitted to ACCJC.

4. All course outcomes identified in the Course Outline of Record (COR) must be met in the distance learning environment. Identify any unique challenges related to outcomes in this course specific to the distance education environment. For those identified, explain how they may be met in a distance learning environment.

*** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.

☐ Educational materials

☐ Field trips

☐ Labs

☐ Models

☒ Presentations

☐ Requirements to attend a live performance

☐ Requirements to present in front of live audience

☒ Other:

☐ After reviewing the COR, none of the above items are required in this course (no explanation needed).

Explain how each identified challenge can be met in a distance learning environment:

- **Other:** For Oral Presentations – students will utilize CANVAS Studio to record their presentation. Students will also be given the option to meet via Zoom Meetings for course presentations. If students cannot meet via zoom – they can record and post their oral presentations.

5. In accordance with [Title 5](#), [AP 5145](#) and [AP 3725](#) instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. § 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d).

☒ I/We have read the full text of [Title 5](#) Section 55206, [AP 5145](#), [AP 3725](#) and the requirements listed below. To ensure access to education for all students, I/we agree that the course content will be designed and maintained to ensure that it is ADA and 508 compliant.

ADA and 508 Compliance Requirements:

- a. Videos are accurately captioned.
 - b. Audio files are transcribed.
 - c. Objects (including images, tables, and charts) have alternative text.
 - d. Course materials are “readable” in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
 - e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
 - f. Documents are created in such a way that screen reading software can “read” them. (i.e. styles are used; column header rows in tables are specified, etc.)
6. In accordance with [Title 5](#) and [AP 4105](#) this course must promote regular effective instructor/student contact.

☒ I/We have read the full text of [Title 5](#) Section 55204 Instructor Contact, [AP 4105](#), and the guidelines listed below. Having thoughtfully considered the educational value of offering this course in the distance education environment, I/we agree that this course will consistently promote regular effective instructor/student contact.

Regular Effective Contact Guidelines: DE courses are considered the “virtual equivalent” to in-person courses. Lack of regular, timely, and effective contact between students and instructors is a major factor in student attrition and poor performance in online courses. Therefore, an instructor shall regularly initiate interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course.

Recommended:

- I. Syllabus includes a communication policy that explains or states the following:
 - a. the frequency of all contact initiated by the instructor,
 - b. the timeliness of response to student-initiated contact,

- c. the course policy regarding student-initiated contact (where to post questions, assignments, etc.),
- d. important dates, such as assignment and assessment deadlines,
- e. instructor contact information which includes virtual or in-person office hours, and
- f. the student-to-student contact requirements for the course.

Required:

- II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.
- III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.
- IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in [AP 4105](#):

- | | | |
|---|--|---|
| a. Orientation materials | g. Face-to-face formal meetings | m. Personalized feedback for student work |
| b. Weekly announcements in the CMS | h. Feedback for student work | n. Voicemail and telephone |
| c. Threaded discussion boards | i. Podcasts | o. Interactive mobile technologies |
| d. Email contact (within or outside the CMS) | j. Instructor-prepared e-lectures or publisher-created e-lectures or materials | p. Videoconferencing |
| e. Participation in online group collaboration projects | k. Virtual Office hours | q. Live orientation or review sessions |
| f. Face-to-face informal meetings | l. Screencasts | r. Others as appropriate |



Distance Learning and Education Committee Comments:

Approved by DLEC on March 10, 2025

Date forwarded to the Curriculum Committee: 03/12/2025

Curriculum Committee Comments:

Course Approved or Disapproved

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: ETHN 1530

Course Title: Black American Studies

Submitted by: Tina Mendoza and Dr. Salvador Jimenez Murguia

Date of First Submission: 8/3/23

Date of Resubmission:

Please electronically submit this form, along with the COR as a Word file to the Director of Distance Education.

1. Has this course previously been approved for distance learning?

☐ Yes, course is already approved for distance learning and this form is being updated as part of the course review cycle.

☒ No

☐ Other (please explain):

2. This course is appropriate for (select all that apply):

☒ Online

☒ Hybrid (class meetings will be held partially in person and partially online)

☐ Offline (exclusively for incarcerated students)

3. If this course is approved to be offered in a Distance Learning format, will this action push the percentage of Distance Learning courses offered in the program over 50%? If you are not sure, view the [IR Accreditation page for Substantive Change](#) or ask the division chair and/or the DE Director to determine.

- ☐ Prior to this submission, the percentage of Distance Learning courses offered in the program was already over 50%
- ☒ This course will NOT push the percentage of Distance Learning courses offered in the program over 50%
- ☐ This course will push the percentage of Distance Learning courses offered in the program over 50%
- ☐ A Substantive Change has been submitted to ACCJC.
- ☐ A Substantive Change has not yet been submitted to ACCJC.

4. All course outcomes identified in the Course Outline of Record (COR) must be met in the distance learning environment. Identify any unique challenges related to outcomes in this course specific to the distance education environment. For those identified, explain how they may be met in a distance learning environment.

*** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.

- ☐ Educational materials
- ☐ Field trips
- ☐ Labs
- ☐ Models
- ☒ Presentations
- ☐ Requirements to attend a live performance
- ☐ Requirements to present in front of live audience
- ☒ Other:
- ☐ After reviewing the COR, none of the above items are required in this course (no explanation needed).

Explain how each identified challenge can be met in a distance learning environment:

- **Other:** For Oral Presentations – students will utilize CANVAS Studio to record their presentation. Students will also be given the option to meet via Zoom Meetings for course presentations. If students cannot meet via zoom – they can record and post their oral presentations.

5. In accordance with [Title 5](#), [AP 5145](#) and [AP 3725](#) instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. § 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d).

☒ I/We have read the full text of [Title 5](#) Section 55206, [AP 5145](#), [AP 3725](#) and the requirements listed below. To ensure access to education for all students, I/we agree that the course content will be designed and maintained to ensure that it is ADA and 508 compliant.

ADA and 508 Compliance Requirements:

- a. Videos are accurately captioned.
 - b. Audio files are transcribed.
 - c. Objects (including images, tables, and charts) have alternative text.
 - d. Course materials are “readable” in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
 - e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
 - f. Documents are created in such a way that screen reading software can “read” them. (i.e. styles are used; column header rows in tables are specified, etc.)
6. In accordance with [Title 5](#) and [AP 4105](#) this course must promote regular effective instructor/student contact.

☒ I/We have read the full text of [Title 5](#) Section 55204 Instructor Contact, [AP 4105](#), and the guidelines listed below. Having thoughtfully considered the educational value of offering this course in the distance education environment, I/we agree that this course will consistently promote regular effective instructor/student contact.

Regular Effective Contact Guidelines: DE courses are considered the “virtual equivalent” to in-person courses. Lack of regular, timely, and effective contact between students and instructors is a major factor in student attrition and poor performance in online courses. Therefore, an instructor shall regularly initiate interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course.

Recommended:

- I. Syllabus includes a communication policy that explains or states the following:
 - a. the frequency of all contact initiated by the instructor,
 - b. the timeliness of response to student-initiated contact,

- c. the course policy regarding student-initiated contact (where to post questions, assignments, etc.),
- d. important dates, such as assignment and assessment deadlines,
- e. instructor contact information which includes virtual or in-person office hours, and
- f. the student-to-student contact requirements for the course.

Required:

- II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.
- III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.
- IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in [AP 4105](#):

- | | | |
|---|--|---|
| a. Orientation materials | g. Face-to-face formal meetings | m. Personalized feedback for student work |
| b. Weekly announcements in the CMS | h. Feedback for student work | n. Voicemail and telephone |
| c. Threaded discussion boards | i. Podcasts | o. Interactive mobile technologies |
| d. Email contact (within or outside the CMS) | j. Instructor-prepared e-lectures or publisher-created e-lectures or materials | p. Videoconferencing |
| e. Participation in online group collaboration projects | k. Virtual Office hours | q. Live orientation or review sessions |
| f. Face-to-face informal meetings | l. Screencasts | r. Others as appropriate |



Distance Learning and Education Committee Comments:

Approved by DLEC on March 10, 2025

Date forwarded to the Curriculum Committee: 03/12/2025

Curriculum Committee Comments:

Course Approved or Disapproved

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: 1602

Course Title: Elementary Spanish II

Submitted by: Julián Martínez

Date of First Submission: 2/5/25

Date of Resubmission:

Please electronically submit this form, along with the COR as a Word file to the Director of Distance Education.

1. Has this course previously been approved for distance learning?

☒ Yes, course is already approved for distance learning and this form is being updated as part of the course review cycle.

☐ No

☐ Other (please explain):

2. This course is appropriate for (select all that apply):

☒ Online

☒ Hybrid (class meetings will be held partially in person and partially online)

☐ Offline (exclusively for incarcerated students)

3. If this course is approved to be offered in a Distance Learning format, will this action push the percentage of Distance Learning courses offered in the program over 50%? If you are not sure, view the [IR Accreditation page for Substantive Change](#) or ask the division chair and/or the DE Director to determine.

- ☐ Prior to this submission, the percentage of Distance Learning courses offered in the program was already over 50%
- ☐ This course will NOT push the percentage of Distance Learning courses offered in the program over 50%
- ☐ This course will push the percentage of Distance Learning courses offered in the program over 50%
 - ☐ A Substantive Change has been submitted to ACCJC.
 - ☐ A Substantive Change has not yet been submitted to ACCJC.

4. All course outcomes identified in the Course Outline of Record (COR) must be met in the distance learning environment. Identify any unique challenges related to outcomes in this course specific to the distance education environment. For those identified, explain how they may be met in a distance learning environment.

*** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.

- ☒ Educational materials
- ☐ Field trips
- ☐ Labs
- ☐ Models
- ☒ Presentations
- ☐ Requirements to attend a live performance
- ☐ Requirements to present in front of live audience
- ☐ Other:

- ☐ After reviewing the COR, none of the above items are required in this course (no explanation needed).

Explain how each identified challenge can be met in a distance learning environment:
Students may purchase the required materials at the TC Bookstore or the TC Bookstore will ship them to the student. Students submit video presentations.

5. In accordance with [Title 5](#), [AP 5145](#) and [AP 3725](#) instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. § 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d).

☒ I/We have read the full text of [Title 5](#) Section 55206, [AP 5145](#), [AP 3725](#) and the requirements listed below. To ensure access to education for all students, I/we agree that the course content will be designed and maintained to ensure that it is ADA and 508 compliant.

ADA and 508 Compliance Requirements:

- a. Videos are accurately captioned.
 - b. Audio files are transcribed.
 - c. Objects (including images, tables, and charts) have alternative text.
 - d. Course materials are “readable” in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
 - e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
 - f. Documents are created in such a way that screen reading software can “read” them. (i.e. styles are used; column header rows in tables are specified, etc.)
6. In accordance with [Title 5](#) and [AP 4105](#) this course must promote regular effective instructor/student contact.

☒ I/We have read the full text of [Title 5](#) Section 55204 Instructor Contact, [AP 4105](#), and the guidelines listed below. Having thoughtfully considered the educational value of offering this course in the distance education environment, I/we agree that this course will consistently promote regular effective instructor/student contact.

Regular Effective Contact Guidelines: DE courses are considered the “virtual equivalent” to in-person courses. Lack of regular, timely, and effective contact between students and instructors is a major factor in student attrition and poor performance in online courses. Therefore, an instructor shall regularly initiate interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course.

Recommended:

- I. Syllabus includes a communication policy that explains or states the following:
 - a. the frequency of all contact initiated by the instructor,
 - b. the timeliness of response to student-initiated contact,

- c. the course policy regarding student-initiated contact (where to post questions, assignments, etc.),
- d. important dates, such as assignment and assessment deadlines,
- e. instructor contact information which includes virtual or in-person office hours, and
- f. the student-to-student contact requirements for the course.

Required:

- II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.
- III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.
- IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in [AP 4105](#):

- | | | |
|---|--|---|
| a. Orientation materials | g. Face-to-face formal meetings | m. Personalized feedback for student work |
| b. Weekly announcements in the CMS | h. Feedback for student work | n. Voicemail and telephone |
| c. Threaded discussion boards | i. Podcasts | o. Interactive mobile technologies |
| d. Email contact (within or outside the CMS) | j. Instructor-prepared e-lectures or publisher-created e-lectures or materials | p. Videoconferencing |
| e. Participation in online group collaboration projects | k. Virtual Office hours | q. Live orientation or review sessions |
| f. Face-to-face informal meetings | l. Screencasts | r. Others as appropriate |



Distance Learning and Education Committee Comments:

Course approved during February 2025 meeting.

Date forwarded to the Curriculum Committee:

Form emailed 02/21/2025 JL.

Curriculum Committee Comments:

Course **Approved** or Disapproved

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: Biol 2250

Course Title: Human Anatomy

Submitted by: Kyle Webster

Date: 2/19/2025

Please electronically submit this form, along with the COR and C-ID if available, as a Word file to the Director of Distance Education.

1. Has this course previously been approved for distance learning?

☐ Yes, course is already approved for distance learning and this form is being updated as part of the course review cycle.

☒ No

☐ Other (please explain):

2. This course is being approved for online, offline, and hybrid delivery. If you feel one or more of those deliveries is not appropriate for this course, please select and explain below:

☐ Course is appropriate for all three methods of delivery (no explanation needed).

☒ Course is not appropriate for online delivery:

Appropriate for hybrid delivery with half laboratory time to be completed online by students

☒ Course is not appropriate for offline delivery:

☐ Course is not appropriate for hybrid delivery:

3. If this course is approved to be offered in a Distance Learning format, will this action push the percentage of Distance Learning courses offered in the program over 50%? If you are not sure, view the [IR Accreditation page for Substantive Change](#) or ask the division chair and/or the DE Director to determine.

☐ Prior to this submission, the percentage of Distance Learning courses offered in the program was already over 50%

☒ This course will NOT push the percentage of Distance Learning courses offered in the program over 50%

☐ This course will push the percentage of Distance Learning courses offered in the program over 50% and a Substantive Change has been submitted to ACCJC.

4. All course outcomes identified in the Course Outline of Record must be met in the distance learning environment. Identify any unique challenges related to outcomes in this course specific to the distance education environment. For those identified, explain how they may be met in a distance learning environment.

☒ Beyond maintaining regular and effective contact and adhering to accessibility requirements, this course does not present any unique challenges to meeting all course outcomes (no explanation needed).

Potential challenges to meeting course outcomes:

- ☐ Educational materials
- ☐ Labs
- ☐ Models
- ☐ Presentations
- ☐ Requirements to present in front of live audience
- ☐ Field trips
- ☐ Requirements to attend a live performance
- ☒ Other: laboratory

Explain how each identified challenge can be met in a distance learning environment:
In lieu of class models, students will use VB suite to meet laboratory learning objectives during online component of the course. Accessibility features can be found:

<https://support.visiblebody.com/hc/en-us/articles/4406924129691-Accessibility-in-VB-Suite>

5. In accordance with [Title 5](#) and [AP 5145](#) instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. § 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d).

☒ I/We have read the full text of [Title 5](#) Section 55206, [AP 5145](#) and the requirements listed below. To ensure access to education for all students, I/We agree that the course content will be designed and maintained to ensure that it is ADA and 508 compliant.

ADA and 508 Compliance Requirements:

- a. Videos are accurately captioned.
- b. Audio files are transcribed.
- c. Objects (including images, tables, and charts) have alternative text.
- d. Course materials are “readable” in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
- e. Hyperlink text is meaningful.
- f. Documents are created in such a way that screen reading software can “read” them. (i.e. styles are used; column header rows in tables are specified, etc.)

6. In accordance with [Title 5](#) and [AP 4105](#) this course must promote regular effective instructor/student contact.

☒ I/We have read the full text of [Title 5](#) Section 55204 Instructor Contact, [AP 4105](#), and the guidelines listed below. Having thoughtfully considered the educational value of offering this course in the distance education environment, I/We agree that this course will consistently promote regular effective instructor/student contact.

Regular Effective Contact Guidelines: DE courses are considered the “virtual equivalent” to in-person courses. Lack of regular, timely, and effective contact between students and instructors is a major factor in student attrition and poor performance in online courses. Therefore, an instructor shall regularly initiate interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course.

Recommended:

- I. Syllabus includes a communication policy that explains or states the following:
 - a. the frequency of all contact initiated by the instructor.

- b. the timeliness of response to student-initiated contact.
- c. the course policy regarding student-initiated contact (where to post questions, assignments, etc.)
- d. important dates, such as assignment and assessment deadlines.
- e. Instructor contact information which includes virtual or in-person office hours.
- f. The student-to-student contact requirements for the course.

Required:

- II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.
- III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.
- IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in [AP 4105](#):

- | | | |
|---|--|---|
| a. Orientation materials | g. Face-to-face formal meetings | m. Personalized feedback for student work |
| b. Weekly announcements in the CMS | h. Feedback for student work | n. Voicemail and telephone |
| c. Threaded discussion boards | i. Podcasts | o. Interactive mobile technologies |
| d. Email contact (within or outside the CMS) | j. Instructor-prepared e-lectures or publisher-created e-lectures or materials | p. Videoconferencing |
| e. Participation in online group collaboration projects | k. Virtual Office hours | q. Live orientation or review sessions |
| f. Face-to-face informal meetings | l. Screencasts | r. Others as appropriate |



DE Committee Comments:

Department representative requested modification included during the meeting: checking off "Course is not appropriate for offline delivery" and course was appropriate for hybrid delivery with half laboratory time to be completed online by students. Checking off "other" in section four of the form. Clarification that in lieu of class models, students will use VB suite to meet laboratory learning objectives during online component of the course.

Approved by DLEC on March 10, 2025

Date forwarded to the Curriculum Committee: 03/12/2025

Curriculum Committee Comments:

Course Approved or Disapproved

BOARD AGENDA ITEM

Date: March 28, 2025

Submitted by: Jason Norris, Curriculum Technician

Area Administrator: Leslie Minor, Vice President of Instruction

Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item:

Course Inactivation

Background:

Under accreditation requirements, academic institutions are expected to review and update their courses. This request was reviewed and approved by the Curriculum and General Education Committee:

Allied Health/Applied Technologies:

1. WELD 1513 Work Experience in Welding

Board Goal/Accreditation Standard:

Strategic Action Plan #4. Continue to ensure the Board is knowledgeable about college programs and facilities, including how they meet community and student needs and foster student achievement.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President

To: Dr. Leslie Minor Chief Instructional Officer
Dr. Michelle Oja, Curriculum Committee Chair

From: Kanoe Bandy

Division: Applied Technologies

Date: 2/19/2025

Re: WELD 1513 - Inactivation

Type of Curriculum Change:

- | | |
|--|---|
| <input type="checkbox"/> New Course* | <input type="checkbox"/> Substantial Course Change* |
| <input type="checkbox"/> Nonsubstantial Course Change* | <input type="checkbox"/> Course Inactivation |

For Course Changes, why is this course being updated?

- ☐ For C-ID
- ☐ As part of the 5 year review cycle
- ☒ Other (please explain): WELD 1513-Inactivation

For New Courses, please enter a justification for the request:

Please enter a brief description of the background and rationale for the course. This might include a description of a degree or certificate for which the course is required or the relationship of this course to other courses in the same or other disciplines:

The division would like to recommend that WELD 1513 be inactivated. The course has not been taught since it was approved in the Spring of 2019. It is a stand-alone course that is not required for any degree or certificate.

Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

This is a stand-alone course.

SLOASC review date: _____

Distance Learning and Education Committee review date: _____ if requesting DLE.

☐ **Addition to Taft College General Education:**

☐ Natural Science

☐ Social & Behavioral Science

☐ English Composition

☐ Humanities

☐ Communication & Critical Thinking

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

Click here to enter text.



Created by: V. Jacobi
T. Furman
Date Created: Spring 2016
Semester effective: Spring 2019

Welding (WELD) 1513 Work Experience in Welding (1-4 units per semester-limit 8 units) CSU

- Prerequisite: Student must have declared Welding as major and be in good academic standing
- Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended
- Note: Units of Work Experience cannot be included as part of a student's study load for Veterans Educational benefits.
- Total Hours: 60 hours of unpaid work OR 75 hours of paid work equals one unit of credit; maximum 220-300 hours

Catalog Description: Application and Orientation required prior to enrolling in course. Please contact Cooperative Work Experience Coordinator. This work experience course of supervised employment is designed to assist students in work related to Welding. Credit may be accrued at the rate of 1 to 4 units per semester for a maximum of 8 units. Students must work 75 paid hours or 60 non-paid hours per unit earned. This course is offered on a pass/no pass basis.

Type of Class/Course: Degree Credit

At the conclusion of the course, the student will be able to

1. Demonstrate desirable work habits, attitudes, and vocational skills specific to Welding
2. Achieve satisfactory progress towards their individual learning objectives
3. Obtain a heightened sense of career awareness within the industry

Course Scope and Content:

1. Complete a Cooperative Work Experience Education (CWEE) Student Form
2. Participate in a CWEE Orientation
3. Register for a Work Experience class via Cougar Tracks (SSB)
4. Create in collaboration with TC CWEE Coordinator/Faculty and employer, on-the-job learning objectives outlined in Learning Objective Contract (at least one objective per unit enrolled)
5. Maintain an accurate timesheet, to be verified by employer/supervisor, and kept by CWEE Coordinator/Faculty
6. Meet, in-person, with CWEE Coordinator/Faculty at least once during term to discuss progress towards on-the-job learning objectives.
7. Complete a mid-term and end-of-term self-evaluation and evaluation of employer/jobsite

Methods of Evaluation:

Evaluation is the responsibility of CWEE Coordinator/Faculty. Assistance in determining the correct evaluation is provided by recommendations from supervisor as well as by student self-



evaluations. End of term evaluation should be based upon a predetermined learning plan, or a set of objectives, which everyone clearly understands and approves

1. Completion of all forms and appropriateness of meeting assigned appointments and deadlines
2. Completion of learning objectives
3. Job-related appropriateness/responsibility
4. Grade assigned and units granted on total hours worked during semester

Supplemental Data:

TOP Code:	095650 Welding Technology
SAM Priority Code:	C: Clearly Occupational
Funding Agency:	Y: Not Applicable
Program Status:	2: Stand alone
Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	Y: Course is a part of a cooperative education program
Eligible for Credit by Exam:	No
Eligible for Pass/No Pass:	No

BOARD AGENDA ITEM

Date: March 25, 2025
Submitted by: Megan Romero, Director TIL *MR*
Area Administrator: Heather del Rosario, VP Human Resources
Subject: Request for Approval

Board Meeting Date: April 9th 2025

Title of Board Item:

Request for Approval of Residence Hall/Dormitory Room & Board Fee Increase

Background:

Each year, Taft College reviews its residence hall and meal plan fees and conducts comparisons with other institutions. The college aims to remain an affordable option for all students, adjusting the costs of dorms and meals as needed.

The current TIL Residence Hall Room and Board fee for the 2024-25 academic year is Fall Semester \$4,502.52 (138 days @ \$32.63 per day) Spring Semester \$5,905.48 (181 days @ \$32.63 per day). A 9% increase is proposed for the 2025-26 year.

The Board of Trustees is requested to approve the proposed 9% increase, raising the TIL Residence Hall Room and Board fee for Fall Semester to \$4,907.75 (138 days @ \$35.56 per day) Spring Semester to \$6,436.97 (181 days @ \$35.56 per day) for academic year 25-26.

Board Goal/Accreditation Standard: Board Goal BFR #1

Terms (if applicable): The fees will be effective for the 2025-26 academic year.

Expense (if applicable): Not applicable

Fiscal Impact Including Source of Funds (if applicable): Slight increase in room and board revenues.

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President

BOARD AGENDA ITEM

Date: March 27, 2025

Submitted by: Xiaohong Li, VP of Information and Institutional Effectiveness

Area Administrator: Leslie Minor, Ph.D., Interim Superintendent/President

Subject: Request for Approval

Board Meeting Date:

April 9, 2025

Title of Board Item:

Accrediting Commission for Community and Junior College (ACCJC) – Annual Report and Annual Fiscal Report

Background:

In March of 2025 District staff prepared an Annual Report and Annual Fiscal Report as required by the ACCJC accrediting process. The reports will be submitted in April 2025. The due date for submission is April 11, 2025.

Board Goal/Accreditation Standard:

ACCJC Policy on Monitoring Institutional Performance
Board SAP #2

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved:



Leslie Minor, Ph.D., Interim Superintendent/President



ACCREDITING COMMISSION FOR
COMMUNITY AND JUNIOR COLLEGES

2025 Annual Report

General Instructions and Survey Questions

This document provides assistance with the ACCJC 2024 Annual Report. The final version of the report will be submitted online, but the questions are included below for reference and to assist with data collection. The 2024-2025 Annual Report is due no later than **April 11, 2025**.

ACCJC Support Contacts:

For technical support: Tom Lane (tlane@accjc.org)

For all other questions: Melynie Schiel (mschiel@accjc.org)

Background: About the ACCJC Annual Report

In accordance with federal regulations and the Commission [Policy on Monitoring Institutional Performance](#), ACCJC applies a set of annual monitoring and evaluation approaches to assess member institutions' strengths, stability, and ongoing alignment with the Standards during the course of the accreditation review cycle. The Annual Report (AR) is one of the tools used for this process. Using institutions' self-reported data, the ACCJC Annual Report collects headcount information to monitor institutional growth (including growth in distance and correspondence education) and institution-set standards for key indicators of student achievement, licensure exam pass rates, and job placement rates.

Overview of the 2025 Annual Report Survey

There were no major changes to the Annual Report questions for the 2025 survey. However, ACCJC staff added a question for institutions who have been approved for direct assessment programs. Institutions should complete this section once they have implemented their programs. ACCJC continues to use the same survey tool implemented in 2023 to improve usability and streamline the data collection and review processes.

Accessing, Completing, and Submitting the 2025 Annual Report Survey

Institutions submit the Annual Report electronically via an online survey. Instructions for accessing the survey are provided to each institution's Accreditation Liaison Officer (ALO) via email, usually in early February. Please contact Tom Lane (tlane@accjc.org) if you have questions about accessing the survey.

The 2025 Annual Report collects data for the three-year period that includes 2021-22, 2022-23, and 2023-24 (unless otherwise noted). Additional information and data definitions are provided in the instruction text where relevant. All questions in the survey are required, unless otherwise noted. If a question is not applicable, please enter **N/A**.

Answers are saved automatically when a page is completed. You can access and revise the online survey as many times as needed prior to submission. On the page with the Section Navigator, please click the 'Answer' button to start a section. Please note that as you try to proceed to the next page of the survey without completing each section, a warning will generate letting you know which sections remain incomplete.

To submit a final copy, follow the instructions in the Final Step page of the online survey. When the survey has

been submitted, the College ALO and the individual completing the survey (if different) will receive email confirmation of submission and a copy of the survey responses. ACCJC will forward a final PDF copy of the Annual Report to the ALO and CEO for final review (and adjustment, if needed). If no corrections or adjustments are needed, the PDF copy will stand as the final, certified copy of the Annual Report.

2025 Annual Report Survey

General Information

1. Confirm college name:	Taft College
2. Name of individual preparing report:	Xiaohong Li
3. Phone number of person preparing report:	661-763-7978
4. E-mail of person preparing report:	xli@taftcollege.edu

Enrollment Data: Unduplicated Headcount Enrollment

5. Total unduplicated headcount enrollment for last three years:

For the purposes of this report, unduplicated headcount is defined as the total number of students (credit and non-credit) enrolled at the end of the general enrollment period (also referred to as first census date). The academic year should include leading summer, fall, winter, and spring terms. If your institution calculates the academic year differently for the purposes of monitoring annual enrollment, you may respond using your local calculation and describe your method in Question 20.

2021-22:	6627	2022-23:	6869	2023-24:	7800
----------	------	----------	------	----------	------

- 5a. Year-to-Year Increase/Decrease:

	2021-22	2022-23	2023-24
% Change from Prior Year:	(n/a)	3.65%	13.55%

- 5b. If your institution experienced a one-year increase (or decrease) in enrollment of more than 50% in a single year, please explain below. Enter N/A if this does not apply.

N/A

Enrollment Data: Degree-applicable Enrollment (Credit Courses Only)

6. Total unduplicated headcount enrollment in degree applicable credit courses for last three years:

2021-22:	6627	2022-23:	6869	2023-24:	7795
----------	------	----------	------	----------	------

- 6a. Year-to-Year Increase/Decrease:

	2021-22	2022-23	2023-24
% Change from Prior Year:	(n/a)	3.65%	13.48%

- 6b. Please list any individual degree-applicable credit program which has experienced an increase or decrease of 50% or more in the last year. (Enter N/A if this does not apply to your institution.)

Per federal regulations, ACCJC is responsible for monitoring for significant program growth (or decline) that may potentially impact an institution's ability to meet Accreditation Standards. ACCJC does not determine

what constitutes a program for colleges. For the purposes of this report, you may define degree-applicable credit programs as appropriate for the context of your institution's unique mission.

N/A

Enrollment Data: Distance Education

7. Do you offer Distance Education?

Yes

If you answered no, skip to question 8.

7a. Total unduplicated headcount enrollment in distance education in the last three years:

Distance education is defined as education that uses technology to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. For the purposes of this report, include only those courses that are 100% online in your calculation of unduplicated headcount enrollment for distance education. Do not include hybrid courses or courses in which all the class hours are face to face, but some material is posted online.

2021-22: 2703

2022-23: 2500

2023-24: 2806

7b. Year-to-Year Increase/Decrease:

	2021-22	2022-23	2023-24
% Change from Prior Year:	(n/a)	-7.51%	12.24%

7c. If your institution experienced a one-year increase (or decrease) in total distance education enrollment of more than 50% in a single year, please explain below. Enter N/A if this does not apply.

N/A

7d. Total unduplicated **degree-applicable** headcount enrollment in distance education in the last three years:

Distance education is defined as education that uses technology to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. For the purposes of this report, include only those courses that are 100% online in your calculation of unduplicated headcount enrollment for distance education. Do not include hybrid courses or courses in which all the class hours are face to face, but some material is posted online.

2021-22: 2703

2022-23: 2500

2023-24: 2806

7e. Year-to-Year Increase/Decrease:

	2021-22	2022-23	2023-24
% Change from Prior Year:	(n/a)	-7.51%	12.24%

- 7f. If your institution experienced a one-year increase (or decrease) in enrollment of more than 50% in **degree applicable** distance education courses in a single year, please explain below. Enter N/A if this does not apply.

N/A

- 7g. % of all students that took at least one **degree applicable** distance education course:

2021-22: 88%

2022-23: 87%

2023-24: 82%

- 7h. % of all **degree applicable** distance education courses offered online:

This is the ratio of degree applicable courses offered via distance education divided by the total number of degree applicable courses offered. This is not a count of sections. A course is counted in the numerator if there were any courses offered via distance education.

2021-22: 46%

2022-23: 45%

2023-24: 44%

Enrollment Data: Correspondence Education

8. Do you offer Correspondence Education?

No

If you answered no, skip to question 9.

- 8a. Total unduplicated headcount enrollment in correspondence education in the last three years:

Correspondence education is defined as education in which (1) the institution provides instructional materials (and examinations on these materials), by mail or electronic transmission (including transmission via learning management system) to students who are separated from the instructor; and where (2) interaction between the instructor(s) and the student is limited, is not regular and substantive, and is primarily initiated by the student. Online courses or online portions of courses which primarily involve "paperwork" (e.g., reading textbook and other materials posted by the instructor, taking examinations, and submitting assignments) will fall within the definition of correspondence education rather than distance education. If the online portion of a class meets the definition of correspondence education, then even if the class also meets on site, it will be considered a correspondence education course for Title IV qualification purposes. Correspondence education is not considered distance education within the U.S. Department of Education definition (see question 7, above).

2021-22: N/A

2022-23: N/A

2023-24: N/A

- 8b. Year-to-Year Increase/Decrease:

	2021-22	2022-23	2023-24
% Change from Prior Year:	(n/a)	(n/a)	(n/a)

- 8c. If your institution experienced a one-year increase (or decrease) in correspondence education enrollment of more than 50% in a single year, please explain below. Enter N/A if this does not apply.

N/A

Student Achievement Data

9a. Does your institution participate in Title IV funding?

Yes	
-----	--

***If yes, complete questions 9b – 9c. If no, skip to question 10a.**

9b. List the current Graduation Rate per the US Education Department College Scorecard.

11%

The US Education Department College Scorecard can be accessed at <https://collegescorecard.ed.gov/>. Enter your institution's name in the search box to find the current graduation rate. For the purposes of the College Scorecard, graduation rate is defined as "the share of students who graduated within 8 years of entering this school for the first time."

9c. List the current Transfer Rate per the US Education Department College Scorecard. ((add box))

23%

The US Education Department College Scorecard can be accessed at <https://collegescorecard.ed.gov/>. After entering your institution's name in the search box to find the current graduation rate, scroll to the Graduation & Retention drop-down. After you expand the section, you will see the % of students that transferred out. For the purposes of the College Scorecard, graduation rate is defined as "the share of students who transferred to another institution within 8 years of entering this school for the first time."

10a. (Non Title IV institutions only) Please select the resource used by your college below for review of student achievement data.

- ☐ Student Achievement Measure (SAM)
- ☐ Voluntary Framework of Accountability (AACC)
- ☐ College established dashboard
- ☐ Other (please specify) _____

X N/A

10b. (Non Title IV institutions only) Please provide your most recent calculated the 6-year graduation rate. For example, the 2016-2017 first time student cohort (full time and part time) that **completed an award** at your institution by the end of the 2022-2023 academic year.

N/A

10c. (Non Title IV institutions only) Please provide your most recent calculated the 6-year transfer rate. For example, the 2016-2017 first time student cohort (full time and part time) that transferred to another institution and did not complete an award by the end of the 2022-2023 academic year.

N/A

11a Please provide a link to the exact page on your institution's website that displays its most recent publication of disaggregated student achievement data:

ACCJC will include a link to this page in your institution's entry in the [ACCJC Directory of Accredited Institutions](#). This reporting and monitoring requirement supports ACCJC's recognition by the Council of Higher Education Accreditation (CHEA) and is aligned with ACCJC's Accreditation Standards 1.1, 1.3, 1.5, and 2.9.

<https://www.taftcollege.edu/about/offices-departments/institutional-research-planning/data-dashboards/index.php>

11b Please review and score your institution's website on the [Rubric for Effective Institutional Outcome Transparency](#).

The Rubric for Effective Institutional Outcome Transparency provides a mechanism for institutions to review and self-score their publicly available student achievement data story. As part of the Annual Report submission process, institutions are asked to evaluate their Institutional Outcome Transparency according to the criteria presented in this rubric.

Score: 8

Reflecting on your score above, describe how your college is supporting continual improvement and innovation in alignment with the ACCJC Standards and guidelines for data transparency on your institution's public website?

Our college fosters continual improvement and innovation by aligning with ACCJC Standards and ensuring data transparency on our public website. We assess institutional effectiveness using student data and program reviews to guide decision-making. Key performance indicators from the Strategic Action Plan (SAP), Institution-Set Standards (ISS), and institutional research data are publicly accessible, promoting accountability. ISS and SAP data are shared through governance bodies like the Academic Senate, Governance Council, and committees with ASO student representatives. This inclusive approach enables faculty, staff, and students to contribute to ongoing improvements, upholding accreditation standards and advancing student success.

Institution-Set Standards: Course Completion

For the purposes of this report, the successful course completion rate is calculated as the number of student completions with a grade of C or better divided by the number of students enrolled in the course. If your institution calculates successful course completion differently, you may respond using your local calculation and describe your methodology in Question 18.

	2021-22	2022-23	2023-24
12a. List your Institution-Set Standard (floor) for successful student course completion rate:	66%	66%	66%
12b. List your stretch goal (aspirational) for successful student course completion rate:	79%	79%	72%
12c. List the actual successful student course completion rate:	69%	70%	72%

Institution-Set Standards: Certificates

13. Does your college offer Certificates for 16 or more units/credits? *If you answered no, skip to question 14.*

Yes	
-----	--

For the purposes of the Annual Report, report only certificate awards for 16 or more units.

- 13a. Type of Institute-set standard for certificates:
(Please select one option from the menu):

- ☒ Number of certificates
☐ Percent of headcount
☐ Number-other
☐ Percent-other

If Number-other or Percent-other, please describe:

	2021-22	2022-23	2023-24
13b. List your Institution-Set Standard (floor) for certificates:	31	31	31
13c. List your stretch goal (aspirational) for certificates:	35	35	50
13d. List actual number or percentage of certificates:	33	137	169

Institution-Set Standards: Associate Degrees

14. Type of Institute-set standard for associate degrees:
(Please select one option from the menu):

- ☒ Number of degrees
☐ Percent of headcount
☐ Number-other
☐ Percent-other

If Number-other or Percent-other, please describe:

	2021-22	2022-23	2023-24
14a. List your Institution-Set Standard (floor) for associate degrees:	340	340	380
14b. List your stretch goal (aspirational) for associate degrees:	453	453	519
14c. List actual number or percentage of associate degrees:	556	539	511

Institution-Set Standards: Baccalaureate Degrees

15. Does your college offer a baccalaureate degree?

Yes

If you answered no, skip to question 16.

- 15a. Type of Institute-set standard for baccalaureate degrees:
(Please select one option from the menu):

- ☒ Number of degrees
☐ Percent of headcount
☐ Number-other
☐ Percent-other

If Number-other or Percent-other, please describe:

	2021-22	2022-23	2023-24
15b. List your Institution-Set Standard (floor) for baccalaureate degrees:		0	0

15c. List your stretch goal (aspirational) for baccalaureate degrees:

0	0
---	---

15d. List actual number or percentage of baccalaureate degree awards:

0	0
---	---

Institution-Set Standards: Direct Assessment Programs

16. Does your college offer a Direct Assessment Program?

	No
--	----

Direct Assessment is a form of Competency Based Education as discussed in ACCJC's Policy on Competency Based Education. ACCJC has included this section in the Annual Report Survey in anticipation of colleges seeking to implement Competency Based Education programs using the Direct Assessment approach and will be required to report this data

17. Does your college offer Transfer Programs? *If you answered no, skip to question 18.*

Yes	
-----	--

17a. Type of Institute-set standard for transfers:
(Please select one option from the menu):

☒ Number of transfers

☐ Percent of headcount

☐ Number-other

☐ Percent-other

If Number-other or Percent-other, please describe:

17b. List your Institution-Set Standard (floor) for the students who transfer to a 4-year college/university:

2021-22	2022-23	2023-24
218	170	170

17c. List your stretch goal (aspirational) for the students who transfer to a 4-year college/university:

231	231	242
-----	-----	-----

17d. List actual number or percentage of students who transfer to a 4-year college/university:

185	244	203
-----	-----	-----

Institution-Set Standards: Licensure Examination Pass Rates

18. Does your college offer programs that require students pass a licensure or similar exam in order to work in the field? *If you answered no, skip to question 19.*

Yes	
-----	--

- 18a. Examination pass rates for programs in which students are required to pass a licensure or other similar examination in order to work in their field of study:

Report only those programs for which a license or other similar examination is required before students can qualify for employment in their chosen field of study, and where there were at least 10 students who completed the program in the designated year.

Program	Exam Type (National, State, Other)	Institution- Set Standard (%) (Floor)	Stretch (Aspirational) Goal (%)	2021-22 Pass Rate (%)	2022-23 Pass Rate (%)	2023-24 Pass Rate (%)
Dental Hygiene	State	85%	100%	95%	100%	100%

Institution-Set Standards: Employment Rates for Career and Technical Education Students

- 19 Does your college offer Career and Technical Education Programs? *If you answered no, skip to question 20.*

Yes	
-----	--

- 19a. Job placement rates for students completing certificate programs and CTE (career-technical education) degrees for last three years available data:

For the purposes of the Annual Report, Job Placement Rate is defined as the percentage of students who are employed in the year following completion of a CTE (career-technical education) certificate or degree program. (This means that the denominator for the 2022-23 job placement rate will be the number of students who completed the program in 2021-22.) Report only those programs with a minimum of 10 students in the completion year. For example, if a program had 9 students complete in 2021-22, you do not need to report a job placement rate for 2022-23. Report only those programs for which reliable data are available.

If your institution has defined its job placement rate differently than what is described above, you may complete this question using your local definition – but please describe your definition and methodology in Question 19.

Program	Institution-Set Standard (%) (Floor)	Stretch (Aspirational) Goal (%)	2021-22 Job Placement Rate (%)	2022-23 Job Placement Rate (%)	2023-24 Job Placement Rate (%)
Business and Commerce, General	73%	75%	82%	80%	62%
Health Occupations, General	73%	91%	90%	76%	90%
Dental Hygiene	73%	95%	88%	95%	100%
Early Childcare ED	73%	85%	79%	67%	72%
Administration of Justice	73%	85%	100%	95%	75%

Other Information

20. Please use the text box below to provide any comments or context regarding the data submitted in this report (optional, no word limit):

We have a significant number of students enrolled in one-day, in-person job training classes at our partner facilities. These students are reported to IPEDS. However, for 7g, which measures the percentage of students who took at least one degree-applicable distance education course, these students were not included in the calculation.

In this Annual Report, ACCJC seeks to gain additional insights from our member institutions. Regarding student achievement data, these questions seek to learn more about how colleges are advancing student achievement, challenges faced, and support needed.

21. *Reflecting on your Institution's student achievement(s), what efforts/initiatives/competencies have you found to be fundamental in supporting the recent successes you've observed/reported? Please describe any innovations and improvements along with a brief narrative of how it was achieved.*

Our college has made significant strides in student achievement, with increasing course completion rates and certificate recipients over the past two years. Key initiatives include the establishment of the HSI workgroup, Cougar Days, HSI Freshman Experience Day, and intentional faculty development opportunities. The HSI workgroup focuses on retention strategies to narrow achievement gaps, while the Freshman Experience Day provided students and parents with essential resources. To enhance student support, we implemented intrusive counseling, proactively reaching out to non-returning students via email, phone calls, and Zoom. Timely registration campaigns and workshops ensured students enrolled in classes on time. Our "Celebrate the Student" campaign and administration-led events fostered a sense of belonging and persistence. Additionally, through our Zero Textbook Costs (ZTC) initiatives, we have expanded the use of Open Educational Resources, reducing barriers to course materials. We have also increased access to academic support services by expanding tutoring hours and enhancing resources for distance education learners. Student Services further strengthened retention through ASO affinity clubs and mental health support. Various programs hosted targeted workshops and events, reinforcing student engagement. Through strategic outreach, shared governance, and a culture of care, our college remains committed to student success, equity, and continuous innovation.

22. *What professional development can the Commission coordinate to support your Institution in achieving its student success goals within the next three-year cycle?*

OPEN TEXT BOX, max 200 words

SUBMISSION INSTRUCTIONS

Once all data has been entered into the online survey, use the Section Navigation links to review carefully. Answers may be reviewed and revised as many times as needed prior to final submission.

Follow the instructions in the **Final Step** page of the online survey to submit. When the survey has been submitted, the College ALO and the individual completing the survey (if different) will receive email confirmation of submission and a copy of the survey responses. ACCJC will forward a final PDF copy of the Annual Report to the ALO and CEO for final review (and adjustment, if needed). If no corrections or adjustments are needed, the PDF copy will stand as the final, certified copy of the Annual Report.



ACCREDITING COMMISSION FOR
COMMUNITY AND JUNIOR COLLEGES

ANNUAL FISCAL REPORT

2025 Annual Fiscal Report Questions California Community College (Fiscal Year 2023-2024) - Single College District: Taft College

Section 1 - General Information:

Questions marked with an * are required.

1. College name: *

Taft College

2. District name (if different from college name, otherwise enter 'n/a'):

West Kern Community Colle

3. Contact information for Chief Business Officer:

Name of College/District Chief Business Officer (CBO) *

Mike Giacomini

Title of College/District CBO *

Vice President



ACCREDITING COMMISSION FOR
COMMUNITY AND JUNIOR COLLEGES

ANNUAL FISCAL REPORT

2025 Annual Fiscal Report Questions California Community College (Fiscal Year 2023-2024) - Single College District: Taft College

Section 2 - Revenue:

For numerical fields, commas can be entered to delineate 1000s (e.g. 1,000,000)

4. Revenue (Source: Unrestricted General Fund, CCFS 311 Annual, Revenues, Expenditures, and Fund Balance) *

	FY 2021/2022 (\$)	FY 2022/2023 (\$)	FY 2023/2024 (\$)
4a. Total Unrestricted General Fund Revenues (excluding account 8900)	34776888	32913168	31599104
4b. Other Unrestricted Financing Sources (account 8900) (if none, please enter 0)	463	51	0

Please use the 'Next' button for page 2 of Revenues.

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85%

Section 2 - Revenue (Part 2)

4b. Other Unrestricted Financing Sources (account 8900) is primarily comprised of (two largest components, if applicable):

Note: ACCJC does not count other unrestricted financing sources as a regular and ongoing source of revenue, unless it is a sustainable annual revenue. ACCJC will no longer count HEERF funds as sustainable beginning with FY 22/23. Please list any HEERF used in 22/23 and 23/24 as one-time. Transfers-in from OPEB trusts are not sustainable; list as one-time.

4bi. On the previous page, you listed \$463 in revenue from Other Unrestricted Financing Sources in FY 2021/2022. Please describe the two primary sources for this revenue. (List no more than 2).

	Description	Amount (\$)	Sustainable/One-time/HEERF
FY 2021/2022 (1) *	Restitution of	463	One-time
FY 2021/2022 (2)			-- Please Select --

4bi. On the previous page, you listed \$51 in revenue from Other Unrestricted Financing Sources in FY 2022/2023. Please describe the two primary sources for this revenue. (List no more than 2).

	Description	Amount (\$)	Sustainable/One-time/HEERF
FY 2022/2023 (1) *	Restitution of	51	One-time
FY 2022/2023 (2)			-- Please Select --

5. Unrestricted General Fund Beginning/Ending Balance *

	FY 2021/2022 (\$)	FY 2022/2023 (\$)	FY 2023/2024 (\$)
a. Net (Adjusted) Unrestricted General Fund Beginning Balance	15719048	18387966	13636338
<i>Use adjusted unrestricted beginning fund balance from CCFS 311 Annual.</i>			
b. Net Unrestricted General Fund Ending Balance, including transfers in/out	18387965	13636464	20693261
<i>This amount is the amount reported on the CCFS 311 report after transfers in/out</i>			

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ACCREDITING COMMISSION FOR
COMMUNITY AND JUNIOR COLLEGES

ANNUAL FISCAL REPORT

2025 Annual Fiscal Report Questions California Community College (Fiscal Year 2023-2024) - Single College District: Taft College

Section 3 - Expenditures/Transfers (General Fund Expenditures/Operating Expenditures):

(Source: Unrestricted General Fund, CCFS 311 Annual, Revenues, Expenditures, and Fund Balance)

5. Expenditures (Source: Unrestricted General Fund, CCFS 311 Annual, Revenues, Expenditures, and Fund Balance) *

	FY 2021/2022 (\$)	FY 2022/2023 (\$)	FY 2023/2024 (\$)
a. Total Unrestricted General Fund Expenditures (including account 7000)	32108429	38436569	33579768
b. Total Unrestricted General Fund Salaries and Benefits (accounts 1000, 2000, 3000)	23126952	25150928	28587703
c. Other Unrestricted General Fund Expenses (6a-6b)	8981477	13285641	4992065
d. Unrestricted General Fund Ending Balance	18387965	13636464	20693261

6.d. same as 5.b., which includes transfers in/out



ACCREDITING COMMISSION FOR
COMMUNITY AND JUNIOR COLLEGES

ANNUAL FISCAL REPORT

2025 Annual Fiscal Report Questions California Community College (Fiscal Year 2023-2024) - Single College District: Taft College

Section 4 - Liabilities - Debt:

7. Did the District borrow funds for cash flow purposes? *

	Yes	No
FY 2021/2022	<input type="radio"/>	<input checked="" type="radio"/>
FY 2022/2023	<input type="radio"/>	<input checked="" type="radio"/>
FY 2023/2024	<input type="radio"/>	<input checked="" type="radio"/>

8. Short-Term Borrowing (TRANS, etc.) *

List total short-term Unrestricted General Fund Borrowing/Debt.

FY 2021/2022 (\$)	<input type="text" value="0"/>
FY 2022/2023 (\$)	<input type="text" value="0"/>
FY 2023/2024 (\$)	<input type="text" value="0"/>

9. Did the District issue unrestricted long-term debt instruments or other new borrowing (not G.O. Bonds) during the fiscal year? (Do not include GASB 87 capitalized leases) *

	Yes	No
FY 2021/2022	<input type="radio"/>	<input checked="" type="radio"/>
FY 2022/2023	<input type="radio"/>	<input checked="" type="radio"/>
FY 2023/2024	<input type="radio"/>	<input checked="" type="radio"/>

9a. If you answered YES for any year in question 9, please indicate what type. Enter n/a if not applicable. *

	FY 2021/2022	FY 2022/2023	FY 2023/2024
Please indicate what type of long-term debt instruments or new borrowing the college issued.	<input type="text" value="n/a"/>	<input type="text" value="n/a"/>	<input type="text" value="n/a"/>

9b. If you answered YES for any year in question 9, please indicate amounts. Enter n/a if you answered NO. *

	FY 2021/2022 (\$)	FY 2022/2023 (\$)	FY 2023/2024 (\$)
Total amount for debt instruments/borrowing entered for question.	<input type="text" value="n/a"/>	<input type="text" value="n/a"/>	<input type="text" value="n/a"/>

10. Annual Debt Service Payments (Unrestricted General Fund). Please include annual payments on GASB 87 capitalized leases. *

	FY 2021/2022 (\$)	FY 2022/2023 (\$)	FY 2023/2024 (\$)
Annual Debt Service Payment Amounts <i>(include transfers made from the UCF to any other fund for the purposes of debt service payments)</i>	<input type="text" value="0"/>	<input type="text" value="148477"/>	<input type="text" value="371981"/>



ACCREDITING COMMISSION FOR
COMMUNITY AND JUNIOR COLLEGES

ANNUAL FISCAL REPORT

2025 Annual Fiscal Report Questions California Community College (Fiscal Year 2023-2024) - Single College District: Taft College

Section 5 - Other Post-Employment Benefits (OPEB):

Source: Most recent GASB 74/75 OPEB Actuarial Report

11. Most recent GASB 74/75 OPEB actuarial year: *

a. Total OPEB Liability (TOL) for OPEB

\$ 24873509

b. Fiduciary Net Position (FNP)

\$ 11693870

c. Net OPEB Liability (11a-11b)

\$ 13179639

d. Funded Ratio [Fiduciary Net Position (FNP)/TOL]

47%

12. Date of most recent GASB 74/75 OPEB Actuarial Report – use valuation date *

06/30/2024 

13. Has an irrevocable trust been established for OPEB liabilities? *

☒ Yes ☐ No

14. OPEB Trust or Reserves (enter n/a if not applicable) *

	FY 2021/2022 (\$)	FY 2022/2023 (\$)	FY 2023/2024 (\$)
14a. Amount deposited into OPEB Irrevocable Trust			
<i>Add amounts deposited during the fiscal year. These amounts are usually included in the District's Annual Audit, and trust is referred to as Fiduciary Trust or Plan Fiduciary.</i>	642877	484464	0
14b. Amount deposited into non-irrevocable Reserve specifically for OPEB	0	0	0

15. Has the district utilized OPEB or other special retiree benefit funds to help balance the general fund budget in 2023/2024?

*If yes, please be sure to provide the description and amount in Section 2: Revenue in your answers for Question 4b, FY 2023/2024. **

☐ Yes ☒ No



ACCREDITING COMMISSION FOR
COMMUNITY AND JUNIOR COLLEGES

ANNUAL FISCAL REPORT

2025 Annual Fiscal Report Questions California Community College (Fiscal Year 2023-2024) - Single College District: Taft College

Section 6 - Cash Position:

16. Cash Balance at June 30 from Annual CCFS 311 Report *

	FY 2021/2022 (\$)	FY 2022/2023 (\$)	FY 2023/2024 (\$)
Combined General Fund Balance Sheet Total (Unrestricted and Restricted – accounts 9100 through 9115)	15851662	21563635	26597892

17. Does the College prepare cash flow projections during the year? *

☐ Yes ☒ No

2025 Annual Fiscal Report Questions California Community College (Fiscal Year 2023-2024) - Single College District: Taft College

Section 7 - Annual Audit Information:

NOTE: Audited financial statements are due to the ACCJC no later than April 12th, 2025. Please email a PDF version of the Audited Financial Statements to support@accjc.org.

18. Date annual audit report for 2023/2024 was electronically submitted to ACCJC, along with the institution's response to any audit exceptions *

03/13/2025



The following information is found in the beginning of the Findings and Questioned Costs Section of the Annual Audit.

19. List the number of audit findings (financial statement, federal compliance and state compliance) for each year *

FY 2021/2022

FY 2022/2023

FY 2023/2024

Number of findings (enter 0 if none)

0

0

0

20. From Summary of Auditors Results (Annual Audit) for FY 2023/2024:

Number of modified/qualified opinions, if any (enter 0 if none): *

0

2025 Annual Fiscal Report Questions California Community College (Fiscal Year 2023-2024) - Single College District: Taft College

Section 8 - Other Information:

21. Budgeted/Actual FTES *

	FY 2021/2022	FY 2022/2023	FY 2023/2024
21a. Final Adopted Budget – budgeted Full Time Equivalent Students (FTES) (Annual Target) <i>Resident FTES only.</i>	1811.13	1795.83	2259.49
21b. Actual Full Time Equivalent Students (FTES) from Annual CCFS 320, or from more recent CCFS 320 Recal if applicable <i>Report resident FTES only. Please use actual FTES, not hold harmless FTES</i>	1811.13	1795.83	2259.49

22a. During the report year, did the institution settle any contracts with employee bargaining units? *

☐ Yes ☒ No

22b. Did any negotiations remain open? *

☐ Yes ☒ No

22c. How many unit contracts remained open (ongoing negotiations) for over two years? (enter 0 if none) *

0

22d. Please use the box below to provide additional context related to ongoing negotiations. *

NA

23. USDE official cohort Student Loan Default Rate (FSLD) *

	Cohort Year 2019 (Published fall 2022)	Cohort Year 2020 (Published fall 2023)	Cohort Year 2021 (Published fall 2024)
Cohort 3-year rate	0%	0%	0%

24a. For report year, how many executive or senior administrative leadership positions have a new permanent administrator hired into the position as of June 30, 2024, or remain vacant at June 30, 2024?

Senior administrative leadership generally includes the Chief Executive Officer (CEO) of the college/district and up to five senior administrators of the college/district who report to that position based on the institutional org chart. Senior executive leadership always includes the chief business official, chief financial officer of the college/district.

1

24b. How many executive or senior administration leadership positions have been replaced with an interim as of June 30, 2024? *


1

24c. Please describe the leadership change(s) (Please enter 'n/a' if there were no leadership changes.) *

24a. New Superintendent/President hired to replace retiring Interim Superintendent/President
24b. Interim Superintendent/President was in place to provide leadership during the search for the Superintendent/President

25. Please use this text box to provide any comments regarding the data submitted in this report (optional, no limit).

BOARD AGENDA ITEM

Date: March 24, 2025
Submitted by: Heather del Rosario, Vice President of Human Resources 
Area Administrator: Dr. Leslie Minor, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item:

Notice of Release of Grant or Categorically Funded or Temporary Faculty

Employee ID No. A00101632	Effective Date of Release 6/30/2025
------------------------------	--

Background:

In accordance with EC 87470, subdivision (A)(3), persons may be employed for periods that are less than a full college year, and may be terminated at the expiration of the contract or specially funded project without regard to other requirements of this code respecting the termination of contract or regular employees. The effective date of release is the expiration date of the contract for the temporary faculty employee.

Board Goal/Accreditation Standard:

N/A

Terms (if applicable): _____


N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President

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

RESOLUTION NO. 2024/25-07

**RELEASE OF EMPLOYEE ID No. A00101632
CATEGORICALLY FUNDED TEMPORARY EMPLOYEE**

WHEREAS, Employee ID No. A00101632 has been employed by the West Kern Community College District as a temporary faculty employee since August 2024; and

WHEREAS, in accordance with the standards and procedures established by the District in accordance with the provisions of Education Code Section 87470 et seq.; and

WHEREAS, the Superintendent/President has recommended to this Board that Employee ID No. A00101632 be released pursuant to Education Code Sections 87470, et seq., a copy of which recommendation is attached as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That Employee ID No. A00101632, has been given notice of release by the Superintendent/_President or his designee on or before March 15, 2025.
2. That the Superintendent/President or his designee shall have the authority to do all things necessary and proper to accomplishing the purposes of this Resolution.

The foregoing Resolution was adopted by the Governing Board of the West Kern Community College District on the 9th day of April, 2025 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Dr. Kathy Orrin, President
Board of Trustees
West Kern Community College District

I, Michael Eveland, Secretary to the Governing Board of the West Kern Community College District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on April 9, 2025.

Michael Eveland, Secretary
Board of Trustees
West Kern Community College District

EXHIBIT A

**RECOMMENDATION OF THE SUPERINTENDENT/PRESIDENT
TO RELEASE EMPLOYEE ID No. A00101632
AS A TEMPORARY FACULTY EMPLOYEE
OF THE WEST KERN COMMUNITY COLLEGE DISTRICT**

TO THE GOVERNING BOARD OF THE WEST KERN COMMUNITY COLLEGE DISTRICT:

The undersigned, Superintendent/President of the West Kern Community College District, recommends to this Board, pursuant to Education Code Section 87470, that it take action to release EMPLOYEE ID No. A00101632, a temporary faculty employee, on the effective date of 06/30/25.

I further recommend that this Board direct me or my designee to send notice to EMPLOYEE ID No. A00101632 that he/she will be released by this Board to employment as a temporary faculty employee with the West Kern Community College District.

Respectfully submitted,

Dr. Leslie Minor
Interim Superintendent/President
West Kern Community College District

EXHIBIT A

**RECOMMENDATION OF THE SUPERINTENDENT/PRESIDENT
TO RELEASE EMPLOYEE ID No. A00101632
AS A TEMPORARY FACULTY EMPLOYEE
OF THE WEST KERN COMMUNITY COLLEGE DISTRICT**

TO THE GOVERNING BOARD OF THE WEST KERN COMMUNITY COLLEGE DISTRICT:

The undersigned, Superintendent/President of the West Kern Community College District, recommends to this Board, pursuant to Education Code Section 87470, that it take action to release EMPLOYEE ID No. A00101632, a temporary faculty employee, on the effective date of 06/30/25.

I further recommend that this Board direct me or my designee to send notice to EMPLOYEE ID No. A00101632 that he/she will be released by this Board to employment as a temporary faculty employee with the West Kern Community College District.

Respectfully submitted,

Dr. Leslie Minor
Interim Superintendent/President
West Kern Community College District

BOARD AGENDA ITEM

Date: March 31, 2025
Submitted by: Heather del Rosario, Vice President of Human Resources
Area Administrator: Dr. Leslie Minor, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item:

Notice of Release of Grant or Categorically Funded or Temporary Faculty

Employee ID No. A00200467	Effective Date of Release 6/30/2025
------------------------------	--

Background:

In accordance with EC 87470, subdivision (A)(3), persons may be employed for periods that are less than a full college year, and may be terminated at the expiration of the contract or specially funded project without regard to other requirements of this code respecting the termination of contract or regular employees. The effective date of release is the expiration date of the contract for the temporary faculty employee.

Board Goal/Accreditation Standard:

N/A

Terms (if applicable): _____

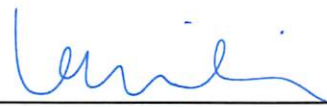
N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President

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

RESOLUTION NO. 2024/25-08

**RELEASE OF EMPLOYEE ID No. A00200467
CATEGORICALLY FUNDED TEMPORARY EMPLOYEE**

WHEREAS, Employee ID No. A00200467 has been employed by the West Kern Community College District as a temporary faculty employee since July 2024; and

WHEREAS, in accordance with the standards and procedures established by the District in accordance with the provisions of Education Code Section 87470 et seq.; and

WHEREAS, the Superintendent/President has recommended to this Board that Employee ID No. A00200467 be released pursuant to Education Code Sections 87470, et seq., a copy of which recommendation is attached as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That Employee ID No. A00200467, has been given notice of release by the Superintendent/President or his designee on or before March 15, 2025.

2. That the Superintendent/President or his designee shall have the authority to do all things necessary and proper to accomplishing the purposes of this Resolution.

The foregoing Resolution was adopted by the Governing Board of the West Kern Community College District on the 9th day of April, 2025 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Dr. Kathy Orrin, President
Board of Trustees
West Kern Community College District

I, Michael Eveland, Secretary to the Governing Board of the West Kern Community College District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on April 9, 2025.

Michael Eveland, Secretary
Board of Trustees
West Kern Community College District

EXHIBIT A

**RECOMMENDATION OF THE SUPERINTENDENT/PRESIDENT
TO RELEASE EMPLOYEE ID No. A00200467
AS A TEMPORARY FACULTY EMPLOYEE
OF THE WEST KERN COMMUNITY COLLEGE DISTRICT**

TO THE GOVERNING BOARD OF THE WEST KERN COMMUNITY COLLEGE DISTRICT:

The undersigned, Superintendent/President of the West Kern Community College District, recommends to this Board, pursuant to Education Code Section 87470, that it take action to release EMPLOYEE ID No. A00200467, a temporary faculty employee, on the effective date of 06/30/25.

I further recommend that this Board direct me or my designee to send notice to EMPLOYEE ID No. A00200467 that he/she will be released by this Board to employment as a temporary faculty employee with the West Kern Community College District.

Respectfully submitted,

Dr. Leslie Minor
Interim Superintendent/President
West Kern Community College District

EXHIBIT A

**RECOMMENDATION OF THE SUPERINTENDENT/PRESIDENT
TO RELEASE EMPLOYEE ID No. A00200467
AS A TEMPORARY FACULTY EMPLOYEE
OF THE WEST KERN COMMUNITY COLLEGE DISTRICT**

TO THE GOVERNING BOARD OF THE WEST KERN COMMUNITY COLLEGE DISTRICT:

The undersigned, Superintendent/President of the West Kern Community College District, recommends to this Board, pursuant to Education Code Section 87470, that it take action to release EMPLOYEE ID No. A00200467, a temporary faculty employee, on the effective date of 06/30/25.

I further recommend that this Board direct me or my designee to send notice to EMPLOYEE ID No. A00200467 that he/she will be released by this Board to employment as a temporary faculty employee with the West Kern Community College District.

Respectfully submitted,

Dr. Leslie Minor
Interim Superintendent/President
West Kern Community College District

BOARD AGENDA ITEM

Date: March 31, 2025
Submitted by: Heather del Rosario, Vice President of Human Resources
Area Administrator: Dr. Leslie Minor, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item:

Notice of Release of Grant or Categorically Funded or Temporary Faculty

Employee ID No. A00256927	Effective Date of Release 6/30/2025
------------------------------	--

Background:

In accordance with EC 87470, subdivision (A)(3), persons may be employed for periods that are less than a full college year, and may be terminated at the expiration of the contract or specially funded project without regard to other requirements of this code respecting the termination of contract or regular employees. The effective date of release is the expiration date of the contract for the temporary faculty employee.

Board Goal/Accreditation Standard:

N/A

Terms (if applicable): _____

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved:  _____
Leslie Minor, Ph.D., Interim Superintendent/President

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

RESOLUTION NO. 2024/25-09

**RELEASE OF EMPLOYEE ID No. A00256927
CATEGORICALLY FUNDED TEMPORARY EMPLOYEE**

WHEREAS, Employee ID No. A00256927 has been employed by the West Kern Community College District as a temporary faculty employee since July 2019; and

WHEREAS, in accordance with the standards and procedures established by the District in accordance with the provisions of Education Code Section 87470 et seq.; and

WHEREAS, the Superintendent/President has recommended to this Board that Employee ID No. A00256927 be released pursuant to Education Code Sections 87470, et seq., a copy of which recommendation is attached as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That Employee ID No. A00256927, has been given notice of release by the Superintendent/President or his designee on or before March 15, 2025.

2. That the Superintendent/President or his designee shall have the authority to do all things necessary and proper to accomplishing the purposes of this Resolution.

The foregoing Resolution was adopted by the Governing Board of the West Kern Community College District on the 9th day of April, 2025 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Dr. Kathy Orrin, President
Board of Trustees
West Kern Community College District

I, Michael Eveland, Secretary to the Governing Board of the West Kern Community College District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on April 9, 2025.

Michael Eveland, Secretary
Board of Trustees
West Kern Community College District

EXHIBIT A

**RECOMMENDATION OF THE SUPERINTENDENT/PRESIDENT
TO RELEASE EMPLOYEE ID No. A00256927
AS A TEMPORARY FACULTY EMPLOYEE
OF THE WEST KERN COMMUNITY COLLEGE DISTRICT**

TO THE GOVERNING BOARD OF THE WEST KERN COMMUNITY COLLEGE DISTRICT:

The undersigned, Superintendent/President of the West Kern Community College District, recommends to this Board, pursuant to Education Code Section 87470, that it take action to release EMPLOYEE ID No. A00256927, a temporary faculty employee, on the effective date of 06/30/25.

I further recommend that this Board direct me or my designee to send notice to EMPLOYEE ID No. A00256927 that he/she will be released by this Board to employment as a temporary faculty employee with the West Kern Community College District.

Respectfully submitted,

Dr. Leslie Minor
Interim Superintendent/President
West Kern Community College District

EXHIBIT A

**RECOMMENDATION OF THE SUPERINTENDENT/PRESIDENT
TO RELEASE EMPLOYEE ID No. A00256927
AS A TEMPORARY FACULTY EMPLOYEE
OF THE WEST KERN COMMUNITY COLLEGE DISTRICT**

TO THE GOVERNING BOARD OF THE WEST KERN COMMUNITY COLLEGE DISTRICT:

The undersigned, Superintendent/President of the West Kern Community College District, recommends to this Board, pursuant to Education Code Section 87470, that it take action to release EMPLOYEE ID No. A00256927, a temporary faculty employee, on the effective date of 06/30/25.

I further recommend that this Board direct me or my designee to send notice to EMPLOYEE ID No. A00256927 that he/she will be released by this Board to employment as a temporary faculty employee with the West Kern Community College District.

Respectfully submitted,


Dr. Leslie Minor
Interim Superintendent/President
West Kern Community College District

BOARD AGENDA ITEM

Date: April 1, 2025

Submitted by: Nick Valsamides, Executive Director of Fiscal Services

Area Administrator: Mike Giacomini, Vice President of Administrative Services

Subject: Request for Approval 

Board Meeting Date: April 9, 2025

Title of Board Item: 2024/2025 Request for authorization to transfer Unrestricted General Funds to the Futuris Public Entity Investment Trust Program for Post-Employment Benefits

Background:

It is hereby requested that the Board of Trustees of West Kern Community College District authorize the West Kern Community College District's (WKCCD) transfer of \$484,464 from the Unrestricted General Funds into the West Kern Community College District Futuris Public Entity Investment Trust Program account which the Benefit Trust Company is administering. The District began to fund this irrevocable trust in the 2009/2010 fiscal year in response to GASB 43 and 45.

The West Kern Community College District Plan is a single employer-defined benefit healthcare plan administered by the District. The Plan provides medical and dental insurance benefits to eligible retirees and their spouses.

Terms (if applicable): Not applicable

Expense (if applicable): This item was budgeted for in the 2024/2025 budget


Fiscal Impact Including Source of Funds (if applicable):

This proposed transfer is included in the adopted FY 2024/2025 WKCCD budget and will be made before the end of FY 2024/2025.

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President

BOARD AGENDA ITEM

Date: March 31, 2025

Submitted by: Cecilia Alvarado, Dean of Student Services 

Area Administrator: Leslie Minor, Acting Vice President of Student Services

Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item:

Adoption of Rules and Regulations Relating to the West Kern Community College District Student Trustee, June 1, 2025 - May 31, 2026

Background:

State law (**Education Code 72023.5**) requires the board of trustees of each community college district to have at least one non-voting student member to be chosen by the students in a manner determined by the board.

Annually, Districts are required by law to adopt rules related to the responsibilities and privileges of the student trustee.

Board Goal/Accreditation Standard:

1. Continue to strengthen trustee knowledge and skills, and the ability of the Board to work as a team.
2. Ensure success of the Superintendent/President through ongoing communication and support.
3. Foster increased involvement of the student trustee in board development.

Terms (if applicable):

June 1, 2025 - May 31, 2026

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President

RULES AND REGULATIONS RELATING TO THE WEST KERN COMMUNITY COLLEGE DISTRICT STUDENT TRUSTEE

June 1, 2025 – May 31, 2026

These rules and regulations were revised on September 10, 2015 and are required by Ed Code to be adopted annually by June 1 of each year.

1. Qualifications

The student trustee shall:

- a) Be a resident of California at the time of nomination
- b) Be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service.
- c) Maintain a cumulative grade point average of 2.5

2. Term of Office

One year commencing on June 1st and ending on May 31st.

3. Scope of Responsibility

- a) The student member shall be seated with the Board and shall be recognized as a full member of the Board at the meetings.
- b) The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session).
- c) The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

4. Privileges

On or before May 15th of each year, the Board shall consider whether to afford the student member any of the following privileges:

- * The privilege to make and second motions;
- * The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- * The privilege to serve a term commencing on June 1st;
- * The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board.

5. Compensation

The student trustee is not entitled to compensation as prescribed by Section 72024.

Adopted _____

References: Ed Code Section 72023.5
Constitution Associated Students of Taft College

BOARD AGENDA ITEM

Date: March 27, 2025

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

Area Administrator: Dr. Leslie Minor, Interim Superintendent/President

Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item:

Child Development Center - Summary of Program Self-Evaluation

Background:

The Children Center hold's four (4) contracts with the State Department of Social Services (DSS) and the State Department of Education (CDE). The information required from both departments are identical so they are collectively summarized as one unified program summary. All gaps have been met.

Board Goal/Accreditation Standard:

Strategic Action Plan: #4, #10, & #11

Board Fiduciary Role: #2

Board Effectiveness: #1

Terms (if applicable):

NA

Expense (if applicable):

NA

Fiscal Impact Including Source of Funds (if applicable):

NA

Approved: _____
Leslie Minor, Ph.D., Interim Superintendent/President



Program Self Evaluation (PSE) AY23-24 CCTR-CMIG-CSPP

The program's self-evaluation for the academic year 2023-24 involved the participation of both staff and board members. Teaching staff contributed data to the DRDP system, completed classroom self-evaluations, and provided parent-teacher conference information, while management staff gathered overall program data, tracked waitlists, and enrolled families based on eligibility and need. Board members played a critical role in approving contract amendments and policies, ensuring the program meets standards, and reviewing identified gaps.

Regarding Family Files (01-06), the program met standards, as family files were reviewed for accuracy, confirming appropriate waitlist practices, correct family fee assessments, and proper documentation. Recertifications were monitored, and changes were addressed through a formal process. However, improvements are needed in the waitlist application to include eligibility for government programs like WIC, and the application's accessibility for visually impaired families should be enhanced. Next steps include updating the waitlist to include these eligibility programs and improving accessibility.

In the area of Family Engagement and Strengthening (07-08), the program met standards with teachers engaging families biannually to discuss children's development. The open-door policy, Parent Advisory Council (PAC), and annual home assessments foster strong family involvement. Despite these efforts, PAC participation is low due to the demanding work schedules of families in agriculture and the oil industry. The next steps to address this include offering hybrid PAC meetings to improve attendance and continuing to promote family engagement through events, educational components, and informal outreach.

The Program Quality (09-16) dimension met standards, with the program maintaining two state licenses, meeting staff-child ratios, and adhering to nutrition guidelines. Teachers use the DRDP for child assessments and implement the Creative Curriculum with cultural considerations. However, staff shortages impact the program's ability to consistently maintain ratios, and there is a need for ongoing professional development and strategies for recruiting qualified staff. To address these, the program will advertise at local events, improve staff retention efforts, and continue providing professional development opportunities, including implementing CLASS training in FY 2024-25.



TAFTCOLLEGE

TAFT COLLEGE CHILDREN'S CENTER- LAB SCHOOL

Administrative processes (17-18) were found to be effective, but some gaps exist in formalizing written policies and procedures. The next step is to finalize and adopt these written policies to enhance clarity and ensure consistent operations.

In the Fiscal/Audit area (19-20), the program met required standards, though there is room to enhance strategies for increasing enrollment of children with exceptional needs. The program will review current strategies and create a plan to meet the set-aside percentage for children with exceptional needs.

The program has set two key goals for the future: first, to increase PAC participation by offering hybrid meetings alongside in-person options, supported by new media equipment; and second, to develop and implement formal written procedures for the Resources & Referrals process, ensuring standardized follow-up procedures.

Overall, the program continues to make significant strides in meeting standards, with targeted improvements aimed at enhancing family engagement, staffing, and procedural transparency. These efforts will help address the gaps identified during the self-evaluation process.

BOARD AGENDA ITEM

Date: March 27, 2025

Submitted by: Justin Madding, Director of Facilities & Planning

Area Administrator: Mike Giacomini, Vice President of Administrative Services

Subject: Request for Approval



Board Meeting Date: April 9, 2025

Title of Board Item: Request for Approval of Master Agreement with AP Architects

Background: The District has a long satisfactory historical relationship with AP Architects for professional services as District Architects for a variety of as-needed architectural services including assistance with planning, design, and construction of complex capital projects, California Division of the State Architect requirements, and assistance with Facilities Master Plan development consistent with and derived from the Educational Master Plan, among others. AP Architects has demonstrated and continues to demonstrate high levels of competence and qualification, and compensation rates that are fair and reasonable.

Expenses are incurred on a project-by-project basis through individual service orders or by hourly billing rates for miscellaneous architectural services as requested by the District. Please see the attached Master Agreement and Hourly Rate Schedule for additional information.

It is requested that the Board of Trustees approve the attached Master Agreement with AP Architects for a five-year term.

Board Goal/Accreditation Standard: BOT Strategic Action Plan Goal #13. SAP Leading Indicator #13. Accreditation Standards III.B.1, III.B.2, and III.B.4.

Terms (if applicable): Five years from April 9, 2025. Please see the attached master agreement for additional terms.

Expense (if applicable): Expenses are incurred per Service Order or by hourly billing rates pursuant to the attached Architect's Hourly Fees and Reimbursable exhibit.

Fiscal Impact Including Source of Funds (if applicable): The source of funds will vary depending on the purpose of the work.

Approved:



Leslie Minor, Ph.D., Interim Superintendent/President

AIA[®] Document B121[™] – 2018

Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders

AGREEMENT made as of the Ninth day of April in the year 2025
(In words, indicate day, month, and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

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

and the Architect:
(Name, legal status, address, and other information)

Chris A. Addington & Associates, Inc.
dba AP Architects
3434 Truxtun Ave. Suite 240
Bakersfield, CA 93301

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document does not contain a description of the Architect's scope of Services and related terms. This document is intended to be used in conjunction with AIA Document B221[™]–2018, Service Order for use with Master Agreement Between Owner and Architect

TABLE OF ARTICLES

1	MASTER AGREEMENT TERM AND PARTY REPRESENTATIVES
2	SERVICE ORDERS
3	ARCHITECT'S RESPONSIBILITIES
4	ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COPYRIGHTS AND LICENSES
7	CLAIMS AND DISPUTES
8	TERMINATION OR SUSPENSION OF SERVICE AGREEMENTS
9	COMPENSATION
10	MISCELLANEOUS PROVISIONS
11	SPECIAL TERMS AND CONDITIONS
12	SCOPE OF THIS MASTER AGREEMENT

ARTICLE 1 MASTER AGREEMENT TERM AND PARTY REPRESENTATIVES

§ 1.1 This Master Agreement shall be effective for Five years after the date first written above ("Date of this Master Agreement").

§ 1.2 This Master Agreement shall apply to all Service Orders agreed to by the Parties within the term of this Master Agreement until completion of the Service Order. In the event of a conflict between terms and conditions of this Master Agreement and a Service Order, the terms of the Service Order shall take precedence for the services provided pursuant to the Service Order. An agreed upon Service Order together with this Master Agreement form a Service Agreement. A Service Agreement represents the entire and integrated agreement between the parties, and supersedes prior negotiations, representations, or agreements, either written or oral. A Service Agreement may be amended or modified only by a Modification.

§ 1.3 This Master Agreement will remain in effect for the duration identified as set forth in Section 1.1. The terms of this Master Agreement shall remain applicable until all Service Orders under this Master Agreement are completed or terminated.

§ 1.4 The Owner identifies the following representative authorized to act on the Owner's behalf with respect to this Master Agreement:

Mike Giacomini
Vice President, Administrative Services
Taft College
29 Cougar Court
Taft, CA 93268

§ 1.4.1 In each Service Order, the Owner will identify a representative authorized to act on the Owner's behalf with respect to the Service Order.

§ 1.5 The Architect identifies the following representative authorized to act on the Architect's behalf with respect to this Master Agreement:

Jose Vargas
AP Architects
3434 Truxtun Ave. Suite 240
Bakersfield, CA 93301

§ 1.5.1 In each Service Order, the Architect will identify a representative authorized to act on behalf of the Architect with respect to the Service Order.

§ 1.6 Nothing contained in this Master Agreement or in a Service Order shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

ARTICLE 2 SERVICE ORDERS

§ 2.1 The Owner is not required to issue any Service Orders under this Master Agreement.

§ 2.2 The Architect may decline to accept any Service Order issued by the Owner.

§ 2.3 The Architect shall perform the services set forth in each agreed upon Service Order, consisting of AIA Document B221-2018, Service Order, or such other document as the Owner and Architect may mutually agree upon. Each Service Order shall state the name, location, and detailed description of the Project; describe the Architect's Services; state the Architect's compensation; and list the attachments and exhibits incorporated by reference.

ARTICLE 3 ARCHITECT'S RESPONSIBILITIES

§ 3.1 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the services provided pursuant to a Service Agreement.

§ 3.2 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Master Agreement or any Service Agreement.

§ 3.3 The Architect shall maintain the following insurance until termination of this Master Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 9.4.

(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

- .1 General Liability
\$1,000,000.00 each occurrence
- .2 Automobile Liability
\$1,000,000.00 combined single limit
- .3 Workers' Compensation
\$1,000,000.00 each accident
- .4 Professional Liability
\$1,000,000.00 each claim
\$2,000,000.00 aggregate

§ 3.4 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of the services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.5 The Architect shall not be responsible for an Owner's directive or substitution made without the Architect's approval.

ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 The Architect may provide Additional Services after execution of a Service Order without invalidating the Service Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Article 4 shall entitle the Architect to compensation pursuant to Section 9.3.

§ 4.2 Unless otherwise provided in a Service Order, upon recognizing the need to perform the following Additional Services, as they relate to the services provided pursuant to the Service Order, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals; or
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 The Owner shall provide information in a timely manner regarding requirements for and limitations of each Service Order.

§ 5.2 The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.3 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of consulting services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants as designated in an individual Service Order, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Service Order. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.4 The Owner shall furnish all legal, insurance, and accounting services, including auditing services, that may be reasonably necessary at any time to meet the Owner's needs and interests under a Service Agreement.

§ 5.5 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the services or work related to a Service Agreement, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.6 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COPYRIGHTS AND LICENSES

§ 6.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use in relation to a Service Agreement.

§ 6.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with a Service Agreement is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 6.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under the Service Agreement, including prompt payment of all sums when due pursuant to Articles 8 and 9. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Master Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 10.9, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates a Service Agreement for cause as provided in Section 8.4, the license granted in this Section 6.3, and related to the terminated Service Agreement, shall terminate.

§ 6.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 6.3.1. The terms of this Section 6.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 8.4.

§ 6.4 Except for the licenses granted in this Article 6, no other license or right shall be deemed granted or implied under this Master Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 6.5 Except as otherwise stated in Section 6.3, the provisions of this Article 6 shall survive the termination of this Master Agreement.

ARTICLE 7 CLAIMS AND DISPUTES

§ 7.1 General

§ 7.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to any Service Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Master Agreement and within the period specified by applicable law, but in any case not more than 10 years after the completion of the services provided pursuant to a specific Service Agreement, whichever is sooner. Completion of the services pursuant to a specific Service Agreement shall be the date of Substantial Completion of construction related to the services performed pursuant to the Service Agreement or, where there is no construction work related to a Service Agreement, the date the Architect completes its services under the Service Agreement. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 7.1.1.

§ 7.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201™-2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 7.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to a Service Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of a Service Agreement, except as specifically provided in Section 8.6.

§ 7.2 Mediation

§ 7.2.1 Any claim, dispute or other matter in question arising out of or related to a Service Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 7.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Master Agreement. A request for mediation shall be made in writing, delivered to the other party to this Master Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 7.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 7.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 7.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

☐ Arbitration pursuant to Section 7.3 of this Master Agreement

☒ Litigation in a court of competent jurisdiction

☐ Other: *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

(Paragraphs deleted)

§ 7.4 The provisions of this Article 7 shall survive the termination of a Service Agreement.

ARTICLE 8 TERMINATION OR SUSPENSION OF SERVICE AGREEMENTS

§ 8.1 If the Owner fails to make payments to the Architect in accordance with a Service Agreement, such failure shall be considered substantial nonperformance and cause for termination of the Service Agreement or, at the Architect's option, cause for suspension of performance of services under the Service Agreement for which the Owner failed to

make payment. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 8.2 If the services under a Service Agreement have been suspended by the Owner, the Architect shall be compensated for services performed prior to notice of such suspension. When the services under the Service Agreement are resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 8.3 If the Owner suspends the services under a Service Agreement for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate the Service Agreement by giving not less than seven days' written notice.

§ 8.4 Either party may terminate a Service Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of the Service Agreement, through no fault of the party initiating the termination. Termination of a Service Agreement under this Section 8.4 shall not be deemed a termination of other Service Agreements under this Master Agreement.

§ 8.5 The Owner may terminate a Service Agreement, upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 8.6 In the event of termination of a Service Agreement not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, Reimbursable Expenses incurred, and all costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

(Paragraphs deleted)

§ 8.8 Except as otherwise expressly provided herein, a Service Agreement shall terminate one year from the date of Substantial Completion.

§ 8.9 The Owner's rights to use the Architect's Instruments of Service in the event of termination of a Service Agreement are set forth in Article 6 and Section 9.5 of this Master Agreement.

ARTICLE 9 COMPENSATION

§ 9.1 The Owner shall compensate the Architect for the services described in a Service Order pursuant to the Service Order and as set forth in this Article 9.

§ 9.2 Except as otherwise set forth in a Service Order, the hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Refer to attached 'Exhibit A: Architect's Hourly Fees and Reimbursables'

(Table deleted)

(Paragraphs deleted)

§ 9.4 Compensation for Reimbursable Expenses

§ 9.4.1 Reimbursable Expenses are in addition to compensation for the Architect's professional services and include expenses incurred by the Architect and the Architect's consultants directly related to a Service Agreement, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;

- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultant's expense of professional liability insurance dedicated exclusively to the Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect or the Architect's consultants, and disclosed by the Architect in writing prior to execution of this Master Agreement or a related Service Agreement;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.

§ 9.4.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus Twenty percent (20 %) of the expenses incurred.

§ 9.4.3 Reimbursable Expenses will be allocated to each Service Agreement.

§ 9.5 Payments to the Architect

§ 9.5.1 Progress Payments

§ 9.5.1.1 Unless otherwise agreed, payments for services provided pursuant to a Service Agreement shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid Forty-Five (45) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect. *(Insert rate of monthly or annual interest agreed upon.)*

Prime Plus Two percent 2 % Per Annum based upon the Wall Street Journal quoted rates.

§ 9.5.1.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding. In any event, the Owner shall not withhold payments to the Architect pertaining to a Service Agreement to offset amounts in dispute under a separate Service Agreement.

§ 9.5.1.3 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 Each Service Agreement shall be governed by the law of the place where the Project described in the Service Order is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 7.3.

§ 10.2 Notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to each Service Agreement. Neither the Owner nor the Architect shall assign a Service Agreement without the written consent of the other, except that the Owner may assign a Service Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under the Service Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with the Service Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of the Service Agreement.

§ 10.5 Unless otherwise required in a Service Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.6 The Architect shall have the right to include photographic or artistic representations of the design of the Projects for which services are performed among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Projects to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Projects. This Section 10.6 shall survive the termination of a Service Agreement unless the Owner terminates a Service Agreement for cause pursuant to Section 8.4.

§ 10.7 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party may disclose such information as required by law or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity. The Party receiving such information may also disclose it to its employees, consultants or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.7.

§ 10.8 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

(Paragraphs deleted)

ARTICLE 11 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Master Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

None at the time of this Agreement.

ARTICLE 12 SCOPE OF THIS MASTER AGREEMENT

§ 12.1 This Master Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Master Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 12.2 This Master Agreement is comprised of the following documents identified below:

- .1 AIA Document B121™-2018, Standard Form of Master Agreement Between Owner and Architect

(Paragraph deleted)

- .3 Exhibits:

(Clearly identify any other exhibits incorporated into this Master Agreement.)

Exhibit A: Architect's Hourly Fees and Reimbursable Rates

This Master Agreement entered into as of the day and year first written above.

OWNER (Signature)

(Printed name and title)



ARCHITECT (Signature)

James Patrick Fogarty, Principal, C-19670

(Printed name, title, and license number, if required)

Init.



AP Architects
Hourly Rate Schedule

'EXHIBIT A'

AP Architects 2025 Fee Schedule

Effective January 1, 2025 – December 31, 2025

Classification	HOURLY RATES
Principal	\$290.00
Senior Architect	\$210.00
Project Architect	\$195.00
Project Manager	\$195.00
Job Captain	\$180.00
Graphic Designer	\$150.00
CADD Drafter	\$125.00
Clerical / Administrative Assistant	\$ 95.00
Consultant	Direct Cost + 20%
Reimbursables	Direct Cost + 20%
<i>Reimbursables Include:</i> <i>Reproductions, Photocopies, Shipping, Photography, Plotting, Renderings, Travel Expenses (Mileage, Meals, Lodging), Agency Fees, etc.</i>	
Mileage	Per IRS Standard Rate

BOARD AGENDA ITEM

Date: March 25, 2025

Submitted by: Jaime Lopez. Dean of Instruction

Area Administrator: Dr. Leslie Minor, Interim Superintendent/President

Subject: Request for Ratification

Board Meeting Date:

April 9, 2025

Title of Board Item:

Memorandum of Understanding (MOU) between Kern Community College District (KCCD) and West Kern Community College District (WKCCD) on behalf of Taft College.

Background:

This MOU between KCCD on behalf of the Central Valley Mother Lode Regional Consortium (CVML) and WKCCD on behalf of Taft College is to support expansion and promotion of Career and Technical Education (CTE) courses offered by TC. In alignment with the Strong Workforce vision, goals and objectives, the CVML has collectively approved the reimbursement of marketing expenses to TC up to \$13,474.01 for the duration of the MOU.

Board Goal/Accreditation Standard:

SAP Goal 6

Terms (if applicable):

01/01/2025-06/30/2025

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 

Leslie Minor, Ph.D., Interim Superintendent/President



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into by and between Kern Community College District ("Kern CCD"), the fiscal agent of the Central Valley/Mother Lode Regional Consortium ("CVML"), and Taft College for identification purposes only, this MOU is dated 03/06/2025. For purposes of this MOU Kern CCD and Taft College are collectively referred to herein as the "Parties" and individually as a "Party".

As part of our consortium agreement, we have collectively decided to provide reimbursement for marketing services to the college, aiming to promote and expand the Career Technical Education (CTE) courses within the institution hosted by Taft College. To formalize this arrangement, we propose entering a MOU outlining the terms and conditions for reimbursement.

RECITALS

WHEREAS, **Kern Community College District** has agreed to and is serving as the fiscal agent of the **Central Valley/Mother Lode Regional Consortium**.

WHEREAS, The **Central Valley/Mother Lode Regional Consortium** is comprised of several partners, groups, organizations, subject matter experts, and community stakeholders collaborating to coordinate Marketing Services, aiming to promote and expand the Career Technical Education (CTE) courses within the institution at Taft College.

WHEREAS, **Taft College** is a member of the Central/Mother Lode Regional Consortium.

WHEREAS, **Taft College** has agreed to abide by the **Strong Workforce Program grant requirements**.

WHEREAS, **Taft College** members are dedicated to the vision, goals, objectives, and intended outcomes as stated in or referenced by the **Strong Workforce Program Announcement** and all documents referenced therein and the Taft College scope of work as submitted to Kern CCD as the fiscal agent of the CVML are attached and incorporated as though fully set out herein.

WHEREAS, **Taft College** members agree that this MOU and all of the documents referenced or set out herein, together comprise the term, purpose, scope of work,



member roles, responsibilities, accountability, and outcome measures to which we voluntarily bind ourselves.

NOW, THEREFORE, the Parties mutually agree as follows:

Purpose of Reimbursement:

Taft College will deliver marketing services and items to the college, aiming to promote and expand the Career Technical Education (CTE) courses within the institution.

Eligible Expenses:

All eligible costs for **Marketing expenses aimed at promoting the Career Technical Education (CTE) program**, within the Guidelines, Definitions, and Reasonable Standards for **Strong Workforce Funding Investment** associated with the program (Exhibit A).

Reimbursement Amount:

Up to \$13,474.01

Documentation Requirements:

Supporting documentation confirming the payment of up to \$13,474.01. Additionally, we request backup information from the general ledger.

Timeline for Reimbursement:

01/01/2025 to 06/30/2025.

TERMS

A. Purpose.

The objective is to deliver educational and work-based learning experiences to students.

B. Effective Date and Duration

This MOU shall be effective on the date 01/01/2025. It will continue in effect until 06/30/2025, or until duly modified or terminated by the parties.

C. Early Termination



This MOU may be terminated by either party with cause if another party fails to comply with the insurance or indemnification requirements or otherwise commits a material breach. Termination will be effective no sooner than 15 calendar days after a written demand to cure is provided and the party fails to cure. This remedy is in addition to any other remedy which may be provided by law.

This MOU may be terminated without cause and for any reason by any party. The party desiring early termination without cause must provide written notice to Kern CCD. Termination will be effective no sooner than 60 calendar days after the actual receipt of the written notice and will apply solely to the party desiring termination.

The indemnification provisions contained in this MOU shall survive termination.

D. Roles and Responsibilities:

Each **Central Valley/Mother Lode Regional Consortium** member's agency profile and scope of work statement includes a brief description of the organization, its expertise, roles, and responsibilities, project scope of work, budget, budget narrative, leverage and match provided, as well as an acknowledgment of its fiscal, programmatic, data collection, and reporting obligations and responsibilities as required by the **Strong Workforce Program RFA/NOFA**. All agency profiles and scope of work statements are incorporated herein and made a part of this MOU.

E. Indemnification and Insurance.

Indemnification. Each party agrees to defend, hold harmless and indemnify the other party (and its officers, employees, trustees, agents, successors, and assigns) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs, and liability whether in contract, tort or strict liability (including but not limited to personal injury, death at any time and property damage) arising out of or made necessary by the indemnifying party's performance of this Agreement or breach of its terms. The total liability of Kern CCD under this agreement shall not exceed \$2,000,000.00.

Insurance. Each party shall obtain, pay for and maintain in effect during the life of this Agreement the following policies of insurance issued by an insurance company rate not less than "A-,VI" in Best Insurance Rating Guide and admitted to transact insurance business in California: (1) commercial general liability insurance (including contractual, products and completed operations coverages, bodily injury and property damage liability insurance) with single combined limits of not less than \$1,000,000 per occurrence; (2) commercial automobile liability insurance for "any auto" with combined single limits of liability of not less than \$1,000,000 per occurrence; (3) professional liability insurance (errors and omissions) with a limit of liability of not less than \$1,000,000 per occurrence; and (4) workers' compensation insurance as required under state law. Each party agrees to provide written notice to the other party at least 30 days prior to cancellation or material change in the form of the policy or reduction in coverage.



Each party shall furnish the other party with a certificate of insurance required under this section, and each party shall have the right to inspect the other party's original insurance policies upon request. Upon notification of receipt of a notice of cancellation, change or reduction in coverage, each party shall immediately file with the other party a certified copy of the required new or renewal policy and certificates for such policy.

Nothing in this section concerning minimum insurance requirements shall reduce a party's liabilities or obligations under the indemnification provisions of this Agreement.

F. Discrimination and Harassment.

Each party agrees it will not unlawfully discriminate, harass, or allow harassment against any employee or other person because of sex, race, color, ancestry, religious creed, national origin, mental or physical disability (including HIV and AIDS), marital status, or age, and shall comply with all applicable laws pertaining to employment.

G. Workers' Compensation.

Each party to this agreement shall be the "primary employer" for all its personnel who perform services under this agreement. Each party shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective personnel made in connection with performing services under this MOU. Each party agrees to hold harmless, indemnify, and defend KCCD and all other parties from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by their respective personnel connected with providing services under this MOU. Each party is not responsible for the employees of other parties who may perform services under this MOU.

H. Entire Agreement.

This MOU constitutes the entire agreement between the parties. No party has been induced to enter this MOU by, nor is any party relying on, any representation or promise outside those expressly set forth in this MOU. This agreement and each and every document made a part of this agreement by reference as though fully set out herein, constitutes the entire Agreement between the Central Valley/Mother Lode Regional Consortium members with respect to the subject matter hereof. This MOU shall become effective and binding only upon the complete submission of all required supporting documentation, including a Certificate of Insurance as outlined in Section E. Indemnification and Insurance.

I. Amendment.

The provisions of this MOU may be modified only by mutual written agreement of the



parties. No modification shall be binding unless it is in writing and signed by the party against whom enforcement of the modification is sought.

J. Waiver.

Unless otherwise precluded by the terms of this MOU, terms or conditions may be waived by the party entitled to the benefit of the term or condition, but no such waiver shall affect or impair the right of the waiving party to require observance, performance, or satisfaction of that term or condition as it applies on a subsequent occasion.

K. Assignment.

No party to this MOU may assign any rights or benefits or delegate any duty under this MOU without written consent of the fiscal agent and the other party. Any purported assignment without written consent shall be void.

L. Parties in Interest.

Nothing in this Agreement, whether express or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any person other than the parties to it and their respective successors and assigns, nor is anything in this Agreement intended to relieve or discharge the obligation or liability of any third persons to any party of this Agreement.

M. Severability.

If any provision of this MOU is held by an arbitrator or court of competent jurisdiction to be invalid or unenforceable, the remainder of the MOU shall continue in full force and effect and shall in no way be impaired or invalidated.

N. Notices.

Any notice under this MOU shall be in writing, and any written notice or other documents shall be deemed to have been duly given on the date of personal service on the parties or on the second business day after mailing if the document is mailed by registered or certified mail, addressed to the parties at the addresses set forth below, or at the most recent address specified by the addressee through a written notice under this provision. Failure to conform to the requirement that mailings be done by registered or certified mail shall not defeat the effectiveness of the notice received by the addressee.

Send all written notices or other documents to Kern CCD, at the following address:

Kern Community College District
Melissa Thornsberry
Interim Chief Financial Officer



2100 Chester Avenue
Bakersfield, CA 93301
contracts@kccd.edu

Send all written notices or other documents to Taft College at the following address:

Taft College
Leslie Minor, Ph.D.
Acting Superintendent/President
29 Cougar Court, Taft, California 93268

O. Authority to Enter Into MOU.

Each party to this MOU represents and warrants that it has the full power and authority to enter into this MOU and to carry out the transactions contemplated by it and that it has taken all action necessary to authorize the execution, delivery, and performance of this MOU.

P. Counterparts.

This document may be executed in any number of counterparts and by different parties in separate counterparts. Each counterpart when so executed shall be deemed to be an original and all of which together shall constitute one and the same agreement. The parties agree that digital signatures shall be as effective as if originals.

Q. Retention and Audit of Records.

Each party shall maintain records pertaining to this MOU as required by the fiscal agent, federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

R. Governing Law and Venue.

This MOU will be governed by and construed in accordance with California law and the venue of any action or proceeding in connection with this MOU shall be Kern County, California.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS.]




IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed the day and year first above written.

AGREED TO AND ACCEPTED:

Kern Community College District,

the fiscal agent of the Central Valley/Mother Lode Regional Consortium

By: 
Melissa Thomsberry (Mar 14, 2025 21:12 PDT)
Melissa Thomsberry
Interim Chief Financial Officer

Date: 03/14/2025

AGREED TO AND ACCEPTED:

Taft College

By: _____
Leslie Minor, Ph.D.
Acting Superintendent/President,

Date: _____

**Guidelines, Definitions and Reasonable Standards for
Strong Workforce Funding Investment**
(Local and Regional Share)

Reasonable

Reasonable is defined by the dictionary as: agreeable to sound judgment, not exceeding the limit prescribed by reason (not excessive), moderate in price, and a rational decision. Systems that can guide this definition are: necessary for the performance of the funding; follow sound business practices (procurement processes, follow state and local laws, follow the terms of the funding source); use of fair market prices; acting with prudence under the circumstances; and having no significant deviation from established prices.

The following, directly relate to Strong Workforce Education Code Requirements and some examples of the standard non-allowable activities that meet the "front-page of the newspaper" test of reasonable and the allowable indirect cost rate:

- **Supplanting:** Funds appropriated to community college districts for local or regional share investment shall supplement, not supplant, existing funding of community college career technical education programs. This shall not be interpreted to mean that a participating community college district is prohibited from eliminating or altering existing programs, but the percentage of that community college district's total full-time equivalent students enrolled in career technical education courses relative to the total full-time equivalent students enrolled in the district shall not be reduced from the percentage computed for the 2015–16 fiscal year. [EC§88824(e)]
- **Funding CTE Only:** Funds expended must show a direct benefit to the requirements of the Strong Workforce Program outcomes of increasing the number of quality students or programs in CTE courses programs and pathways and addressing the recommendations of the Strong Workforce Task Force. [EC§88824(d)(5)(A-C)]
- **Duplication of Effort:** To avoid duplication of effort, activities funded under the Strong Workforce Program shall be informed by, aligned with, and expand upon the activities of existing workforce and education regional partnerships, including those partnership activities that pertain to regional planning efforts established pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128), adult education block grant consortia, and K-12 career technical education programs. [EC§88821(4)(d)]
- **District Procedures:** All fiscal policy and program procedures adopted by the applicable Community College District shall be followed when expending (local and regional) allocations.

- **Non-Allowable Activities:**

Entertainment – Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.

Alcoholic Beverages – Costs of alcoholic beverages are unallowable.

Contingency (Rainy Day Funds) – Contributions to a contingency reserve or any similar provision made for events the occurrence of which cannot be foretold with certainty as to time, intensity, or with an assurance of their happening, are unallowable.

Goods and Services for Personal Use – Cost of goods and services for Personal use is unallowable.

Lobbying – Lobbying is never allowed unless it meets the following criteria: (1) Technical and factual presentations on topics directly related to the performance of a grant, contract, or other agreement (through hearing testimony, statements, or letters to the Congress or a State legislature, or subdivision, member, or cognizant staff member thereof), in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the recipient member, legislative body or subdivision, or a cognizant staff member thereof, provided such information is readily obtainable and can be readily put in deliverable form, and further provided that costs under this section for travel, lodging or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearings.

Contributions or Donations – Cash or property contributions or donations are unallowable.

Fund Raising and Investment Costs – Costs of organized fund raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable, regardless of the purpose for which the funds will be used.

Indirect Cost Rates Allowed

Allocation	Indirect Cost Rate (Total Direct Costs)
60% Local Share	4%
40% Regional Share	No Indirect Allowed

The following table can be used as a quick reference guide for participation requirements and/or plan requirements as listed within Division 7, Title 3 Education Code Section 88820-88826 (Strong Workforce Program) guidelines. This table is not meant to substitute a full review of

Division 7, Title 3 Education Code Section 88820-88826 (Strong Workforce Program) guidelines in their entirety in addition to all recommendations from the Strong Workforce Task Force. Links to the above mentioned documents and documents that are designed to inform in the development of these investments can be found at:
<http://doingwhatmatters.cccco.edu/StrongWorkforce.aspx>

Recipients of Local or Regional Share Funding Shall	Plans for Local or Regional Share Funding Shall Address
<p>Be a member of a consortium [EC§88824(d)(1)] (Career Technical Education Regional Consortium," or "consortium," means an administrative grouping of community college districts by the Division of Workforce and Economic Development of the chancellor's office for the purpose of coordination and joint planning within regions, as defined in subdivision [EC88822§(c)])</p>	<p>Increasing the number of student in quality career technical education courses, programs, and pathways that will achieve successful workforce outcomes. [EC§88824(d)(5)(A)]</p>
<p>Work with other members of the consortium to create and submit a plan to the chancellor by January 31, 2017 [EC§88824 (d)(2)], for inclusion in the submissions of regional plans for purposes of the program and the federal Workforce Innovation and Opportunity Act (Public Law 113-128).</p>	<p>Increasing the number of quality career technical education courses, programs, and pathways that lead to successful workforce outcomes, or invest in new or emerging career technical education courses, programs, and pathways that may become operative in subsequent years and are likely to lead to successful workforce outcomes (completions, transfer, employment rates, employment in a field of study, earning, median change in earning, proportion of student who attained living wages). [EC§88824(d)(5)(B)]</p>
<p>Collaborate: [EC§88821(a-e)] All Community College Districts participating in local or regional investments are required to follow collaboration requirements as specified in these sections.</p>	<p>Address recommendations from the Strong Workforce Task Force, including the recommended provision of student services related to career exploration, job readiness and job placement, and work-based learning. [EC§88824(d)(5)(C)] http://doingwhatmatters.cccco.edu/portals/6/docs/sw/201611%20Workforce Task Force Implementation%20Recommendations%20Version%201.pdf</p>
<p>LMI Data: [EC§88824(d)(4)] Provide accessible performance and labor-market data that can be used by community college districts and their regional partners to support the implementation of the program and describe related efforts to align regional workforce and education programming with regional labor market needs, including, but not limited to, regional planning efforts established pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128).</p>	<p>Local Investment Shall: Provide Evidence of Demand for Workers within the funded CTE Program or Across Multiple Programs</p> <ul style="list-style-type: none"> Identify geography and occupations targeted Identify demand and supply and gap Cite source of Labor Market Information

<p>Local Investment Planning Efforts: <i>[EC§88823(f)]</i> Community College Districts participating in a consortium shall utilize their region's plan to inform local campus planning efforts to implement career technical education courses, programs, and pathways and integrate available local, regional, state, and nonpublic resources to ensure that students will achieve successful workforce outcomes.</p>	<p>Regional Investment Shall -- <i>[EC 88823(b)(3-7)]</i> review for the following:</p> <ul style="list-style-type: none"> Summary of Local Share Investments by Sector Regional/Sub Regional Labor Market Information Supply & Demand Table with Living Wage Occupations Other Establish Questions & Agenda for Collaborative Regional Planning Are priority and emergent sectors for the region still the same? What more must be done for students to move through the region's career pathways in the sectors? How will job placement, internships, and regional industry engagement be coordinated? How can industry inform and co-invest in CTE?
<p>Certifications: <i>[EC§88824(d)(5)(A-C)]</i> Community College Districts will certify that the use of funds will meet the intent of the program to accomplish all of the following:</p> <p>(A) Increase the number of students in quality career technical education courses, programs, and pathways that will achieve successful workforce outcomes.</p> <p>(B) Increase the number of quality career technical education courses, programs, and pathways that lead to successful workforce outcomes, or invest in new or emerging career technical education courses, programs, and pathways that may become operative in subsequent years and are likely to lead to successful workforce outcomes.</p> <p>(C) Address recommendations from the Strong Workforce Task Force, including the recommended provision of student services related to career exploration, job readiness and job placement, and work-based learning.</p>	<p>Regional Share Plan <i>[EC §88823 (h)]</i></p> <p>Each region's plan shall be for the primary purpose of informing the development of strategies related to career technical education and workforce development courses, programs, and pathways. Each region's plan shall reflect strategies to efficiently and effectively utilize any available public and private resources, including funds for the Career Technical Education Pathways Program established in Part 52 (commencing with Section 88530), in a manner that better aligns career technical education courses, programs, and pathways with the needs of their regional economies.</p>
<p>Regional Share Consortium Shall:</p> <ul style="list-style-type: none"> • <i>[EC§88824(c)(1) & §88823(b)(1)]</i> each consortium shall select a CCD to be fiscal agent. • <i>[EC§88824(f)]</i> a consortium shall allocate funds only to CCDs. • <i>[EC§88823(b)(2)]</i> a consortium shall establish a governance model for the consortium. Fiscal Resources shall be determined exclusively by the CCDs participating in the consortium. 	






TAFT COLLEGE_MOU_MARKETING REIMBURSEMENT_DO_RP676_\$13,474.01_01012025-06302025 (1306591)

Final Audit Report

2025-03-15

Created:	2025-03-13
By:	Cammie Ehret-Stevens (cammie.ehret@kccd.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAyCPx8Hncs2NGvIF50vX3-mGbiQNRXIFM

"TAFT COLLEGE_MOU_MARKETING REIMBURSEMENT_DO_RP676_\$13,474.01_01012025-06302025 (1306591)" History

-  Document created by Cammie Ehret-Stevens (cammie.ehret@kccd.edu)
2025-03-13 - 8:08:40 PM GMT - IP address: 198.189.4.11
-  Document emailed to Melissa Thornsberry (melissa.thornsberry@kccd.edu) for signature
2025-03-13 - 8:09:11 PM GMT
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2025-03-13 - 8:09:16 PM GMT - IP address: 52.202.236.132
-  Document e-signed by Melissa Thornsberry (melissa.thornsberry@kccd.edu)
Signature Date: 2025-03-15 - 4:12:41 AM GMT - Time Source: server- IP address: 47.159.181.168
-  Agreement completed.
2025-03-15 - 4:12:41 AM GMT



Adobe Acrobat Sign

Keenan & Associates
2355 Crenshaw Blvd., Suite 200
Torrance, CA 90501

Taft College
29 Cougar Court
Taft CA 93268

MAIL DOCUMENT

Certificate of Insurance Delivery by ecertsonline™

Sender: Sophia Canez Llamas
Phone: 310-212-0363
Subject: Cert No. 84416066 - Certificate of Coverage: Kern
Community College District - Taft College
Date: 3/18/2025
No. of Pages: 15
URL: www.keenan.com

This document was created by eCertsONLINE.

The attached document(s) contain certification of insurance coverage for the insured named in the subject above. Your company is listed as the organization requesting receipt of these documents.

If this document is sent via e-mail, you must click on the attached PDF document. The document is in a pdf format, and you must have Adobe Acrobat Reader installed on your system. To download the Adobe Reader for free, visit www.Adobe.com.

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Statewide Association of Community Colleges CERTIFICATE OF COVERAGE					Issue Date 3/18/2025
ADMINISTRATOR: Keenan & Associates 2355 Crenshaw Blvd., Suite 200 Torrance, CA 90501 Sophia Canez Llamas License No. 4373942 310-212-0363 slamas@keenan.com			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.		
COVERED PARTY: Kern Community College District 2100 Chester Avenue Bakersfield CA 93301			ENTITIES AFFORDING COVERAGE: ENTITY A: Statewide Association of Community Colleges ENTITY B: ENTITY C: ENTITY D: ENTITY E:		
THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.					
ENT LTR	TYPE OF COVERAGE	COVERAGE DOCUMENTS	EFFECTIVE/ EXPIRATION DATE	MEMBER RETAINED LIMIT / DEDUCTIBLE	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> GOVERNMENT CODES <input checked="" type="checkbox"/> ERRORS & OMISSIONS <input checked="" type="checkbox"/> SEXUAL ABUSE AND MOLESTATION	SWC 01512-04	7/1/2024 7/1/2025	\$ 5,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> HIRED AUTO <input checked="" type="checkbox"/> NON-OWNED AUTO <input checked="" type="checkbox"/> GARAGE LIABILITY <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE	SWC 01512-04	7/1/2024 7/1/2025	\$ 5,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000
A	PROPERTY <input checked="" type="checkbox"/> ALL RISK <input checked="" type="checkbox"/> EXCLUDES EARTHQUAKE & FLOOD <input type="checkbox"/> BUILDER'S RISK	SWC 01512-04	7/1/2024 7/1/2025	\$ 5,000	\$ 500,250,000 EACH OCCURRENCE
A	STUDENT PROFESSIONAL LIABILITY	SWC 01512-04	7/1/2024 7/1/2025	\$ 5,000	\$ Included EACH OCCURRENCE
	WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS' LIABILITY			\$	<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER \$ E.L. EACH ACCIDENT
	EXCESS WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS' LIABILITY			\$	\$ E.L. DISEASE - EACH EMPLOYEE \$ E.L. DISEASE - POLICY LIMITS
	OTHER			\$ \$	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS: For the Memorandum of Understanding between Kern Community College District on behalf of Central Valley/Mother Lode Regional Consortium and Taft College for the Strong Workforce Funding Investment Program. Agreement Term: January 1, 2025 - June 30, 2025.					
CERTIFICATE HOLDER: Agreement Exp 06/30/2025 Taft College 29 Cougar Court Taft CA 93268			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS <div style="text-align: right; margin-top: 20px;"> John Stephens AUTHORIZED REPRESENTATIVE </div>		


DISCLAIMER

The Certificate of Coverage on the reverse side of this form does not constitute a contract between the issuing entity(ies), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the coverage documents listed thereon.

BOARD AGENDA ITEM

Date: March 27, 2025

Submitted by: Megan Romero, Director TIL Program 

Area Administrator: Heather del Rosario, VP Human Resources 

Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item: Request for approval for purchase of ADA conversion mini van

Background: The TIL Program currently has staff and students who cannot be transported in-house. In the past, when KRT or TAT services were unavailable for local or Bakersfield transportation, we had to rely on a company based in Bakersfield. By acquiring our own ADA-compliant transport, we would be able to take students and staff on longer field trips, expanding the range of experiences beyond what is currently possible. This purchase would significantly enhance the program, providing students with valuable new opportunities and enriching their overall experience.

We have attached the quote from *mobility works* in Van Nuys for the purchase and conversion of a 2025 Toyota Sienna. The attachment includes the vehicle info, the conversion info, and the additional equipment summary for a total of approximately \$84,650.75.

Our fundraiser in June 2024 raised approximately \$41,081.50 and the balance of the needed funds would come from our TPSID grant. It is requested that the Board of Trustees approve the purchase of this 2025 Toyota Sienna with the Vantage Mobility conversion.

Board Goal/Accreditation Standard: SAP # 3

Terms (if applicable): N/A

Expense (if applicable): Approximately \$84,650.75 with \$41,081.50 fundraised.

Fiscal Impact Including Source of Funds (if applicable): This expenditure will come from funds raised in June 2024 and from our current TPSID Grant already budgeted.

Approved: 

Leslie Minor, Ph.D., Interim Superintendent/President



MobilityWorks of California LLC
 7720 Sepulveda Blvd
 Van Nuys, CA 91405
 (818) 780-1788
 EIN#: 06-1751490
 fax: (818) 780-1240

Quote

Proposal #:Q373290

Price Quote Valid for 14 Days

Gradon Greenwood Email: ggreenwood@mobilityworks.com Phone: (747) 212-5791

Billing Name Taft College	Buyer Name Taft College	Stock # STQ-47343
Address 29 Cougar	Address 29 Cougar	Quote # Q373290
City, State ZIP Taft, CA 93268	City, State ZIP Taft, CA 93268	Proposal Date 12/10/2024
County KERN	County KERN	
Telephone (661) 763-7773	Telephone (661) 763-7773	

New/Used Fleet	Make Toyota	Model / Trim Sienna FWD LE	Year 2025	Color Ice Cap	To Be Delivered On Or About
Type of Vehicle Mini Van	VIN 5TDKRKEC7SS231118		Mileage 0	Job Reference: Customer P.O.:	

Additional Equipment Summary

2025 Toyota Sienna - VIN# 5TDKRKEC7SS231118					
1	VMI Northstar E ADA Manual Conversion for 2021+ Toyota Hybrid FWD, Full Cut, Manual In-Floor Style Ramp, Side Entry, 11" Dropped Floor, Removable Front Passenger Seats, Back Up Alarm, Manual Tiedowns. Add \$1,325.00 Freight separately on Proposal. Add \$750				
1	MobilityWorks Commercial Van Prep Kit				
1	Install and complete catalytic convertor etching as per CA SB-55				
1	QRT DELUXE RETRACTOR WITH L TRACK ANCHORS (SET OF 4)				

Buyer's Signature Taft College

Approved By: Gradon Greenwood

Co-Buyer's Signature

This order is not valid unless signed and accepted by dealer and is only valid for 14 days.

Stock #:

www.mobilityworks.com

Toyota Sienna

Vehicle Info

Type	Fleet
Year	
Make	Toyota
Model	Sienna
Trim	FWD LE
Mileage	
Color Exterior	Ice Cap
Color Interior	Graphite
VIN	

Conversion Info

Make	Vantage Mobility
Model	VMI ADA Northstar E
Entry Location	Side Entry
Entry Operation	Manual
Entry Type	In Floor

Contact Info

Gradon Greenwood
Email ggreenwood@mobilityworks.com
Phone (747) 212-5791
Mobile 1 8182611896



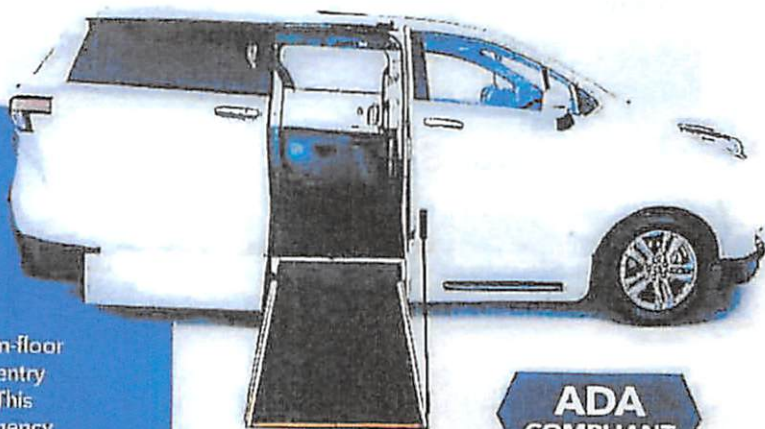


commercial
division

Toyota Sienna Side Entry

MANUAL IN-FLOOR RAMP

Utilizing over 20 years of experience in building in-floor ramp systems, VMI has combined a manual side entry ramp with Toyota Sienna's unmatched reliability. This vehicle is ideal for taxi, paratransit and non-emergency medical transport where maximum passenger capacity and minimal maintenance is desired.



ADA
COMPLIANT

2021+ Model Year Vans Are Now Hybrid!

Toyota Sienna Manual Side Entry Benefits



Access360[®] Maneuverability

Clean, uncluttered interior with the industry's most interior space for maximum wheelchair maneuverability and enhanced visibility.

< 2020 Toyota interior shown with optional mid row seat.



Comfort and Convenience

The Sienna's unobstructed entrance provides comfortable ambulatory passenger boarding and the vehicle's slip resistant and easy to clean commercial grade Altro flooring is convenient.

< 2021 Toyota Hybrid includes patented wheel well covers as standard.



Leading In-Floor Ramp

VMI's 11 in-floor ramp system is stowed within the vehicle floor, providing drivers the convenience and flexibility to transport more passengers while deploying the ramp only when needed. 2" rigid side rails along with ramp and floor LED illumination provide additional visibility and security.

< Standard flares only available on 2020 model year Toyota and older.



Simple Manual Ramp

VMI's manual ramp system on the Toyota Sienna is ideal for commercial use. This vehicle's patented easy grip handle allows drivers to operate the ramp without bending or heavy lifting and needs minimal maintenance.

VMI Toyota Sienna Chassis

Toyota Sienna LE (FWD or AWD)

Seating Flexibility

Seating for up to 6*

Single or dual mid-row seating option allows up to 6 passenger occupancy. Flip-up seat is easily locked in place to accommodate wheelchair passengers.

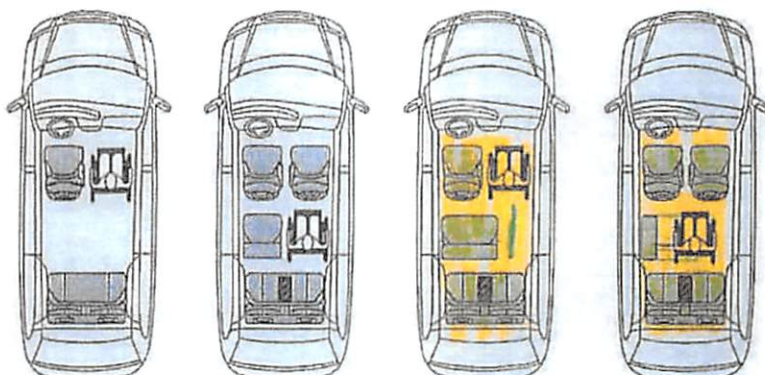
Standard Features

1000 lb ramp capacity

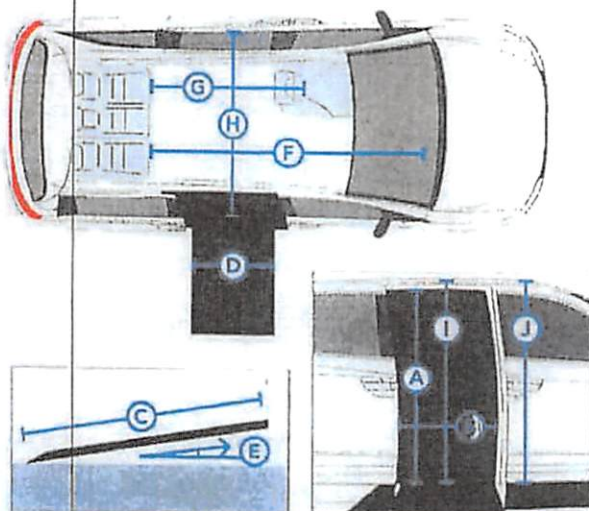
Warranties

3 year / 36,000 mile conversion

7 year structural (from rust-through corrosion)



Vehicle Specifications



VMI TOYOTA SIENNA ADA NORTHSTAR E

(A) Door Opening Height (sitting passenger)	56.6"
(B) Door Opening Width	30"
(C) Ramp Length (angled ramp and transition plate)	65.4"
(D) Ramp Width (usable)	30"
(E) Ramp Angle	11°
Ramp Capacity	1000 lbs
(F) Floor Length Overall	86"
(G) Floor Length Behind Front Seats	56"
(H) Floor Width at Mid-Row (no mid-row seat)	59.75"
(I) Interior Height at Center Position	59"
(J) Interior Height at Front Position (w/o sunroof)	61"
Ground Clearance (exhaust)	5.6"
Overall Vehicle Height (with roof rails)	77.75"



100% Crash Tested

Meets or exceeds all Federal Motor Vehicle Safety Standards governed by NHTSA

(National Highway Traffic Safety Administration).



MQAP Certified

Fully meets compliance requirement standards instituted by the National Mobility Equipment Dealers Association for manufacturer quality assurance.

*The FWD Toyota Hybrid may accommodate 6 passengers with optional dual mid-row seat. The maximum seating capacity for AWD Toyota Hybrid is 5 passengers and will require seat reduction kits. Specifications apply to the VMI Toyota Sienna ADA Northstar E conversions. Measurements may vary based on vehicle trim levels and environmental factors. To ensure best vehicle fit, please visit with your local dealer to confirm vehicle measurements prior to purchase. All information is subject to change without notice.
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9/22/21



844-VMI-4ADA • vmi4ADA.com • 5202 S 28th Place Phoenix, AZ 85040
(864-4232)



Quote

Proposal #:Q373290

MobilityWorks of California LLC
7720 Sepulveda Blvd
Van Nuys, CA 91405
(818) 780-1788
EIN#: 06-1751490
fax: (818) 780-1240

Price Quote Valid for 14 Days

Gradon Greenwood Email: ggreenwood@mobilityworks.com Phone: (747) 212-5791

Billing Name Taft College		Buyer Name Taft College		Stock # STQ-47343	
Address 29 Cougar		Address 29 Cougar		Quote # Q373290	
City, State ZIP Taft, CA 93268		City, State ZIP Taft, CA 93268		Proposal Date 12/10/2024	
County KERN		County KERN		Accepted date	
Telephone (661) 763-7773		Telephone (661) 763-7773			

New/Used Fleet	Make	Model / Trim	Year	Color	To Be Delivered On Or About
	Toyota	Sienna FWD LE	2025	Ice Cap	
Type of Vehicle	VIN		Mileage	Job Reference:	
Mini Van	5TDKRKEC7SS231118		0	Customer P.O.:	
Chassis, Conversion and Additional Equipment (See Page 2 for detail):					\$80,813.96
Protection Products:					\$0.00
MBW Rewards					(\$0.00)
Total					\$80,813.96
Documentary Fee					\$0.00
License Fee					\$689.00
Delivery					\$0.00
Sales tax					\$3,147.79
Total Cash Delivered Price					\$84,650.75
Note 1 Rebate(s)					(\$0.00)
GPC					(\$0.00)
Third Party Payor(s)					(\$0.00)
Cash Down			Check/PO	-	
Payment			Deposit Amount + Cash Down		(\$0.00)
			Payment		
Total Credits					(\$0.00)
Trade-In(s)					
Year	Make	Model	Vin	Payoff Amount	Allowance
ONLY THOSE ITEMS AND SERVICES SPECIFICALLY WRITTEN ON THIS ORDER ARE INCLUDED IN THE STATED PRICE. ANY OTHER AGREEMENTS, UNLESS IN WRITING, ARE NOT BINDING ON SELLER.				Amount Due Upon Delivery	
				\$84,650.75	

The first and second pages of this Order comprise the entire agreement affecting this purchase and no other agreement or understanding of any nature concerning this purchase has been made or entered into, or will be recognized. I hereby certify that no credit has been extended to me for the purchase of this motor vehicle except as appears in writing on the face of this agreement.

I have read and understand the second page of this agreement and agree to it as a part of this order the same as if it were printed above my signature. I certify that I am of legal age, or older, that I have legal capacity and authority to execute this agreement on behalf of my company, and hereby acknowledge receipt of a copy of this order.

Buyer's Signature Taft College

Approved By: Gradon Greenwood

Co-Buyer's Signature

This order is not valid unless signed and accepted by dealer and is only valid for 14 days

Note 1 OEM Incentives and availability are subject to change and the end user must meet qualifications by OEM to qualify.



BOARD AGENDA ITEM

Date: March 25, 2025

Submitted by: Justin Madding, Director of Facilities & Planning

Area Administrator: Mike Giacomini, Vice President of Administrative Services

Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item: Request for Approval of Maintenance Truck Replacement Purchase

Background:

The purpose of this purchase is to replace the 2000 GMC maintenance truck with 101,565 miles that will no longer pass smog. The current Plant Operations Technician truck (2005 Chevrolet 2500 with a service body of 157,511 miles) will be transferred to maintenance, and the new truck will be issued to the Plant Operations Technician.

Quotes were solicited from Chevrolet and GMC dealers, and Giant Chevrolet Cadillac responded with the lowest quote of \$62,516.21. Please see the attached quote solicitation, quote tabulation, and quote from Giant Chevrolet Cadillac.

It is requested that the Board of Trustees approve the purchase of a 2025 Chevrolet 2500HD with Royal service body and ladder rack from Giant Chevrolet Cadillac for the total sum of \$62,516.21.

Board Goal/Accreditation Standard:

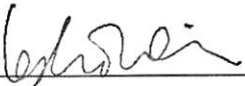
SAP Leading Indicator #14. Accreditation Standards III.B.2 and III.B.3.

Terms (if applicable): Deliverable by June 26, 2025.

Expense (if applicable): \$62,516.21

Fiscal Impact Including Source of Funds (if applicable):

This is a budgeted general fund expenditure from the Transportation budget.

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President

QUOTE TABULATION



Project Name: Taft College FM&O Service Truck Purchase

Job Walk: N/A

Project No: TC 24-032

Proposals Rcvd at: Email

Owner: West Kern CCD / Taft College

Proposals Requested: 03/07/25

Proposals Due: 03/26/25

Contractor	Base Bid		Total Bid	Bid Bond	CSLB#	DIR #	Date RCVD	Remarks
Richland Chevrolet	\$ -		\$ -	N/A	N/A	N/A	03/07/25	Declined to respond
Three-Way Chevrolet	\$ 64,500.00		\$ 64,500.00	N/A	N/A	N/A	03/10/25	
Motor City West	\$ 64,950.00		\$ 64,950.00	N/A	N/A	N/A	03/11/25	
Giant Chevrolet Cadillac	\$ 62,516.21		\$ 62,516.21	N/A	N/A	N/A	03/17/25	
Lasher Auto								No response
Watsonville Fleet Group								No response
Riverview Trucks								No response
Home Motors								No response
Chevrolet of Montebello								No response
Rydell Chevrolet								No response

QUOTE TABULATION



Project Name: Taft College FM&O Service Truck Purchase

Job Walk: N/A

Project No: TC 24-032

Proposals Rcvd at: Email

Owner: West Kern CCD / Taft College

Proposals Requested: 03/07/25

Proposals Due: 03/26/25

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Richland Chevrolet	\$ -		\$ -	N/A	N/A	N/A	03/07/25	Declined to respond
Three-Way Chevrolet	\$ 64,500.00		\$ 64,500.00	N/A	N/A	N/A	03/10/25	
Motor City West	\$ 64,950.00		\$ 64,950.00	N/A	N/A	N/A	03/11/25	
Giant Chevrolet Cadillac	\$ 62,516.21		\$ 62,516.21	N/A	N/A	N/A	03/17/25	
Lasher Auto								No response
Watsonville Fleet Group								No response
Riverview Trucks								No response
Home Motors								No response
Chevrolet of Montebello								No response
Rydell Chevrolet								No response

From: [Justin Madding](#)
Cc: [Sergio Gomez](#); [Justin Madding](#)
Bcc: [jpowers@lasherauto.com](#); [yesenia@watsonvillefleetgroup.com](#); [RichardMS@cacargroup.com](#); [jasonf@riverview-trucks.com](#); [dneedham@sacramentotruck.com](#); [rgonzales@motorcitywest.com](#); [rdelosario@motorcitywest.com](#); [rbashour@3waychev.com](#); [richlandsales@gmail.com](#); [mol@homemotors.net](#); [sespinoza@chevroletofmontebello.com](#); [tprevatt@rydells.com](#); [jsanchez@giantautomotive.com](#); [Carlos Gonzales](#); [ZACHARY ROBERTSON](#)
Subject: RE: Request for Quotes - Taft College Chevrolet/GMC Service Truck Purchase (Qty: 1)
Date: Tuesday, March 18, 2025 7:20:00 AM
Attachments: [image001.png](#)

Good morning everyone,

Please be advised that a Royal 8' Utility Body with ladder rack is an acceptable substitute for the Harbor Trademaster with ladder rack for this quote. Please see the original request for quotes below. As a reminder, quotes are due by March 26, 2025, and the vehicle must be deliverable by June 26, 2025. If you have any additional questions please feel free to contact me.

Thanks.

Justin

Justin Madding
Director of Facilities & Planning
Taft College
Office: (661) 763-7768



29 Cougar Court • Taft, California • 93268
www.taftcollege.edu

May contain privileged and confidential information for the intended recipient only. If received in error, please notify sender and destroy all contents and attachments. All rights to email contents are retained by Taft College.

From: Justin Madding
Sent: Friday, March 7, 2025 3:59 PM
Cc: Justin Madding <jmadding@taftcollege.edu>; Sergio Gomez <SGomez@taftcollege.edu>
Subject: Request for Quotes - Taft College Chevrolet/GMC Service Truck Purchase (Qty: 1)

Good afternoon,

The purpose of this email is to solicit quotes for the purchase of a service truck that meets the minimum specifications below. The purchase will be made from the lowest

responsive quote. Quote must be accompanied by the completed attached minimum specifications sheet in order to be considered responsive. Quotes must be received before March 26, 2025, in order to be considered. Quotes must be submitted by email to jmadding@taftcollege.edu. **The truck must be deliverable before June 26, 2025.** Should you have any questions please do not hesitate to email me. Please see the minimum specifications below:

- Make: Chevrolet or GMC;
- Model: Silverado or Sierra Service Truck;
- Size: 1500 or 2500;
- Model Year: 2024 or 2025;
- Condition: New;
- Color: White;
- Trim: Work Truck
- Single cab;
- Automatic transmission;
- Drivetrain: 4x2;
- Harbor – If 1500, then GM 8FT 1500 Light Duty Trademaster with inner bed light duty ladder rack (see attached); If 2500, GM 8FT Trademaster with ladder rack;
- Air conditioning;
- 3 year / 36,000 mile bumper to bumper warranty;
- 5 year / 60,000 powertrain warranty;
- **Must be deliverable before June 26, 2025**

Justin Madding
Director of Facilities & Planning
Taft College
Office: (661) 763-7768



29 Cougar Court • Taft, California • 93268
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Date: 3/17/2025
Salesperson: ZACH ROBERTSON
Manager: ZACH ROBERTSON

FOR INTERNAL USE ONLY

BUSINESS NAME Taft College Home Phone : (661) 763-7768
CONTACT
Address : 29 Cougar Court
TAFT, CA 93268 Work Phone :
KERN
E-Mail : Cell Phone :

VEHICLE
Stock # : 25173 New / Used : New VIN : 1GB0ALE79SF104141 Mileage: 7
Vehicle : 2025 Chevrolet Silverado 2500HD Color : GAZ SUMMIT WHIT
Type : Work Truck 4x2 Regular Cab 8 ft. bo CC20903

*Registration and Documentation fees are estimated

Market Value Selling Price	45,101.48
Rebate	1,500.00
Adjusted Price	43,601.48
Royal Box	12,892.00
2 x sets of key	393.08
Total Purchase	56,886.56
Doc Fee	85.00
Tax	4,823.90
Non Tax Fees	720.75
Cash Deposit	.00
Balance	62,516.21



Vehicle Locator

Dealer Information

GIANT CHEVROLET OF VISALIA

1001 S BEN MADDOX WAY

VISALIA, CA 93292

Phone: 559-733-1100

Fax: 559-735-3114

1GB0ALE79SF104141

Model Year: 2025

Make: Chevrolet

Model: 2500HD Silverado

CC20903-LWB, 2WD, Reg Cab Pickup

PEG: 1WT-Work Truck Preferred Equipment Group

Primary Color: GAZ-Summit White

Trim: H1T-1WT/1FL-Cloth, Jet Black, Interior Trim

Engine: L8T-Engine: 6.6L, V-8, SIDI

Transmission: MKM-10-Speed Automatic

Event Code: 5000-Delivered to Dealer

Order #: DPCHP6

MSRP: \$47,243.00

Order Type: TSC-SVC Commercial

Stock #: 25173

Inventory Status: Available

Additional Vehicle Information

Vehicle Options

No Cost Options

Other Options

1WT-Work Truck Preferred Equipment Group

9J4-Bumper: Rear Delete

AKO-Glass, Deep Tinted

AZ3-Seats: Front 40/20/40 Split-Bench, Full Feature

BG9-Floor Covering: Rubberized Vinyl, Black

DBG-Mirrors, O/S: Man. Ext & Folding, Heat, Turn Indicator

GAZ-Summit White

H1T-1WT/1FL-Cloth, Jet Black, Interior Trim

JL1-Integrated Trailer Brake Controller

K47-Heavy Duty Air Filter

KNP-Transmission Cooling System

L8T-Engine: 6.6L, V-8, SIDI

PYN-Wheels: 17" Steel, Painted

SFW-Back-Up Alarm Calibration (SEO)

UE1-OnStar Communication System

UEU-Sensor, Forward Collision Alert

UKJ-Sensor, Front Pedestrian Braking

V76-Recovery Hooks

YF5-California Emissions

ZW9-Delete: Pick-Up Box

5N5-Rear Camera Kit for ZW9 Box Delete or Chassis Cab (SEO)

9L7-Upfitter / Accessory Electrical Switches

AQQ-Keyless Remote Entry

B3P-Special Vehicle Sales

C7A-GVW Rating 10,000 Lbs

G80-Auto Locking Differential, Rear

GT4-Rear Axle: 3.73 Ratio

IOR-Chevrolet Infotainment, 7" Color Screen

K34-Cruise Control

KC4-Cooler, Engine Oil

KW7-Alternator, 170 AMP

MKM-10-Speed Automatic

QXT-Tires: LT265/70 R17 All Terrain, Blackwall

TQ5-Headlamps, IntelliBeam

UE4-Following Distance Indicator

UHY-Automatic Emergency Braking

V46-Bumper, Front, Chrome

VK3-Front License Plate Mounting Provisions

YK6-SEO Processing Option

ZXT-Tire, Spare: LT265/70 R17 Blackwall

"~" indicates vehicle belongs to Trading Partner's inventory

Disclaimer:

GM has tried to make the pricing information provided in this summary accurate. Please refer to actual vehicle invoice, however, for complete pricing information. GM will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary.



TAFT COLLEGE

Please see the minimum specifications below. The purchase will be made from the lowest responsive quoter. Quotes must be received by **March 26, 2025, at 3:00 p.m.** to be considered. This specification sheet must be completed and included with your quote submission.

Vehicle Specification Sheet			
Category	Specification	Meets minimum specification (Y/N)	If no, please explain how it exceeds minimum specification
Quantity:	1	Yes	
Make:	Chevrolet or GMC	Chevrolet	
Model:	Silverado or Sierra	Silverado	
Size:	1500 or 2500	2500	
Year:	2024 or 2025	2025	
Condition:	New	New	
Color:	White	White	
Interior:	Cloth	Cloth	
Tr m:	Work Truck	Work Truck	
Cab:	Single	Single	
Transmission:	Automatic	Automatic	
Drivetrain:	2WD	2WD	
Engine Cylinder Count:	8	Yes	
Fuel Type:	Gasoline	Yes	
Truck Body:	If 1500, then Harbor GM 8FT 1500 Light Duty Trademaster	No	1500 too small for Service bed



TAFT COLLEGE

	with inner bed light duty ladder rack.	yes - 2500	Royal 8' Service Utility Body, with ladder rack.
	If 2500, then Harbor GM 8FT Trademaster with ladder rack.		
Wheels:	16" or 17"	17"	
Tires:	All Terrain	yes	
Steering:	Full power, Tilt wheel	yes	
Brakes:	Power, 4 wheel ABS front and rear	yes	
Electrical:	Standard model option	yes	
Battery:	Standard model option	yes	
Windshield wipers:	Standard model option	yes	
Power:	Factory windows, door locks, and mirrors	Power all - yes	
Sun visor:	Standard model option	yes	
Gauges:	Standard model option	yes	
Windows:	Standard model option	yes	
Window Tint:	Standard model option	yes	
Mirrors:	Standard model option	yes	
Keys:	(4) sets of factory keys		
Manuals:	Owners, parts, service, maintenance/troubleshooting for cab & chassis, engine, transmission	yes manuals for truck, bed, etc.	



TAFTCOLLEGE

Warranty:	3 year / 36,000 mile bumper to bumper warranty; 5 year / 60,000 powertrain warranty	yes	
Delivery Date/Comments	Must be deliverable before June 26, 2025. Vehicle to be equipped with all equipment normally furnished by the manufacturer. Vehicle shall comply with all Federal, State Highway, Cal-OSHA, laws, rules, and regulations.		
Delivery Location:	Taft College, Facilities, Maintenance & Operations, 29 Cougar Court, Taft, CA 93268		



Please see the minimum specifications below. The purchase will be made from the lowest responsive quoter. Quotes must be received by **March 26, 2025, at 3:00 p.m.** to be considered. This specification sheet must be completed and included with your quote submission.

Vehicle Specification Sheet			
Category	Specification	Meets minimum specification (Y/N)	If no, please explain how it exceeds minimum specification
Quantity:	1		
Make:	Chevrolet or GMC		
Model:	Silverado or Sierra		
Size:	1500 or 2500		
Year:	2024 or 2025		
Condition:	New		
Color:	White		
Interior:	Cloth		
Trim:	Work Truck		
Cab:	Single		
Transmission:	Automatic		
Drivetrain:	2WD		
Engine Cylinder Count:	8		
Fuel Type:	Gasoline		
Truck Body:	If 1500, then Harbor GM 8FT 1500 Light Duty Trademaster		



	with inner bed light duty ladder rack.		
	If 2500, then Harbor GM 8FT Trademaster with ladder rack.		
Wheels:	16" or 17"		
Tires:	All Terrain		
Steering:	Full power, Tilt wheel		
Brakes:	Power, 4 wheel ABS front and rear		
Electrical:	Standard model option		
Battery:	Standard model option		
Windshield wipers:	Standard model option		
Power:	Factory windows, door locks, and mirrors		
Sun visor:	Standard model option		
Gauges:	Standard model option		
Windows:	Standard model option		
Window Tint:	Standard model option		
Mirrors:	Standard model option		
Keys:	(4) sets of factory keys		
Manuals:	Owners, parts, service, maintenance/troubleshooting for cab & chassis, engine, transmission		



Warranty:	3 year / 36,000 mile bumper to bumper warranty; 5 year / 60,000 powertrain warranty		
Delivery Date/Comments	Must be deliverable before June 26, 2025. Vehicle to be equipped with all equipment normally furnished by the manufacturer. Vehicle shall comply with all Federal, State Highway, Cal-OSHA, laws, rules, and regulations.		
Delivery Location:	Taft College, Facilities, Maintenance & Operations, 29 Cougar Court, Taft, CA 93268		

BOARD AGENDA ITEM

Date: March 27, 2025

Submitted by: Susan Groveman, Executive Director of Marketing and Community Relations

Area Administrator: Leslie Minor, Ph.D., Interim Superintendent/President

Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item:

Modern Campus Omni Content Management System (CMS) 1-Year License Renewal—
May 1, 2025 – April 30, 2026

Background:

The attached agreement renews the licensing of the Content Management System (CMS) on which the Taft College website has been built, including the CMS Integrated Calendar, CMS Emergency Alerts, CMS Faculty/Staff Directory, CMS Insights, CMS Personalization Lite, 1-Year Support Fees, and CMS – SaaS for up to 25 users.

Board Goal/Accreditation Standard:

Board Goal SAP #4, #5, and #8.

Terms (if applicable):

May 1, 2024 – April 30, 2025

Expense (if applicable):

\$34,556.56

Fiscal Impact Including Source of Funds (if applicable):

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

Approved: _____


Leslie Minor, Ph.D., Interim Superintendent/President



SCHEDULE TO THE AGREEMENT

ORDER FORM No. CMS-002

THIS ORDER FORM IS ENTERED INTO BETWEEN Modern Campus USA Inc. ("**Modern Campus**") and Taft College ("**Customer**") on the Order Form Effective Date.

1. Agreement: This Order Form incorporates the terms and conditions of the Agreement dated March 04, 2022 and made between Modern Campus and Customer (the "**Agreement**"), as if such terms and conditions are reproduced herein. In the event of a conflict between this Order Form and the Agreement, the terms of this Order Form shall prevail, but only to the extent that the conflict pertains to the Software and Services specified herein. Any capitalized term not defined herein shall have the meaning ascribed to them in the Agreement.
2. Description of Software/Services/Support:
 - (a) Software: The Software Licensed pursuant to this Order Form and the terms and conditions of the Agreement is for the Software listed below:
 - CMS - SaaS up to 25 users
 - CMS Integrated Calendar
 - CMS Emergency Alerts - License
 - CMS Faculty Directory - License
 - CMS Insights - License up to 5,000 pages
 - CMS Personalization Lite
 - (b) Users: Unless otherwise stated on this Order Form, the Software License granted under this Order Form is a Subscription License for the user type and number of users and organizations as specified in the Agreement.
 - (c) Support
 - CMS - Support - SaaS
3. Term:
 - (a) License Start Date: The License shall commence on May 01, 2025.
 - (b) Initial Term: The initial term (the "Initial Term") of this Order Form shall commence on the License Start Date and continue for a period of 12 months, unless terminated earlier pursuant to the Agreement.
 - (c) Renewal Term: This Order Form shall automatically renew for successive periods of twelve (12) months (each a "Renewal Term") unless either Party notifies the other at least ninety (90) calendar days prior to the expiration of the Initial Term or the then Renewal Term of its desire not to renew this Order Form.

4. Fees for the use of the Software ("Subscription Fees"):

- CMS - SaaS up to 25 users : \$19,306.56
- CMS Integrated Calendar : \$2,500.00
- CMS Emergency Alerts - License : \$0.00
- CMS Faculty Directory - License : \$0.00
- CMS Insights - License up to 5,000 pages : \$5,250.00
- CMS Personalization Lite : \$0.00

Total Subscription Fees Year 1: \$27,056.56

The Subscription Fees shall be subject to a five percent (5%) increase per annum.

5. Fees for Support ("Support Fees"): The Support Fees, as provided below, shall be subject to five percent (5%) increase per annum:

- CMS - Support - SaaS: \$7,500.00

6. Payment Terms: The Subscription Fees, Support Fees and Service Fees are payable in advance, with payment due Net 30 days from invoice date. Unless otherwise stated, Subscription Fees and Support Fees are due annually. Late Payments will be subject to a late fee calculated at 1% per month. If payment of Subscription Fees with annual recurring costs is not received prior to the start date of any applicable year during the Term, Modern Campus reserves the right to suspend access to the Software until payment is received.

Grand Total (Subscription and Support Fees) for Year One

Total Year One Subscription: \$27,056.56

Total Year One Support: \$7,500.00

Total Year 1 Fees: \$34,556.56

7. Order Form Effective Date: The Order Form Effective Date shall be the last date of execution of this Order Form.

IN WITNESS WHEREOF, the Parties have executed this Order Form on the Order Form Effective Date.

MODERN CAMPUS USA, INC.

Per: _____

Name: _____

Title: _____

Date: _____

TAFT COLLEGE

Per: _____

Name: _____

Title: _____

Date: _____

BOARD AGENDA ITEM

Date: March 27, 2025

Submitted by: Justin Madding, Director of Facilities and Planning

Area Administrator: Mike Giacomini, Vice President of Administrative Services

Subject: Request for Approval



Board Meeting Date: April 9, 2025

Title of Board Item:

Request for Approval of AP Architects Service Order Standard Agreement Addendum No. 1

Background:

AP Architects serves as the District Architect for a variety of professional architectural services. The purpose of this agreement is to engage AP Architects for design, engineering, and certain construction oversight services related to the upcoming G8 Allied Health Nursing Lab Remodel project. Their service fee will be \$30,000.00 based on 10% of the estimated construction cost of \$300,000.00. Construction is to be completed by November 7, 2025.

It is requested that the Board of Trustees approve the attached Standard Agreement No. 1 with AP Architects.

Board Goal/Accreditation Standard: BOT Strategic Action Plan Goal #6. SAP Leading Indicator #13. Accreditation Standards I.A.3, II.A.1, I.B.9, II.A.14, III.B.1, III.B.2, and III.B.4.

Terms (if applicable): Applicable to the upcoming G8 Allied Health Nursing Lab Remodel project only.

Expense (if applicable): \$30,000.00.

Fiscal Impact Including Source of Funds (if applicable):

These services are funded through restricted grant funds associated with the Healthcare Workforce Initiative Agreement with Kern Health Systems.

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President

CONTRACT ADDENDUM NO: 001

Based on 2025 Master Agreement between the West Kern Community College District and AP Architects.

Date: April 9, 2025

Architect's Project No.: 430-0083

Project: TC G8 Nursing Lab Remodel

Scope: Design, Engineering and Construction oversight for the:
Remodel of the existing G8 Classroom into a Nursing Lab with Observation Room including upgraded finishes. Non-DSA.

Fee: \$30,000 fixed fee is based on a ten percent (10%) of the estimated construction cost of \$300,000. (Includes reimbursables).

Insurance Requirements: Per the 2025 Master Agreement

Engineer's Required: As required

Time Frame: Construction Complete by November 7, 2025.

Approvals:


Leslie Minor
Interim Superintendent President



J. Patrick Fogarty, AIA
AP Architects

BOARD AGENDA ITEM

Date: March 27, 2025

Submitted by: Cecilia Alvarado, Dean of Student Services 

Area Administrator: Leslie Minor, Acting Vice President of Student Services

Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item:

Proposal for TC Orientation Video Series Project by NelsonMedia.com

Background:

The District is requesting the use of services of NelsonMedia.com to record and deliver various videos for use in revamping the on-line new student orientation in Canvas. The District will update the current on-line new student orientation by adding new videos, new content, subtitles in both English and Spanish, and closed captioning for accessibility.

Board Goal/Accreditation Standard:

Assembly Bill 928 (AB 928), the Student Transfer Achievement Reform Act of 2021, is an expansive bill intended to simplify the transfer process for community college students. Student Services is working on AB 928 work specifically in updating the on-line new student orientation.

Terms (if applicable):

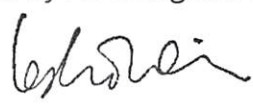
Video recording services will start once approved and is to be completed by May 20, 2025. The delivery of the final product will occur by June 30, 2025.

Expense (if applicable):

The estimated cost for services is \$29,000-\$34,000 which includes contingency for additional video production requests as desired.

Fiscal Impact Including Source of Funds (if applicable):

This service will be funded by AB 928 grant funds.

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President

Wednesday, March 26, 2025

Project **PROPOSAL**

Client: Taft College - Susan Groveman
Project: TC Orientation Video Series - English and Spanish Versions

Scope of Services: Record and deliver eleven (11) +/- 2 minute videos in **English** and **Spanish** conforming to TC-furnished scripts driven by voice-over narration that include short interviews and casual interaction vignettes for use in student orientation. Video series would include **President's Welcome, Faculty Expectations, Priority Registration, Rights and Responsibilities, Scheduling Your Classes, Student Success Tips, Student Support Services, Time Management, Understanding the Course Syllabus, TC Cougar Tracks and Campus Overview**. Video recording will be completed by 20 May. Delivery of final products will occur by 30 June.

Services Provided:

- Pre-production services as needed.
- Translation of video scripts into Spanish for voice-over recording.
- Video recording of interviews and b-roll by nelsonmedia.com with LUMIX 6K video gear, using quality Leica lenses and Sennheiser audio equipment.
- sUAV aerial videography flights as needed (upon approval of TC Public Safety.)
- Video logging of interview footage to identify relevant clips.
- Graphic production design developed for edit sessions.
- Music cues identified and suggested for inclusion into final edit.
- Edit sessions conducted to create videos.
- Video proofs posted to nelsonmedia.com video sharing folder for review and revision.
- Client-requested revisions completed.
- English closed-caption subtitles created and incorporated into finalized videos.
- Spanish closed-caption subtitles incorporated into **separate** Spanish version videos.
- Video projects transcoded to desired formats for use in communications efforts.
- Video masters posted for download and distribution.

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


Estimate: \$29-\$34K - (includes contingency)


Thank you for this opportunity,



BOARD AGENDA ITEM

Date: March 27, 2025

Submitted by: Megan Romero, Director TIL Program 

Area Administrator: Heather del Rosario, VP Human Resources 

Subject: Request for Approval

Board Meeting Date: April 9th, 2025

Title of Board Item: Request for approval of TIL Office workspace reconfiguration

Background: As the TIL Program expands with new programs and services, there is a need for more staff and, consequently, additional workspace. Sierra School Equipment has assessed our current setup and determined that we can retain most of our existing equipment while replacing some pieces to create a more user-friendly environment with additional workstations. This update will not only make the office area more open but also give it a cleaner, more modern look. The new configuration will add nine new workstations to the center cubicle area. Attached, you'll find the Sierra School Equipment proposal along with a layout of the completed design. This new arrangement will improve the workspace for staff and provide a more efficient environment for working with students.

After board approval, Sierra School Equipment would just need to have lead time of ordering the equipment to start. This project could start within 2 weeks.

It is requested that the Board of Trustees approve the purchase of this equipment for the TIL Program office building.

Board Goal/Accreditation Standard: SAP # 3

Terms (if applicable): N/A

Expense (if applicable): \$27,584.80

Fiscal Impact Including Source of Funds (if applicable): This expense would be coming from the current TPSID Grant.

Approved: _____


Leslie Minor, Ph.D., Interim Superintendent/President



Proposal

Sierra School Equipment Company
PO Box 80667
Bakersfield, CA 93380-0667
Phone: 661-399-2993
Fax: 661-399-0218
Email: sales@ssecinc.com
www.ssecinc.com

Order Number	116482
Date	03/25/2025
Customer PO No	
Customer Name	Taft College
Account Rep	David Shaw
Project Number	
Terms	NET 30
Page	1 of 4

T Taft College
O 29 Cougar Ct
Taft, CA 93268

ATTN: AP

S Taft College - TIL Bldg C15TAFT
H 29 Cougar Court
I Taft, CA 93268
P

T ATTN: Justin Madding
O Phone: (661)7693-7767
Email: jmadding@taftcollege.edu

RE: TIL Bldg - Open Office Area
Workstation Reconfigure
Revision #1

Line	Quantity	Description	Unit Price	Extended Amount
1	16.00 Each	Knoll, Inc D2P1GVT1436--(CORE)-611T Single Pane Window, Top Position for Full View Panels, 36Wx14H, Clear Tempered Glass (CORE):Core Paints 611T:PAINT- Beige Mist Metallic (Textured) (CP) Tag: TIL Bldg - Open Office Area	553.47	8,855.52
2	4.00 Each	Knoll, Inc DP8VPTS5--611T Post Top Cap Assembly Inline, Horizon, metal flat, Full View 611T:PAINT- Beige Mist Metallic (Textured) (CP) Tag: TIL Bldg - Open Office Area	6.84	27.36
3	8.00 Each	Knoll, Inc DP8PC64--(CORE)-611T Post Cover, Straight, 64H, Horizon (CORE):Core Paints 611T:PAINT- Beige Mist Metallic (Textured) (CP) Tag: TIL Bldg - Open Office Area	58.71	469.68
4	4.00 Each	Knoll, Inc DP8VPA4235--611T Three Way Post Assembly "T", 42H, Horizon, metal flat, Full View 611T:PAINT- Beige Mist Metallic (Textured) (CP) Tag: TIL Bldg - Open Office Area	157.89	631.56
5	4.00 Each	Knoll, Inc DP8PO64 Universal Post Component, 64H, post only, Horizon Tag: TIL Bldg - Open Office Area	104.88	419.52
6	32.00 Each	Knoll, Inc DP2SOSC D2 Tile Support Mounting Brackets Tag: TIL Bldg - Open Office Area	0.00	0.00
7	16.00 Each	Knoll, Inc DP2SOS36--NA D2 Tile Support for 36W Panel NA:D2- Black Tag: TIL Bldg - Open Office Area	31.92	510.72



SIERRA
SCHOOL EQUIPMENT CO.

Proposal

Sierra School Equipment Company
PO Box 80667
Bakersfield, CA 93380-0667
Phone: 661-399-2993
Fax: 661-399-0218
Email: sales@ssecinc.com
www.ssecinc.com

Order Number	116482
Date	03/25/2025
Customer PO No	
Customer Name	Taft College
Account Rep	David Shaw
Project Number	
Terms	NET 30
Page	2 of 4

8	8.00 Each	Knoll, Inc D1R7524G-(CORE)-127-(CORE)-127 Worksurface, Rectangular + Post, 75Wx24D, with grommet (CORE):Core Laminates 127:LAM- Walnut (CP) (CORE):Core Edgebands 127:EDGE- Walnut (CP) Tag: TIL Bldg - Open Office Area	422.94	3,383.52
9	1.00 Each	Knoll, Inc D1R4824G-(CORE)-127-(CORE)-127 Worksurface, Rectangular, 48Wx24D, with grommet (CORE):Core Laminates 127:LAM- Walnut (CP) (CORE):Core Edgebands 127:EDGE- Walnut (CP) Tag: TIL Bldg - Open Office Area	311.79	311.79
10	1.00 Each	Knoll, Inc D5C3624G-(CORE)-127-D-(CORE)-127 Worksurface, Rectilinear Corner, 36Wx24D, with grommet (CORE):Core Laminates 127:LAM- Walnut (CP) D:grain direction, diagonal (CORE):Core Edgebands 127:EDGE- Walnut (CP) Tag: TIL Bldg - Open Office Area	459.99	459.99
11	1.00 Each	Knoll, Inc DB1C24L-611T Cantilever Bracket, Left, 24"D, Single Pack 611T:PAINT- Beige Mist Metallic (Textured) (CP) Tag: TIL Bldg - Open Office Area	67.83	67.83
12	1.00 Each	Knoll, Inc DB1C24R-611T Cantilever Bracket, Right, 24"D, Single Pack 611T:PAINT- Beige Mist Metallic (Textured) (CP) Tag: TIL Bldg - Open Office Area	67.83	67.83
13	2.00 Each	Knoll, Inc DB1F24SP Flat Bracket 24" - Single Pack Tag: TIL Bldg - Open Office Area	26.79	53.58
14	1.00 Each	Knoll, Inc DB1C18L-611T Cantilever Bracket, Left, 18"D, Single Pack 611T:PAINT- Beige Mist Metallic (Textured) (CP) Tag: TIL Bldg - Open Office Area	49.59	49.59
15	2.00 Each	Knoll, Inc DB1PWSP-611T Panel-to-Worksurface Bracket, Pair 611T:PAINT- Beige Mist Metallic (Textured) (CP) Tag: TIL Bldg - Open Office Area	15.96	31.92
16	1.00 Each	Knoll, Inc 2DSPF524BBFL-(CORE)-611-SB-6J-KA	810.54	810.54



Proposal

Sierra School Equipment Company
PO Box 80667
Bakersfield, CA 93380-0667
Phone: 661-399-2993
Fax: 661-399-0218
Email: sales@ssecinc.com
www.ssecinc.com

Order Number	116482
Date	03/25/2025
Customer PO No	
Customer Name	Taft College
Account Rep	David Shaw
Project Number	
Terms	NET 30
Page	3 of 4

Series 2 Floorstanding Pedestal, Recessed Pull, 15Wx24D, Box/Box/File, Locking (CORE):Smooth Core Paints 611:PAINT- Belge Mist Metallic (CP) SB:Full Extension Drawer Slides 6J:Divider in 1 box drawer, pencil tray in 1 box drawer, 2 file converters in file KA:LOCK- Keyed alike Tag: TIL Bldg - Open Office Area				
17	1.00 Each	Herman Miller Y5012.-BU +Metal Pencil Drawer BU:+black umber Tag: TIL Bldg - Open Office Area	190.20	190.20
18	1.00 Each	Knoll, Inc KSPEC2 Set of 2 Cores/Keys (Black) Tag: TIL Bldg - Open Office Area	0.00	0.00
19	1.00 Each	WorkRite Ergonomics, LLC 2128-22-~~~ Banana-Board System w/22" Track and Pinnacle 2 Arm, Black ~:No Selection ~:No Selection Tag: TIL Bldg - Open Office Area	365.37	365.37
20	1.00 Each	SBI PREVAILING WAGE LABOR Prevailing wage labor to reconfigure (16) Knoll Dividends workstations into (24) workstations, removing the overhead cabinets and adding windows per space plan dated 1/6/2025 Rev #9. All work to be performed during normal business hours, (M-F, 7a-4p). Tag: TIL Bldg - Open Office Area	9,500.00	9,500.00

Order Sub-Total : \$26,206.52
8.2500%-TAFT-93268-KERN : \$1,378.28
TOTAL ORDER : \$27,584.80

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED. THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE.

The above price (\$27,584.80) includes delivery to Taft set-up and California sales tax. The above prices are based on the "Arvin Union School District" piggyback bid. If you wish to place the order, please provide a Purchase Order # at your earliest convenience. If you have any questions or need furniture information, please call David Shaw at (661) 399-2993 ext 203.

A FINANCE CHARGE OF 1-1/2% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE CHARGED ON ACCOUNTS PAST DUE.

Signature: _____ Name: _____ Title: _____ Date: _____



Proposal

Sierra School Equipment Company
PO Box 80667
Bakersfield, CA 93380-0667
Phone: 661-399-2993
Fax: 661-399-0218
Email: sales@ssecinc.com
www.ssecinc.com

Order Number	116482
Date	03/25/2025
Customer PO No	
Customer Name	Taft College
Account Rep	David Shaw
Project Number	
Terms	NET 30
Page	4 of 4

SIERRA SCHOOL EQUIPMENT COMPANY TERMS AND CONDITIONS

Purchase and Sale

1. All prices quoted shall remain valid for 30 days. Acceptance of the Seller's written quotation shall be evidenced by delivery of Buyer's written confirmation or written purchase order incorporating all of the provisions of Seller's quotation and these Terms and Conditions.
2. A deposit of at least 50% of the invoice price of all goods and services may be required as a condition of order. The Seller shall render its invoice for balance due upon delivery and installation of the goods. Partial deliveries are to be paid upon presentation of invoice covering each partial shipment.
3. Prices are subject to applicable federal, state, and local taxes. Buyers who are exempt from taxes shall provide the seller with copies of exemption certificates upon acceptance of this proposal.
4. Balance of the purchase price is due according to the terms stated on the Invoice. Any invoiced amounts that are not paid when due shall bear a monthly service charge of 1.5% of the overdue amount (or an annual rate of 18%) until paid in full.
5. Sales tax is included on the proposal and will be updated at time of delivery.

Delivery and Installation

1. If requested by Buyer, delivery and installation at the job site will be provided so long as the site provides safe access and is free of obstacles to the proper installation of goods. Should installation require electric current, heat, lighting, hoisting, and or elevator, service shall be furnished without charge to Seller. Buyer shall cause to be provided adequate facilities for off-loading, staging, moving and handling of merchandise. Permits and licenses are the responsibility of the Buyer.
2. Delivery and installation shall be made Monday through Friday during normal working hours (8:00am – 5:00pm) unless otherwise specified. Additional labor costs resulting from overtime work performed at Buyer's request shall be paid for by Buyer.
3. Delivery times are predicated on factory scheduling. Times are subject to factory delays, transit time, strikes, etc.
4. It is assumed under this proposal, unless noted otherwise, that the customer's project site will be ready to immediately receive product. Unless noted and agreed to otherwise, the project site is to be free of other trades and/or existing furniture and equipment, with clear access to the area where furniture is to be installed. If furniture is to be installed above or below the ground floor, an operational elevator must be available for use. Stair carry must be communicated prior at the time of proposal, and if not will be an additional charge. All orders must be accepted by the customer for delivery within 30 calendar days of receipt of the product. Any delays beyond 30 calendar days will result in Storage Charges and a Partial Billing for an agreed upon percentage of the projects total cost to cover material costs. The Completes Billing will be issued once the product has been delivered and installed. Storage Charges will be charged at the rate of \$1.50 per square foot of space utilized. Any additional labor caused by delays, excess handling, special equipment and storage not the direct fault of Sierra School Equipment Company or the Manufacturers, will be charged back to the client. Charges for storage and excess handling will be included on the Final Billing.
5. INSPECTION ACCEPTANCE: Buyer agrees to complete an inspection of product upon receipt of product and inform immediately the Seller of any damage or product not conforming to the Purchase Order. Upon signing of the Delivery Receipt, the Buyer agrees that the product is in acceptable condition and completes the Purchase Order as requested.

Cancellation and Change

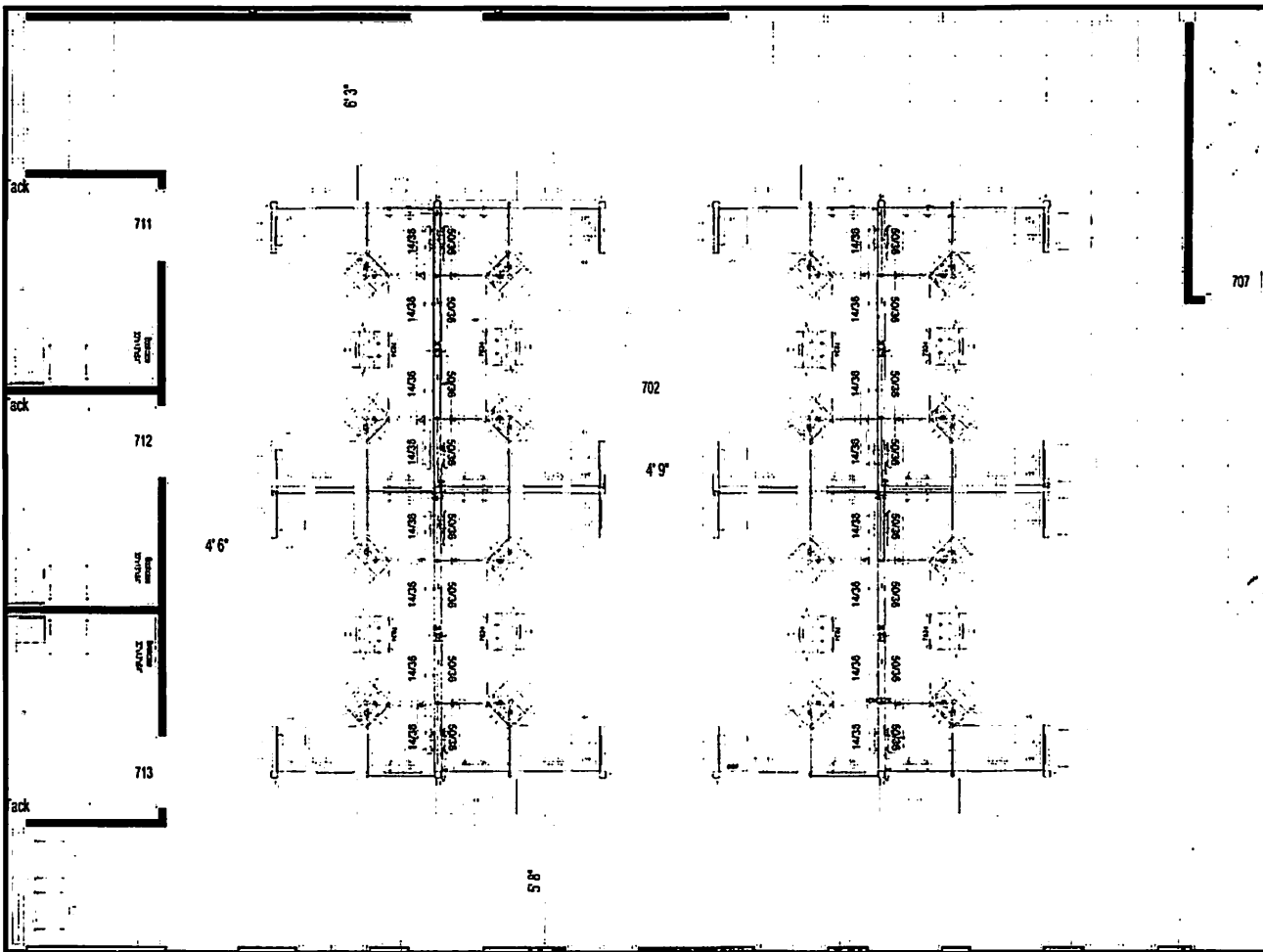
1. Any modification to an accepted order must be mutually agreeable and are subject to the manufacturer's and Seller's approval. Changes must be made via revised purchase order, change order or signed and dated revised quotation.
2. CONTRACT MERCHANDISE IS NOT RETURNABLE. Stock merchandise may be accepted for return based on manufacturer's policy. Items accepted for return may be subject to a 25% (or factory scheduled restocking charge plus freight charges).
3. If delivery or installation is delayed at the request of Buyer, payment shall be due upon the date Seller is prepared to make delivery or accomplish installation. Further, if delivery or installation is delayed at the request of Buyer, Buyer shall pay any storage fees and freight and handling charges incurred by the Seller or, if said goods are stored by Seller, Buyer shall pay a reasonable storage charge.

Warranties and Claims

1. Unless otherwise specified, all furniture is warranted by Seller to be free from defects in materials and workmanship for the period of time each manufacturer provides on its product from date of delivery. Manufacturer's warranties will apply with any charge for labor at the prevailing rates. It is expressly agreed that this warranty is in place and in lieu of all warranties of fitness and merchantability.
2. All claims for shortage, damages or mis-shipped merchandise must be made in writing within five (5) days after the receiving date. In case of drop shipments where product is delivered without installation, Buyer will be responsible to file necessary freight claims in the event of damage.

Miscellaneous

1. If any part of these Terms and Conditions is held by a court or tribunal of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired in any way.
2. This agreement and all the rights and obligations of the parties shall be governed by the laws of the State of California. If Seller retains an attorney to enforce its rights under this agreement, Buyer agrees to pay reasonable attorneys fees and court costs.
3. The Seller retains a security interest in the merchandise until it is fully paid. Buyer assumes all risk of loss of delivered product and shall not be released from any obligations under this agreement due to product loss, damage, or disrepair following delivery and acceptance. Buyer will provide information necessary for preparation of and will execute one or more Financing Statements upon request of Seller.



SIERRA
 SCHOOL EQUIPMENT CO.
 Corporate Office 2035 Clinton Way, Berkeley, CA 94705
 Phone: 911.299.2903 | Email: design@sierra.com
 Sierra Planning Department

Project:
 Teh College
 TE Bldg - Workstation Reconfigure
 29 Cougar Court
 Teh, CA 93268

Proprietary to Sierra School Equipment Company (SSEC)
 The ideas and drawings contained here are the exclusive
 property of SSEC and may not be used, duplicated or
 communicated to third parties, without the written
 permission of SSEC copyright 2023 SSEC


DATE: 01/04/2025
 DRAWN BY: Adam Brooks
 REVISION: 9
 SCALE: N/A

APPROVAL:
 DATE:

BOARD AGENDA ITEM

Date: March 20, 2025

Submitted by: Jaime Lopez, Dean of Instruction

Area Administrator: Dr. Leslie Minor, Interim Superintendent/President 

Subject: Request for Approval

Board Meeting Date: April 9th, 2025

Title of Board Item:

Approval Request to Increase Licenses for the HonorLock, an Online Proctoring Solution Tool

Background:

Approval is requested to increase licenses for advanced online proctoring solution tool HonorLock which enhances the integrity of exams and assessments within Canvas courses. We have had an increase in utilization of the tool, requiring the increase in licenses to support our faculty and students. This tool ensures secure and reliable testing environments by monitoring students during exams to prevent cheating, allowing faculty to uphold academic integrity while providing a smooth testing experience for students.

Board Goal/Accreditation Standard:

SAP 2

Terms (if applicable):

July 1st, 2024 – June 30th 2025

Expense (if applicable):

\$ 2,000.00

Fiscal Impact Including Source of Funds (if applicable):

The Distance Education Department budget will fund this expenditure.

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President



Company Address	2500 N Military Trail Suite 322 Boca Raton, FL 33431 US	Created Date	3/21/2025
Prepared By	Angelica Surra	Quote Number	Q-11304
Email	asurra@honorlock.com	Type	
Bill To Name	Taft College	Contact Name	Heather Cash
Bill To	29 Emmons Park Dr. Taft, CA 93268 US	Title	Integrated Technology Support Technician
		Phone	
		Email	hcash@taftcollege.edu
		Expiration Date	4/20/2025

Product Name	Billing Unit	Unit Price	Qty	Start Date	End Date	Billing Frequency	Total Fees
AI + Live Pop-In - User	Per User (Partial)	\$20.00	100.00	7/1/2024	6/30/2025	Annual Up Front	\$2,000.00

Total Fees: \$2,000.00

Initial Term, Fees, and Payment Terms

The Initial Term is defined by the Start Date and the End Date as outlined in the products table above.

The Initial Term shall automatically renew for successive periods, each successive period to be considered a renewal term, that are the same length as the Initial Term, unless either Party gives written notice forty-five (45) days prior to the end of the Initial Term or any renewal term, of its intention not to renew the Order. Amendments and existing contracts will auto renew at the existing contract Initial Term.

Subscriber agrees to pay Honorlock the applicable fees. All fees noted herein are quoted in, and Subscriber shall pay, in USD. Fees may be paid by check, Electronic Fund Transfer, credit card or ACH. In order to elect ACH payments, Subscriber must complete and execute an Authorization Agreement for Preauthorized Withdrawal Debits. Except as expressly set forth in this Order Form, Honorlock is under no obligation to comply with any Subscriber specific invoicing requirements. Subscriber's failure to provide complete and accurate billing information will not relieve Subscriber of or toll Subscriber's timely payment obligations.

Fees in this Order Form are not inclusive of any Taxes.

Honorlock will invoice Subscriber on the Effective Date and thirty (30) days prior to each anniversary of the Effective Date.

Honorlock will invoice Subscriber when any actual Quantity exceeds the stated Quantity in this Order Form ("Overage Fees"). Overage Fees will be calculated as the Overage Quantity * Price (from Order Form) * Overage Premium (5%). All billing and recording of transactions will be done in UTC time.

Subscription Terms and Conditions

This Order Form, entered into as of 7/1/2024 (the "Effective Date"), is by and between Honorlock, Inc. ("Honorlock," "we," "our," or "us"), and "Subscriber" ("you," or "your"). This Order Form includes and incorporates the Honorlock Master Subscription Agreement ("MSA"), which is either attached hereto or found at <https://honorlock.com/hl-msa>. This Order Form, the MSA, and any mutually-executed Statements of Work collectively constitute the "Agreement". Capitalized terms not defined in this Order Form are as defined in the MSA.

Additional Terms



Honorlock

Product Type Definitions

For billing, a User is defined as the unique count of LMS user IDs presented to the Honorlock Platform from the Subscriber's LMS. Any user who initiates a proctoring session, as evidenced by the recording of such in the Honorlock Database, will be charged for such session.

Signatures

IN WITNESS WHEREOF, the Parties have caused this Order Form to be executed by their duly authorized representatives as of the Effective Date.

Subscriber, Taft College

HONORLOCK, INC.

By:

By:

Print Name:

Print Name: Patrick Henn

Title:

Title: CFO

Date:

Date:

BOARD AGENDA ITEM

Date: March 20, 2025

Submitted by: Jaime Lopez, Dean of Instruction

Area Administrator: Dr. Leslie Minor, Interim Superintendent/President

Subject: Request for Approval

Board Meeting Date: April 9th, 2025

Title of Board Item:

Request to Renew HonorLock, an Online Proctoring Solution Tool

Background:

Approval is requested for continued subscription to the advanced online proctoring solution tool HonorLock that enhances the integrity of exams and assessments within Canvas courses. This tool ensures secure and reliable testing environments by monitoring students during exams to prevent cheating, allowing faculty to uphold academic integrity while providing a smooth testing experience for students.

Board Goal/Accreditation Standard:

SAP 2

Terms (if applicable):


July 1st, 2025 – June 30th, 2026

Expense (if applicable):

\$12,000.00

Fiscal Impact Including Source of Funds (if applicable):

The Distance Education Department budget will fund this expenditure.

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President



Company Address
2500 N Military Trail
Suite 322
Boca Raton, FL 33431
US

Created Date 3/21/2025

Quote Number Q-07358

Type

Prepared By Adam Pfister

Contact Name

Email apfister@honorlock.com

Title

Bill To Name Taft College

Phone
Email

Bill To US

Expiration Date 5/12/2024

Product Name	Billing Unit	Unit Price	Qty	Start Date	End Date	Billing Frequency	Total Fees
AI + Live Pop-In - User	Per User (Partial)	\$20.00	600.00	7/1/2025	6/30/2026	Annual Up Front	\$12,000.00

Total Fees: \$12,000.00

Initial Term, Fees, and Payment Terms

The Initial Term is defined by the Start Date and the End Date as outlined in the products table above.

The Initial Term shall automatically renew for successive periods, each successive period to be considered a renewal term, that are the same length as the Initial Term, unless either Party gives written notice forty-five (45) days prior to the end of the Initial Term or any renewal term, of its intention not to renew the Order. Amendments and existing contracts will auto renew at the existing contract Initial Term.

Subscriber agrees to pay Honorlock the applicable fees. All fees noted herein are quoted in, and Subscriber shall pay, in USD. Fees may be paid by check, Electronic Fund Transfer, credit card or ACH. In order to elect ACH payments, Subscriber must complete and execute an Authorization Agreement for Preauthorized Withdrawal Debits. Except as expressly set forth in this Order Form, Honorlock is under no obligation to comply with any Subscriber specific invoicing requirements. Subscriber's failure to provide complete and accurate billing information will not relieve Subscriber of or toll Subscriber's timely payment obligations.

Fees in this Order Form are not inclusive of any Taxes.

Honorlock will invoice Subscriber on the Effective Date and thirty (30) days prior to each anniversary of the Effective Date.

Honorlock will invoice Subscriber when any actual Quantity exceeds the stated Quantity in this Order Form ("Overage Fees"). Overage Fees will be calculated as the Overage Quantity * Price (from Order Form) * Overage Premium (5%). All billing and recording of transactions will be done in UTC time.

Subscription Terms and Conditions

This Order Form, entered into as of 7/1/2025 (the "Effective Date"), is by and between Honorlock, Inc. ("Honorlock," "we," "our," or "us"), and "Subscriber" ("you," or "your"). This Order Form includes and incorporates the Honorlock Master Subscription Agreement ("MSA"), which is either attached hereto or found at <https://honorlock.com/hl-msa>. This Order Form, the MSA, and any mutually-executed Statements of Work collectively constitute the "Agreement". Capitalized terms not defined in this Order Form are as defined in the MSA.

Additional Terms



Honorlock

Product Type Definitions

For billing, a User is defined as the unique count of LMS user IDs presented to the Honorlock Platform from the Subscriber's LMS. Any user who initiates a proctoring session, as evidenced by the recording of such in the Honorlock Database, will be charged for such session.

Signatures

IN WITNESS WHEREOF, the Parties have caused this Order Form to be executed by their duly authorized representatives as of the Effective Date.

Subscriber, Taft College

HONORLOCK, INC.

By:

By:

Print Name:

Print Name: Patrick Henn

Title:

Title: CFO

Date:

Date:

BOARD AGENDA ITEM

Date: March 11, 2025

Submitted by: Justin Madding, Director of Facilities & Planning

Area Administrator: Mike Giacomini, Vice President of Administrative Services

Subject: Request for Ratification



Board Meeting Date: April 9, 2025

Title of Board Item: Request for Ratification of Service & Repair Quote from Daikin to Furnish & Install (2) BACnet IP Communication Cards for the Taft College Chiller.

Background:

Daikin provides maintenance support for the Taft College Chiller through routine inspections and service calls. The most recent chiller inspection called for the need to replace the BACnet IP communications cards to resolve communication issues between the chiller and Energy Management System (EMS). The consequence of communication failures is that when EMS calls for cooling, the chiller will not hear the call and will not initiate cooling.


The cost for this service and repair is \$11,065.00. Please see the attached Service & Repair quote from Daikin. It is my recommendation that the Board of Trustees ratify the attached agreement with Daikin to furnish and install two (2) BACnet IP communication cards.

Terms (if applicable): Please see attached.

Expense (if applicable): \$11,065.00

Fiscal Impact Including Source of Funds (if applicable):

This is a General Fund expenditure from the Facilities, Maintenance & Operations budget.

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President

SERVICE & REPAIR QUOTE



Furnish & Install (2) BACnet IP Communication Cards

TAFT COLLEGE
29 EMMONS PARK DR
TAFT, CA, US 93268
License #: 699581

Quote #: Q-70832

Prepared for:

Justin Madding
Director of Facilities & Planning
TAFT COLLEGE
Quote Document Date: 03/04/25

Prepared by:

Richard Leicht
Sr. Account Manager
Phone: 510-786-4161 Mobile: (510) 340-0733
E-mail: richard.leicht@daikinapplied.com
Daikin Applied Americas, Inc.

Scope of Services

Daikin Applied Americas, Inc. is pleased to offer the following Service & Repair Quote for your consideration. Thank you for selecting Daikin Applied Service Group to care for your building's system. Our service personnel have the knowledge and experience to deliver the best support available. Daikin is pleased to offer this Quote for your consideration.

WMC290D/STNU071100150 & STNU071100151

- Arrive site and check in with facilities
- furnish & Install (2) BACnet IP Ethernet Communication Cards
- Configure comm modules
- Test & verify communications operation
- Clean site and remove debris
- Check out with facilities

Emergency Service Response

Emergency service is available on a 7-day, 24 hour basis. For scheduled service and repairs covered under this agreement and performed at the Customer's request outside of normal working hours, the Customer agrees to pay the difference between the prevailing standard billing rate and the prevailing overtime rate.

Equipment Repair

Daikin will perform all services during its regular working hours unless otherwise specified. Any services requested or agreed to by Customer that are outside the Scope of Work will be performed by Company at an additional cost. Company will invoice such services at a special service and repair billing rate at Company's published labor rate for the service area.

Standard Inclusions:

The agreement includes travel to and from the site, planned maintenance materials, and any trips to supply depots to procure materials. The Owner will receive a written report for the inspection or services provided. For specific activities associated with the equipment covered under the agreement, reference the planned maintenance activities section.

Standard Exclusions:

- Customer to have chiller secured and condenser bundle drained prior to arrival
- All work to be performed during 'normal working hours'
- Any and all recommended/required repairs to be quoted separately
- Asbestos identification, abatement, and pipe insulation are not included
- Chemical (acid) cleaning of tubes, if required, is not included
- Vibration analysis testing is not included
- Refrigerant is not included
- Compressor overhaul/internal inspection is excluded
- This Quote is only valid if check valve holds, otherwise we will need to revise the quote to cover refrigerant

Pricing and Acceptance

Feel free to contact me if you have any questions or concerns regarding the information contained in this Service & Repair Quote. If you would like us to proceed with the solution presented above, sign the acceptance line below (including PO# if applicable) and return a copy so that we can begin to mobilize our efforts to complete services as quickly as possible. We appreciate the opportunity to provide you with this solution and look forward to working with you on this and servicing your needs in the future.

Investment Amount and Billing Terms:

Investment required to implement the proposed solution

\$11,065.00 (Eleven Thousand, Sixty Five dollars and Zero cents)

**Price does not include applicable sales tax*

Pricing and acceptance are based upon the Terms and Conditions which are attached.

Billing/Payment Terms*: Billed in full upon completion

*All billings are due immediately upon Receipt

This Quote will be honored by Daikin Applied for 30 days from the date on the front of the Quote. After 30 days, Daikin Applied reserves the right to evaluate cost changes (both increases and decreases) from the Quote.

Justin Madding
TAFT COLLEGE
29 EMMONS PARK DR
TAFT, California 93268

Daikin Applied Americas Inc.
13600 Industrial Park Blvd
Minneapolis, MN 55441

Accepted by:

Leslie Minor

(Print Full Legal Name of Customer)



(Signature)

Interim Supt./Pres.

(Title)

3/11/25

Date:

Approved by:

(Print Full Legal Name of Daikin Applied Representative)

(Signature)

(Title)

Date:

Note: This Agreement is subject to final credit approval by Daikin Applied.

DAIKIN APPLIED AMERICAS INC. TERMS & CONDITIONS OF SALE (US & CANADA)

1. Agreement of Sale: The term "Company" as used herein shall mean Daikin Applied Americas Inc. dba Daikin Applied. Company's Proposal to provide equipment, parts, or services, which includes specifications to perform services including planned maintenance services (also referred to as a "Maintenance Agreement"), is Company's offer to sell such equipment, parts or services as indicated, including without limitation those products sold under the brand name Daikin, only under the terms and conditions stated herein. Customer's submittal of any purchase documents, execution of this offer, or allowing Company to commence work contemplated by the proposal, shall be deemed Customer's acceptance of this offer, forming an agreement of the parties relating to Company's sale to Customer of such equipment, parts, and/or services in accordance with the provisions described herein (the "Agreement"). Any additional or differing terms and conditions contained in any documents prepared or submitted by Customer (regardless of whether such terms materially alter this offer) are hereby rejected by Company and shall not become part of this Agreement between Customer and Company unless expressly consented to in writing by an authorized representative of Company.

2. Prices: For materials, equipment and services under this Agreement that are not part of a Maintenance Agreement, prices are subject to increase upon notice, due to such events as announced increases in the Company's list prices or increases in labor or material costs. For services under this Agreement that are part of a Maintenance Agreement, quoted prices are subject to acceptance by Customer within thirty (30) days of the date of the proposal, or can be adjusted by Company, and are subject to adjustment once each calendar year thereafter, effective on the anniversary date, for changes in labor, subcontractor and material costs. If such adjustment is not expressly set forth in a Maintenance Agreement, Company will provide Customer forty-five (45) days prior written notice of such adjustment. Customer's payment of an invoice with an adjusted price shall be Customer's acceptance of the price adjustment so long as such invoice reflects the price adjustment expressly set forth in the notice of adjustment or Maintenance Agreement.

3. Payment: Terms of payment are subject to prior approval of the Company's credit department. Terms of payment for equipment are net thirty (30) days from date of invoice, unless otherwise agreed upon in writing by Company. Terms of payment for services are due upon receipt of invoice, unless otherwise agreed upon in writing by Company. If at any time the financial condition of Customer or any other circumstance affecting the credit decision relating to Customer does not, in Company's opinion, justify continuance of production or shipment of products or performance of services on the terms of payment specified, Company may require full or partial payment in advance, or may, in its sole discretion, stop or delay production or shipment of products or performance of services, or terminate this Agreement. In the event of default in payment, Customer agrees to pay all costs of collection incurred by Company, including but not limited to, collection agency fees, attorneys' fees, legal expenses and court costs. All past due amounts shall bear interest at the highest rate allowed by law. Customer shall have no rights of set off against any amounts that become payable to Company under this Agreement or otherwise.

4. Taxes: The amount of any present or future taxes applicable to the product shall be added to the price contained herein and paid by Customer unless Customer has provided to Company valid exemption documentation. Any manufacturer's tax, occupation tax, use tax, sales tax, excise tax, value added tax, duty, custom, inspection or testing fee, or any other tax, fee or charge of any nature whatsoever imposed by any governmental authority on or measured by the transaction between Company and Customer, excluding business income or franchise taxes imposed on Company, shall be paid by the Customer in addition to the prices quoted or invoiced. In the event Company is required to pay any such tax, fee or charge, the Customer shall reimburse Company therefor.

5. Cancellations: Equipment is specially manufactured in response to orders. Accepted orders cannot be cancelled without Company's written consent. If Customer cancels any order without Company's consent, Customer shall, promptly upon demand by Company: (a) reimburse Company for any and all expenses (including overhead) incurred in processing the order, (b) paid Company a reasonable profit, in Company's discretion, and (c) indemnify Company for any and all loss incurred by Company as a result of Customer's cancellation of the order.

6. Shipments and Shipping:

6.1. All shipments will be made F.O.B. factory or warehouse with freight prepaid and allowed as quoted via a low-cost common carrier. Charges for special carrier services requested by Customer shall be paid by Customer. Company may ship the goods in one or more lots; such lots may be separately invoiced and shall be paid for when due per invoice, without regard to subsequent deliveries. Delay in delivery of any lot shall not relieve Customer of its obligation to accept remaining deliveries.

6.2. Notwithstanding the dates on any Company acknowledgments or confirmations of shipping, shipment dates are only estimates. For clarity, this Agreement is not a contract obligating Company to ship product or perform services at a specified time, unless set forth in a separate writing signed by an officer of Company.

7. Acceptance: Customer will inspect the products set forth in Company's proposal within five (5) business days of the date the products are delivered to Customer ("Inspection Period"). Acceptance shall be deemed to have occurred at the end of the Inspection Period, unless Customer notifies Company in writing of any nonconforming products and furnishes Company with written evidence, or other documentation required by Company, identifying the nonconformities. If Customer timely and properly notifies Company of any nonconforming products, then Company will replace such nonconforming products with conforming products. Acceptance also occurs if Customer waives its right of inspection, uses the of equipment, or makes any payment toward the invoice for the products.

8. Claims: Responsibility of Company for all shipments ceases upon delivery of the goods to the carrier; and, regardless of shipping terms or freight payment, Customer shall bear all risk of loss or damage for goods in transit. All claims for shortage or damage in transit must be filed by Customer against the carrier, and not Company, in accordance with Company's then current policies and procedures. Claims for factory shortages will not be considered unless made in writing to Company within ten (10) days after receipt of the goods and accompanied by reference to Company's bill of lading and factory order numbers.

9. Returns: Goods may not be returned unless Customer obtains the advance written permission of an authorized Company official. All authorized returned goods must be shipped prepaid to the location designated by the authorization. Customer shall pay all handling and transportation charges relating to such returned goods.

10. Limited Warranty: Subject to the provisions of Sections 11 and 12, Company provides the following limited warranties as the sole warranties and remedies for equipment, services and software provided by Company under this Agreement.

10.1. Company warrants that it will, at its option, repair or replace defective parts in the event any product (excluding software and firmware) manufactured by Company, sold hereunder and used in the United States or Canada, proves defective in material or workmanship within twelve (12) months from initial start-up, or eighteen (18) months from date of shipment, whichever period expires sooner. Authorized replacement parts are warranted for the remainder of the original warranty period. All shipments of such parts will be made F.O.B. factory, freight prepaid and allowed. Company reserves the right to select carrier and method of shipment. In addition, Company provides labor to repair or replace warranty parts during Company normal working hours on products with rotary screw compressors or centrifugal compressors. Warranty labor is not provided for any other products.

10.2. Company warrants that services furnished by Company pursuant to the Agreement are guaranteed to meet industry standards for a period of thirty (30) days from the date of performance. Company expressly limits this warranty to cover only that portion of Customer's equipment on which Company performed the services set forth in the Agreement. If Company's services do not conform to the foregoing warranty, Company will, at its expense, reperform the services.

10.3. For parts and equipment furnished by Daikin Applied but manufactured by others ("Third-Party Equipment"), Daikin Applied will pass through to Customer the manufacturer's warranty for all Third-Party Equipment as Customer's sole warranty and remedy for such Third-Party Equipment.

10.4. EXCEPT TO THE EXTENT SOFTWARE AND FIRMWARE IS WARRANTED IN ACCORDANCE WITH SECTION 10.3, ALL SOFTWARE AND FIRMWARE PROVIDED IN OR WITH THE PRODUCTS IS PROVIDED "AS IS."

10.5. THE FOREGOING WARRANTIES CONSTITUTE THE SOLE WARRANTIES MADE BY COMPANY AND INCLUDE CUSTOMER'S SOLE REMEDIES FOR WARRANTY CLAIMS. COMPANY DOES NOT WARRANT THAT THE OPERATION OF ANY SOFTWARE OR FIRMWARE PROVIDED UNDER THIS AGREEMENT WILL BE UNINTERRUPTED OR ERROR FREE, OR THAT ANY DEFECT OR MALFUNCTION IN THE SOFTWARE IS CORRECTABLE. THESE WARRANTIES ARE GIVEN IN LIEU OF ALL OTHER WARRANTIES, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT, WHICH ARE HEREBY DISCLAIMED.

11. Warranty Exclusions and Requirements:

11.1. Company's warranties set forth in Section 10 shall not apply to any products or parts, or as applicable, services: (a) that have been opened, disassembled, or repaired, or altered or performed, in each case by anyone other than Company or its authorized service representative; (b) that have been subjected to misuse, abuse, negligence, accidents, damage, or abnormal use or service; (c) that have not been properly maintained; (d) that have been operated or installed, or have had startup performed, in each case in a manner contrary to Company's printed instructions; (e) that have been exposed, directly or indirectly, to a corrosive atmosphere or material such as, but not limited to, chlorine, fluorine, fertilizers, waste water, urine, rust, salt, sulfur, ozone, or other chemicals, contaminants, minerals, or corrosive agents; (f) that were manufactured or furnished by others and/or are not an integral part of a product manufactured by Company; or (g) for which Company has not been paid in full.

11.2. The warranties set forth in Section 10 shall not apply to products with rotary screw compressors or centrifugal compressors if such products have not been started, or if such startup has not been performed, by a Company or Company authorized service representative.

11.3. Refrigerants, fluids, oils and expendable items such as filters are not covered by Company's warranty.

11.4. COMPANY MAKES NO REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, REGARDING PREVENTION OF MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR ANY OTHER CONTAMINATES.

11.5. COMPANY MAKES NO REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, THAT THE PARTS ORDERED BY CUSTOMER MEET THE DESIGN AND SPECIFICATION REQUIREMENTS OF ANY PROJECT. To that end, Customer accepts full and sole responsibility to determine what parts ordered are needed for a project.

11.6. If free warranty labor is available under Section 10, such free labor does not include diagnostic visits, inspections, travel time and related expenses, or unusual access time or costs required by product location.

11.7. No person (including any agent, sales representative, dealer or distributor) has the authority to expand Company's obligation beyond the terms of the express warranties in this Agreement, or to state that the performance of any product is other than is published by Company.

11.8. The warranties in Section 10 and any optional extended warranties are granted only to the original user.

11.9. Company must receive a startup Registration Form for products containing motor compressors and/or furnaces within ten (10) days of original product startup. If Company does not timely receive such Registration Form, the startup date and ship date will be deemed the same for determining the commencement of the warranty period and the warranty shall expire twelve (12) months from that date.

12. Remedies and Limitation on Liability:

12.1. Customer's remedies with respect to the products and services sold hereunder shall be limited to the warranties provided in section 10 and shall not exceed the lesser of: (a) the cost of repairing or replacing defective products; and (b) the original purchase price actually paid for the products or services.

12.2. IN NO EVENT AND UNDER NO CIRCUMSTANCES SHALL COMPANY BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR INCIDENTAL, INDIRECT, SPECIAL, CONTINGENT, CONSEQUENTIAL, DELAY OR LIQUIDATED DAMAGES, INCLUDING, WITHOUT LIMITATION ANY DAMAGES THAT ARISE OUT OF OR IN ANY WAY RELATE TO COMPANY'S PERFORMANCE OR LACK OF PERFORMANCE UNDER THIS AGREEMENT, WHETHER THE THEORY FOR RECOVERY IS BASED IN LAW OR IN EQUITY, OR IS UNDER ANY LEGAL THEORY WHATSOEVER, INCLUDING, WITHOUT LIMITATION, BREACH OF CONTRACT OR WARRANTY, INFRINGEMENT, NEGLIGENCE, OR STRICT LIABILITY, REGARDLESS OF WHETHER THESE DAMAGES COULD HAVE BEEN FORESEEN. THE TERM "CONSEQUENTIAL DAMAGES" INCLUDES, WITHOUT LIMITATION, THOSE DAMAGES ARISING FROM BUSINESS INTERRUPTION OR ECONOMIC LOSS, SUCH AS LOSS OF ANTICIPATED PROFITS, REVENUE, PRODUCTION, USE, REVENUE, REPUTATION, DATA OR

CROPS. IN NO EVENT WILL COMPANY'S LIABILITY UNDER THIS AGREEMENT, IN THE AGGREGATE, ARISING FROM ANY CAUSE WHATSOEVER EXCEED THE PRICE PAID OR PAYABLE FOR THE EQUIPMENT OR SERVICES GIVING RISE TO THE CLAIM.

13. Intellectual Property Indemnification: Company will, at its own expense, defend any suits that may be instituted by anyone against Customer for alleged infringement of any valid United States patent, trademark or copyright in existence on the date of this Agreement relating to any products or replacement parts sold hereunder that are manufactured by Company; *provided that* Customer has: (i) made all payments then due hereunder; (ii) given Company immediate notice in writing of any such suit and transmit to Company immediately upon receipt all processes and papers served upon Customer; and (iii) permitted Company, either in the name of Customer or the name of Company, to defend the same and given Company all needed information, assistance and authority to enable it to do so. If the products alleged in such suit held by a court of competent jurisdiction to have, in and of themselves, infringed any such patent, trademark or copyright, Company will pay any final award of damages in such suit to the extent attributable to such infringement. Notwithstanding the foregoing, Company shall not be responsible for any settlement made without its written consent, or for infringements of combination or process patents covering the use of the products in combination with other goods not furnished and manufactured by Company. Notwithstanding the provisions of this paragraph, Customer will hold Company harmless against any expense or loss resulting from infringement of patents or trademarks arising from compliance with Customer's designs or specifications or instructions.

14. System Security: Customer is solely responsible for the implementation and maintenance of a comprehensive security program ("Security Program") that contains reasonable and appropriate security measures and safeguards to protect Customer's computer network, systems, machines, and data (collectively, "Systems") against Cyber Threats, including those Systems on which Customer runs the products or uses the services provided by Company. "Cyber Threat(s)" means any circumstances or events with the potential to adversely impact, compromise, damage, or disrupt Customer's Systems or that may result in any unauthorized access, acquisition, loss, misuse, destruction, disclosure, and/or modification of Customer's Systems, including any data, whether through malware, hacking, or similar attacks.

15. Force Majeure: Company shall not be liable for any damage as a result of any failure to perform or for delay in performance due to any cause beyond Company's reasonable control, including without limitation, any acts of God, including flood, earthquake, tornado, storm, fire, or epidemics or pandemics; acts of terrorism, war or public enemy, civil disobedience, riots, sabotage, or labor disputes; labor or material shortages or delays, delays in transportation, or inability to access or obtain manufacturing facilities; restraint by court order or public authority (whether valid or invalid); or acts of Customer (a "Force Majeure Event"). In the event of a Force Majeure cause or event, the time for the affected party's performance will be extended for a period of time reasonably necessary to overcome the delay caused by such Force Majeure cause or event. If the materials or equipment included in this Agreement become temporarily or permanently unavailable for reasons beyond the control of Company, Company shall be excused from furnishing said materials or equipment and shall be reimbursed for the difference between cost of materials or equipment unavailable and the cost of an available reasonable substitute.

16. Choice of Law and Disputes:

16.1. This Agreement shall be governed by and construed according to the laws of the State of Minnesota, without regard to conflicts of law.
16.2. All claims, disputes, controversies and alleged breaches arising out of or relating to the Agreement shall be submitted to binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association ("AAA"), except that Company, at its sole option, may elect at any time before it has filed an arbitration demand or answering statement to litigate in court in lieu of arbitration. Any such arbitration shall be held in Minneapolis, Minnesota, unless another site is mutually agreed upon by the parties. Arbitration discovery shall be allowed in accordance with the Federal Rules of Civil Procedure; *provided, however*, that any such discovery shall be completed within four (4) months from the date the Demand for Arbitration is filed with the AAA. Any arbitration award may be entered as a judgment in any state or federal court having jurisdiction.

17. General Provisions:

17.1. This Agreement is binding upon and shall inure to the benefit of each party's respective successors, assigns and affiliates.
17.2. The headings in this Agreement are used as a matter of convenience and shall not be construed to in no way define, limit or describe the scope or intent of any provision of this Agreement.
17.3. A party's failure or neglect to enforce any provision hereof shall in no way constitute a waiver of such party's rights under any other provision. No waiver, alteration or modification of this Agreement shall be valid unless made in writing and signed by an authorized official of the Company. In particular and without limiting the foregoing, notwithstanding anything to the contrary in Customer's purchase order or any other documents, the Company does not accept any order subject to project design and specifications.
17.4. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations or agreements relating thereto either written or oral, except to the extent that they are expressly incorporated herein.
17.5. If any provision of this Agreement is found for any reason to be invalid or unenforceable, such provision shall be deemed deleted and replaced by an enforceable provision which, insofar as possible, achieves the same economic and other benefits for the parties as the severed provision was intended to achieve, and the remaining provisions of this Agreement shall continue in full force and effect.

18. Additional Provisions Relating to Company's Provision of Services:

18.1. If during the first thirty (30) days of any Maintenance Agreement or upon a seasonal start-up under a Maintenance Agreement, Company determines that any equipment covered under this Agreement in need of repair and/or replacement, Company shall inform Customer of the equipment condition and the recommended remedy. Thereafter, Company shall not be responsible for the present or future repair and/or replacement or operability of any such specifically identified equipment until such equipment is brought by Customer to an acceptable condition, or the Customer removes the unacceptable equipment from such Maintenance Agreement.

18.2. Any and all costs, fees and expenses arising from or incurred, directly or indirectly, in anticipation of any federal, state, county, local or administrative statute, law, rule, regulation or ordinance (collectively "Governmental Regulation(s)") requiring use of a refrigerant, other than the type of refrigerant currently being utilized in connection with Customer's equipment on which Company is providing services under this

Agreement, shall be borne solely by Customer and Company shall not be required to bear any such costs, fees or expenses incurred or required in connection with the modification, removal, replacement or disposal of any refrigerant made in response to any Governmental Regulation.

18.3. The contract price stated in this Agreement is predicated on the fact that all work will be done during Company's regular working hours unless otherwise specified. If for any reason Customer requests that such work be performed other than during regular working hours, or requests work that is outside the scope of services specified hereunder, Customer agrees to pay Company any additional charges arising from such additional services, including, without limitation, premium pay, special freight or other fees or costs associated therewith. Company may, in its sole discretion, reserves the right to engage others in a subcontractor status to perform the work hereunder.

18.4. Customer shall be solely responsible for all costs, expenses, damages, fines, penalties, claims and liabilities associated with or incurred in connection with any hazardous materials or substances, including but not limited to asbestos, upon, beneath, about or inside Customer's equipment or property. Title to, ownership of, and legal responsibility and liability for any and all such hazardous materials or substances, shall at all times remain with Customer. Customer shall be responsible for the removal, handling and disposal of all hazardous materials and substances in accordance with all applicable Governmental Regulations. Customer shall defend, indemnify, and hold harmless Company and its officers, directors, agents, and employees (collectively "Indemnified Parties") for, from and against any and all claims, damages, costs, expenses, liabilities, actions, suits, fines and penalties (including without limitation, attorneys' fees and expenses) suffered or incurred by any such Indemnified Parties, based upon, arising out of or in any way relating to exposure to, handling of, or disposal of any hazardous materials or substances, including but not limited to asbestos, in connection with the services performed hereunder. Company shall have the right to suspend its work, at no penalty to Company, until such products or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price shall be equitably adjusted.

18.5. Customer shall provide Company personnel with the usual required utilities (water, electricity, compressed air, etc.) and special tools and equipment normally used for such services unless specifically stated in the quote. Further, Customer shall ensure that sufficient service access space is provided. Company shall not be held liable for failure of or damage to any Customer equipment caused by power interruptions, single phasing, phase reversal, low voltage, or other deficiencies beyond the control of Company.

18.6. Company is not responsible for: (a) the design of Customer's system (unless specifically included in Company's proposal), (b) obsolescence, electrical power failures, low voltage, the burned-out of main or branch fuses, low water pressure, vandalism, or misuse or abuse of Customer's system by others (including the Customer), (c) negligence of the operation of the system by Customer or others, or (d) other causes beyond the control of Company. If Company is required to make any repairs and/or replacements or emergency calls occasioned by the improper operation of the system or the equipment covered hereby, or by any cause beyond Company's control, Customer shall pay Company for the charges incurred in making such repairs and/or replacements or emergency calls in accordance with the current established Company rates for performing such services.

18.7. A Maintenance Agreement may be terminated: (i) by either party upon the anniversary date of the Agreement; *provided however*, that written notice of such termination must be given to the non-terminating party at least thirty (30) days prior to the anniversary date; (ii) by Company upon five (5) days prior written notice to Customer, in the event that: (x) any sums or monies due or payable pursuant to this Agreement are not paid when due, or (y) any additions, alterations, repairs or adjustments are made to the system or equipment without Company's prior approval; (iii) by either party, in the event that the other party commits any other material breach of this Agreement and such breach remains uncured for ten (10) business days, after written notice thereof. If a Maintenance Agreement is terminated for any reason, other than a material breach by Company, Customer shall pay, in addition to all sums currently due and owing, the entire remaining balance due for the term of the Maintenance Agreement, or an amount equal to time and materials expended for the year, whichever is less.

19. Additional Provisions Relating to Sales in Canada: The parties hereto confirm that it is their wish that this contract be drawn up in the English language only; les parties aux présentes confirment leur volonté que ce contrat soit rédigé en langue anglaise seulement.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA LLC 400 West Market Street, Suite 700 Louisville, KY 40202 Attn: Louisville.CertRequest@marsh.com		CONTACT NAME: GesAnn Missi PHONE (A/C, No, Ext): 866-966-4664 FAX (A/C, No): 212-948-0804 E-MAIL ADDRESS: Louisville.CertRequest@marsh.com	
INSURER A: Mitsui Sumitomo Insurance USA Inc INSURER B: Sentry Casualty Company INSURER C: N/A INSURER D: INSURER E: INSURER F:		NAIC # 22551 28460 N/A	

COVERAGES **CERTIFICATE NUMBER:** CLE-006842408-06 **REVISION NUMBER:** 14

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR	TYPE OF INSURANCE	ADDL INSD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		GL 2102557 (subject to self-insured retentions for various perils covered)	04/01/2024	04/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADIV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		BVR8406442 (AOS) BVM8803074 (MA)	04/01/2024 04/01/2024	04/01/2025 04/01/2025	COMBINED SINGLE LIMIT (EA accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR DED <input type="checkbox"/> RETENTION \$		UMB5700287 (subject to self-insured retention for various perils covered)	04/01/2024	04/01/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	90-20216-002 (Daikin Ded.)	04/01/2024	04/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence Only

CERTIFICATE HOLDER Daikin Applied Americas 13600 Industrial Park Boulevard Minneapolis, MN 55441	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Marsh USA LLC</i>
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ACORD 25 (2016/03)

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BOARD AGENDA ITEM

Date: March 26, 2025

Submitted by: Amber M. Garcia, Director of Financial Aid & Scholarships

Area Administrator: Dr. Leslie Minor, Acting Vice President of Student Services

Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item: Amendment with Nicholas Consulting, LLC

Background:

We contracted with Nicholas Consulting LLC for consulting services (including training, reporting due from institution, funds reconciliation, audit prep, budgets, etc.) for an amount not to exceed 100 hours, from 10/03/2024 – 06/01/2025. We ask that the contract be amended to add an additional 60 hours and extend the length of the contract to 06/30/25 (end of fiscal year). Nicholas Consulting has assisted the District in major projects and timelines, assisting the Financial Aid Department in maintaining compliance. We have worked on submitting reporting for Finish Line Scholars/Osher, updating our PPA, Cal Grant reconciliation, updating payroll within proper budgets in dept., reported SSCG and Promise utilization to Chancellor's office, created 2526 student budgets, submitted MIS data, and SAARC reporting. Areas of focus for remaining year include prepping for internal audit, building FA budgets in Banner, preparing for FISAP and BFAP reporting for end of fiscal, reconciling Federal Work Study, coordinating new Promise Program cohort, completing all necessary journal entries to balance all budget funds, and all end-of-year close out activities with the Chancellor's Office and Department of Education.

Board Goal/Accreditation Standard:

This request aligns with the Board of Trustees Strategic Action Plan areas 10. Ensure that internal program reviews/audits are in place for efficiency and accuracy and 11. Expect and monitor that evaluation and compliance reports are completed in a timely manner.

Terms (if applicable):

Extend contract from 100 hours to 160 hours and extend contract end date from 06/01/25 to 06/30/25.

Expense (if applicable):

An additional 60 hours at a rate of \$150.00 per hour for an additional \$9000.00

Fiscal Impact Including Source of Funds (if applicable):

This expense would be covered by 24-25 BFAP/SFAA One-Time Funds

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President

AMENDMENT TO THE CONTRACT FOR PROFESSIONAL SERVICES WITH NICHOLAS CONSULTING AND WEST KERN COMMUNITY COLLEGE DISTRICT

THIS AMENDMENT (this “**Amendment**”) is entered into and shall be effective on the last signature date set forth below (the “**Amendment Effective Date**”), by and between **Nicholas Consulting (Independent Contractor)** and **West Kern Community College District (“Institution”)**

WHEREAS, Nicholas Consulting entered into a Contract for Professional Services (the “**Contract**”); and

WHEREAS, Nicholas Consulting and Institution wish to enter into this Amendment to include additional terms for the professional services provided by Nicholas Consulting to the Institution under the original Contract for Professional Services with Nicholas Consulting. The original Contract for Professional Services was effective October, 3, 2024 and approved by the West Kern Community College Board of Trustees on November 13, 2024.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions set out herein, the Parties agree as follows:

Amendments. Effective as of the Amendment Effective Date, the contract is hereby amended and modified as follows:

1. **Add additional hours.** Add an additional sixty (60) hours to the contract. The total hours not to exceed will be amended to one hundred and sixty (160) hours. This would allow for further assistance preparing for an internal audit, building 25-26 Financial Aid budgets in Banner, preparation of annual reports and other year-end projects.

2. **Extend the end date of services.** The length of the agreement shall now be effective 10/3/24 through 6/30/25.

Agreement Ratified. Except as specifically modified or supplemented herein, the terms and conditions of the Agreement shall remain in full force and effect. Each Party hereto reaffirms and ratifies each and every term, condition and obligation contained in the Agreement with like effect as if herein fully repeated, except as amended or otherwise supplemented hereby.

Counterparts. This Amendment may be executed in one or more counterparts, and by one or more facsimile, .pdf or other electronic signatures, each of which shall be deemed an original, but all of which together will constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed by authorized representatives, all as of the Amendment Effective Date.

Executed at _____ California, on the dates shown below.

Date of WKCCD Board Approval: _____ Budget Code: _____

West Kern Community College District:

Independent Contractor:

By: _____

(Signature)

(Signature)

(Printed Name)

(Printed Name)


Interim Superintendent/President


(Title)

(Address)

BOARD AGENDA ITEM

Date: March 27, 2025

Submitted by: Brett Redd 

Area Administrator: Dr. Xiaohong Li, VP Information and Institutional Effectiveness 

Subject: Request for Approval

Board Meeting Date:

April 9, 2025

Title of Board Item:

ABTech Technologies Quotation # ABTQ18542
Red Hat License for IT Servers.

Background:

The Production and Test servers here at Taft College use the Red Hat operating software which must be licensed every year to receive updates and patches.

Board Goal/Accreditation Standard:

District Sustainability #2
Accreditation Standard 3.9

Terms (if applicable):

The one-year license subscription will be valid from May 31, 2025, to May 30, 2026.

Expense (if applicable):

Total cost of license renewal is \$8,695.66.

Fiscal Impact Including Source of Funds (if applicable):

Included in the ITS budget.

Approved: 

Leslie Minor, Ph.D., Interim Superintendent/President

Quotation

Number ABTQ18542
Date Mar 24, 2025
Expires Apr 13, 2025
Terms NET 30

Prepared For	Ship To	Account Executive
Taft College Mark Gibson mgibson@taftcollege.edu	Taft College Mark Gibson 29 Emmons Park Dr Taft, CA 93268	Aaron Van Velsir (760) 827-5100 ext 202 avanvelsir@abtechtechnologies.com

Qty	Description	Unit Price	Ext. Price
2	Red Hat Enterprise Linux for Virtual Datacenters Standard 9X5 Phone and Web Support Start Date: 05/31/2025 End Date: 05/30/2026 Contract #: 10916256 ACCT #: 816476	\$2,901.72	\$5,803.44
2	High Availability For Red Hat Enterprise Linux Server with Unlimited Guests Start Date: 05/31/2025 End Date: 05/30/2026 Contract #: 12660245 ACCT #: 816476	\$1,446.11	\$2,892.22

SubTotal:	\$8,695.66
*Tax:	\$0.00
*Shipping:	\$0.00
Total:	\$8,695.66

***Taxes and shipping are an estimate and may differ from the final invoice. Price reflects a cash discount.
To use an alternative payment method, contact your account executive.**

Any order based on the above quotation, statement of work, or proposal is subject to Abtech's Terms and Conditions of Sale ("Terms") effective the date of execution of order and are incorporated by reference as if fully set herein as a full and binding part of the order. Terms are available at: <http://www.abtechtechnologies.com/s/Abtech-terms-and-conditions.pdf> and may be sent by mail or fax upon request. Client agrees to have read and intends to be bound by Abtech's Terms by executing an order with Abtech. Client agrees that the order is executed when (a) both parties physically or digitally sign an agreement; (b) both parties (or optionally Client only at Abtech's discretion) electronically sign via a purchasing portal or website an order; or (c) Abtech accepts a transactional document (eg. purchase order, purchase requisition, etc.) that explicitly reference the quotation, Service Order, proposal, Agreement, or Addendum and terms and conditions thereof. Abtech limits acceptance to the Terms and objects to any additional or different terms in the Purchase order or other forms of acceptance. Some products and services, including but not limited to maintenance, StorTrust, hosting, and managed services have an additional Master Service Agreement ("MSA") and service specific Addendum which are in addition to Abtech's Terms and are likewise incorporated by reference as if fully set herein as a full and binding part of the order. By purchasing and using the StorTrust S3 Cloud Archive, Client unconditionally agrees to the StorTrust S3 Cloud Archive Agreement located at <https://www.abtechtechnologies.com/s/StorTrust-Cloud-Archive-Agreement.pdf>

BOARD AGENDA ITEM

Date: March 20, 2025

Submitted by: Jaime Lopez, Dean of Instruction

Area Administrator: Dr. Leslie Minor, Interim Superintendent/President

Subject: Request for Ratification

Board Meeting Date: April 9, 2025

Title of Board Item:

Request approval to renew the DesignPlus account for academic year 2025-2026.

Background:

Approval is requested for continued subscription to use Cidi Design Tools which include the DesignPLUS, Multi-tool, and Upload/Embed Image LTI tool for re remainder of academic year 2024-2025 and all of 2025-2026. DesignPLUS is a timesaving, easy-to-use Canvas plug-in that helps faculty rapidly build and style high-quality courses that make learning engaging and accessible for all students.

Board Goal/Accreditation Standard:

SAP 2

Terms (if applicable):

April 1, 2025 – June 30, 2026

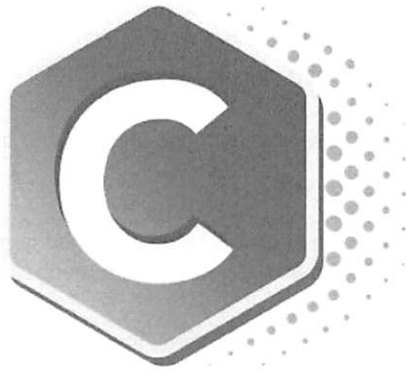
Expense (if applicable):

\$ 6,300.00

Fiscal Impact Including Source of Funds (if applicable):

The Distance Education Department budget will fund this expenditure.

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President



cidilabs

13894 S. Bangerter Parkway, STE 200 | Draper, UT 84020 | (385) 404-6444

Taft College
Taft College - DesignPLUS renewal 25-26

AMENDMENT No. 1

TO CIDI LABS TERMS AND CONDITIONS

ENTERPRISE SAAS LICENSE AND SUPPORT

This Amendment No. 1 ("**Amendment**") is made effective as of Feb 28, 2025 (the "**Amendment Effective Date**"), by and between Cidi Labs, LLC, a Utah limited liability company ("**Cidi Labs**"), and Taft College, ("**Licensee**").

WHEREAS, Licensee and Cidi Labs previously entered into that certain Cidi Labs Terms and Conditions Enterprise SaaS License and Support Agreement (including Exhibits A, B and C), executed on Mar 14, 2024 (the "**Agreement**"), pursuant to which Cidi Labs provides certain services, as further described therein; and

WHEREAS, the parties now wish to amend the Agreement, to among other things, provide for a renewal and extension of the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree to the following:

1. Renewal/Extension. Licensee and Cidi Labs hereby agree that **Exhibit D**, attached hereto, shall be added to, and incorporated into, the Agreement as a new "Exhibit D" and that the term of the Agreement is extended for the period set forth in Exhibit D (the "**Renewal Term**"). During the Renewal Term all terms and conditions contained within the Agreement will remain unchanged and continue in full force and effect except as expressly stated otherwise herein and in **Exhibit D**.

2. Miscellaneous. Capitalized terms not defined in this Amendment shall have the meaning ascribed to such terms in the Agreement. In the event of any inconsistency between the Agreement and this Amendment, the terms and conditions of this Amendment will govern and control. This Amendment will be interpreted and construed in accordance with the laws of the State of California, without regard to its choice of law principles. This Amendment may be executed electronically and in counterparts, each of which will be deemed to be an original and such counterparts together will constitute one and the same instrument.

THE PARTIES HAVE SIGNED BELOW to indicate their acceptance of the terms of this Amendment No. 1.

Cidi Labs, LLC		Taft College	
Name	Michael Zackrison	Name	
Title	CEO	Title	
Signature		Signature	
Date		Date	

EXHIBIT D - Cidi Labs Application Services Order Details

Taft College - DesignPLUS renewal 25-26

CUSTOMER INFORMATION

Customer Name: Taft College
Primary Contact: Heather Cash
Email: hcash@taftcollege.edu
Address: 29 Emmons Park Drive,
City: Taft
State: California
ZIP: 93268
Country: United States

ORDER INFORMATION

Proposal Number: Q-11900-ORDER1
Contract Term (Months): 15
Term Start Date: Apr 1, 2025
Term End Date: Jun 30, 2026
Currency: US Dollars

Order Details

Quantity	Name	Description	Unit Price	Term	Start Date	End Date	Net Price
1	DesignPLUS	SaaS subscription to use Cidi Design Tools which include the DesignPLUS, Multi-tool, and Upload/Embed Image LTI tool. FTE TIER 2,000-2,999	\$5,040.00	15	Apr 1, 2025	Jun 30, 2026	\$6,300.00

Net Total: \$6,300.00

Year 1 Payment Due:	\$6,300.00
---------------------	------------

Year 1 Payment:	Year 2 Payment:	Year 3 Payment:	Year 4 Payment:	Year 5 Payment:
\$6,300.00	-	-	-	-


If you have questions about this order please contact:
jacob@cidilabs.com

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

**** CONFIDENTIAL ****

BOARD AGENDA ITEM

Date: March 27, 2025

Submitted by: Cecilia Alvarado, Dean of Student Services 

Area Administrator: Leslie Minor, Acting Vice President of Student Services

Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item:

Proposal for TC Commencement Video Project by NelsonMedia.com

Background:

The District is requesting the use of the services of NelsonMedia.com to record and deliver a video of the District's 100th commencement event. The video will be available on the internet for the public to view.

Board Goal/Accreditation Standard:

N/A

Terms (if applicable):

Video recording services will take place on May 23, 2025 for up to 3 hour duration.

Expense (if applicable):

The estimated cost for services is \$3,500-\$4,800 which includes contingency for additional video production requests as desired.

Fiscal Impact Including Source of Funds (if applicable):

This service will be funded by the Vice President of Student Services (VPSS) District funds set-aside for the annual graduation ceremony and events.

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President

Thursday, March 27, 2025

Project **PROPOSAL**

Client: Taft College - Susan D. Groveman, MBA
Project: TC Commencement - 23 May 2025

Scope of Services: Record Taft College 100th commencement event of +/- 3 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 HD cameras, utilization of audio sound board 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.
- Closed-caption subtitles incorporated into entire project.
- 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.

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


Estimate: \$3.5k to \$4.8K for long-duration project, includes contingency.

Thank you for this opportunity,



Date: March 20, 2025

Submitted by: Jaime Lopez, Dean of Instruction

Area Administrator: Dr. Leslie Minor, Interim Superintendent/President 

Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item:

Request approval to renew Instructure account.

Background:

Approval is requested for continued participation in the Community College League of California (CCLC) OEI phone support for Canvas (LMS) for academic year 2025-2026. The phone support is a 24-hour support line for TC students and faculty. It is geared explicitly for services outside of regular business hours to ensure continuous support for our students.

Board Goal/Accreditation Standard:

SAP 2

Terms (if applicable):

July 1, 2025 - June 30, 2026

Expense (if applicable):

\$2,584.44

Fiscal Impact Including Source of Funds (if applicable):

Distance Education budget

Approved: 
Dr. Leslie Minor, Interim Superintendent/President



Instructure, Inc.
6330 South 3000 East, Suite 700
Salt Lake City, UT 84121
United States

Order Form

Order: Q-420182-1
Date: 2025-03-11
Order Valid Through: 2025-06-30

Order Form for Taft College

Bill to Information

Entity Name: Taft College
Address: 29 Emmons Park Drive
City: Taft
State/Province: California
Zip/Postal Code: 93268
Country: United States

Billing Contact

Name: Danielle Garza
Email: dgarza@taftcollege.edu
Phone: 661-763-7966

Ship to Information

Entity Name: Taft College
Address: 29 Emmons Park Drive
City: Taft
State/Province: California
Zip/Postal Code: 93268
Country: United States

Shipping Contact

Name: Todd Hampton
Email: thampton@taftcollege.edu
Phone:

Billing Information

Billing Frequency: Annual Upfront
Billing Frequency Term: Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.
Payment Terms: Net 30

Year 1								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S1	Individual School Phone 24x7 Support for Students	2025-07-01	2026-06-30	Recurring	FTE	2,778	USD 0.86	USD 2,389.08
S2	Individual School Phone 24x7 Support for Faculty	2025-07-01	2026-06-30	Recurring	FTE	264	USD 0.74	USD 195.36

Billing Summary			
Segment	Recurring	Non-Recurring	Total
Year 1	USD 2,584.44	USD 0.00	USD 2,584.44
Total	USD 2,584.44	USD 0.00	USD 2,584.44

Products	Description	Qty
Individual School Phone 24x7 Support for Students	CollegeBuys Individual School Phone 24x7 Support for Students	2,778.00
Individual School Phone 24x7 Support for Faculty	CollegeBuys Individual School Phone 24x7 Support for Faculty	264.00

Quote Special Terms

The services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related services prior to the first year Start Date at its sole discretion.

FTE Typical Use Clause: The FTE fees set forth above are based on typical user usage patterns ("Typical Use") for access to the Service and do not account for excess usage of the Service. To the extent the Users' usage of the SaaS Service, in the aggregate, exceeds the Typical Usage at any given time, Instructure reserves the right, in its sole discretion, to increase the fees by an amount proportional to such excess usage. In the event Instructure increases the fees pursuant

to this paragraph, Instructure shall send an invoice to Customer for the applicable increase along with documentation evidencing the additional usage of the Service giving rise to such fee increase. Any invoice sent pursuant to the foregoing shall be due and payable within 30 days' of receipt.

Payment Terms - Renewal Order Form: In the event that Customer fails to execute this Order Form prior to the Start Date listed above, all fees shall become due payable upon Customer's receipt of an invoice.

Product Special Terms

Instructure's support terms are available as follows: <https://www.instructure.com/canvas/support-terms>

Terms and Conditions

Governing Terms – CollegeBuys:

This order is governed by the terms of the Institution Participation Agreement between the parties (Agreement), which terms are incorporated into this order for all purposes. If there is a conflict between the terms of this order and the Agreement, this order governs. This order and the Agreement are the entire agreement between the parties, and they supersede and replace all prior and contemporaneous negotiations, agreements, representations and discussions regarding this subject matter. Only a signed writing of the parties may amend this order. Any terms used in this order but not defined, will use the definitions in the Agreement.

This Institution Participation Agreement ("IPA") is hereby made and entered into by and between Instructure, Inc. ("Supplier") and the entity agreeing to these terms and identified in the signature line below ("Participating Agency") with respect to the Participating Agency's use of the fully hosted learning management system (LMS) provided as a subscription cloud service over the Internet and commonly known as Canvas.

1. WHEREAS, the Foothill-De Anza Community College District is acting as the technical and programmatic support. Rancho Santiago Community College District ("Rancho Santiago CCD" or "District") is the fiscal agent on behalf of the California Community Colleges Chancellor's Office ("CCCCO") and receives funding from the CCCCCO to support Supplier's fully hosted learning management system (LMS) provided as a subscription cloud service over the internet and commonly known as Canvas LMS and the interactive video platform provided as a subscription cloud service over the internet and commonly known as Canvas Studio;

2. WHEREAS, Foundation will serve as the contracted party for the continued hosting of Supplier's Canvas LMS and Canvas Studio with continued technical and programmatic support from Foothill De Anza;

3. WHEREAS, the Foundation is a 501(c)(3) nonprofit organization and established the official auxiliary organization for the California Community College Board of Governors and the California Community Colleges Chancellor's Office in accordance with California Education Code 72670.5 and may enter into systemwide agreements on behalf of the California Community Colleges in accordance with California Public Contract Code 20661;

4. WHEREAS, the Foundation developed, supports, and operates CollegeBuys, the contracting and strategic sourcing hub for California Community Colleges and serves as a cooperative purchasing program designed to pool the purchasing power of public and private schools across the nation and, as a result, the Foundation is in a unique and valuable position to provide Supplier with marketing and promotional services for Supplier's products and/ or services;

5. WHEREAS, the Foundation has determined that it is a benefit for the Master Agreement with Supplier to include additional educational technology solutions, aside from the Instructure Learning Platform so that any or all California Community Colleges (hereinafter referred to individually as "Participating Agency" or "Participating Institution" or collectively as "Participating Agencies" or "Participating Institutions") may directly purchase Supplier's other services at prices listed in the Master Agreement.

6. WHEREAS, the Supplier, Foundation, and Rancho Santiago CCD entered into an Agreement dated June 16, 2023 ("Master Services Agreement") for the performance of the services described in the Master Services Agreement;

7. WHEREAS, a community college in California may contract for certain services identified in the Master Services Agreement by entering into an IPA which designates the specific scope of services for the institution that will be locally funded;

8. WHEREAS, The Participating Agency desires to enter into a IPA with Supplier;

9. WHEREAS, this IPA is intended to set forth the specific scope of services (within the services identified in the Master Services Agreement) selected by the Participating Agency and authorize Supplier to seek payment from the Participating Agency for such services, and

10. WHEREAS, the Supplier and Participating Agency acknowledge that the District is not a party to this IPA, but does have certain responsibilities related to this IPA as defined the Master Agreement.

NOW THEREFORE, the Parties agree as follows:

1. PURPOSE. The purpose of this IPA is to define the roles and responsibilities of the parties hereto as it relates to the services.

2. APPLICABILITY OF MASTER SERVICES AGREEMENT. This IPA is governed by the terms of the Master Services Agreement, which terms are incorporated into this IPA for all purposes, including specifically the terms of the Professional Services Agreement (Exhibit F-4) which set forth terms related to subscription services

3. IPA. The Participating Agency authorizes Supplier to submit this IPA to the District identifying the specific scope of services selected by the Participating Agency, the start date for such services, the value for such services and the term of the IPA.

4. CONTINUING SERVICES WHERE GRANT FUNDING NOT AVAILABLE. In the event the Master Services Agreement is cancelled due to unavailability of funds, or only partial grant funding is available for the scope of services identified in the IPA, the Participating Agency may elect to discontinue services, or continue the services by paying for the unfunded portion of the services under this IPA by paying Supplier directly for such services.

5. SERVICES OUTSIDE SCOPE OF WORK. Any additional services not within the services defined in the Master Services Agreement shall be subject to a separate agreement between Participating Agency and Supplier and shall not be paid for by the District.

6. COMPLIANCE WITH LAWS. Performance of all obligations under this IPA shall be in compliance with all applicable laws and regulations including, but not limited to the observance of all laws and regulations relating to the privacy of information provided by the Participating Agency or its users.

7. TERM OF IPA. This IPA shall commence upon the date of final signature ("Effective Date") and shall continue through the date identified in the above. Supplier shall generate a new IPA for each additional term.

8. **TERMINATION.** In addition to the termination right set forth in Section 9.C. below, this IPA may be terminated by Participating Agency providing written notice to Supplier upon termination of the Master Services Agreement between Foundation, District, and Supplier. No refunds shall be made for any pre-paid fees.

9. **GENERAL PROVISIONS**

A. **AMENDMENTS.** This IPA may be amended or modified upon the request of either party. Any changes, modifications, revisions or amendments to this IPA which are mutually agreed upon by and between the parties to this IPA shall be incorporated by written instrument, signed and dated by both parties.

B. **INDEMNIFICATION.** Participating Agency shall defend, indemnify and hold Supplier, District, CCCC, Foundation and their officers, employees and agents harmless from and against any and all third party claims for liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this IPA but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the gross negligence or intentional acts or omissions of Participating Institution, its officers, employees or agents. Supplier shall defend, indemnify and hold Participating Agency, District, CCCC, Foundation and their officers, employees and agents harmless from and against any and all third party claims for liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this IPA but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the gross negligence or intentional acts or omissions of Supplier, its officers, employees or agents.

C. **FUNDS UNAVAILABLE.** This IPA may be terminated immediately by the Participating Agency if funds become unavailable for the support of the program for which the services are provided. In the event termination is pursuant to this paragraph, a notice specifying reason for termination shall be sent as soon as possible after the termination as required in paragraph 9.G. of this IPA. The Participating Agency warrants that the appropriation of funds for the services are based upon a grant that is beyond the control of Participating Agency. No refunds shall be made for any pre-paid fees.

D. **PUBLICITY.** Participating Agency agrees to allow Supplier to use its name, logo and non-competitive use details in both text and pictures in its various marketing communications and materials, in accordance with Participating Agency's trademark guidelines and policies.

E. **ENTIRETY OF AGREEMENT.** This IPA, including all exhibits to the Master Services Agreement, contains the entire agreement and understanding between the Supplier and the Participating Agency and supersedes all prior oral or written representations and agreements with respect to the subject matter herein.

F. **APPLICABLE LAW/REMEDIES.** This IPA shall be construed in accordance with and governed by the laws of the State of California. The parties shall have all remedies available by law or in equity.

G. **NOTICES.** Notices under this IPA will be in writing and delivered personally, or by a recognized overnight courier service or by United States mail, first-class, certified or registered, postage prepaid, return receipt requested, and shall be made to the addresses listed above:
With copy to:

FoundationCCC
1102 Q. St. STE 4800
Sacramento, CA 95811 Attn: Jennifer Keiper

H. **SEVERABILITY.** If any term, provision, covenant, or condition of this IPA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the IPA shall remain in full force and effect and in no way shall be affected, impaired, or invalidated.

I. **COUNTERPARTS.** This IPA may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

J. **NON-WAIVER.** No waiver by a party of any default or nonperformance will be deemed a waiver of any subsequent default or nonperformance.

K. **AUTHORITY.** The parties to this IPA warrant that the person signing this IPA on its behalf is authorized to enter into this IPA.

L. **TERMS AND CONDITIONS.** The parties to this IPA acknowledge that they have read and understood this IPA and the Master Services Agreement completely, and will fully comply with all terms and conditions of this IPA set forth herein.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form? Please Enter (Yes or No):	Check here if your company is exempt from US state sales tax:
If Yes, please enter PO Number:	Please email all US state sales tax exemption certifications to ar@instructure.com

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Taft College	
Signature:	_____
Name:	Leslie Minor
Title:	_____
Date:	_____

Instructure, Inc. (USA/CAN)	
Signature:	_____
Name:	Deal Desk
Title:	_____
Date:	_____

Certificate Of Completion

Envelope Id: 96308365-DA46-4A4F-843F-ECA86E8D95D4	Status: Sent
Subject: Instructure: Taft College Renewal Order Form	
Source Envelope:	
Document Pages: 4	Signatures: 0
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Hayley Carey
Time Zone: (UTC-07:00) Mountain Time (US & Canada)	6330 S 3000 E Ste 700
	Salt Lake City, UT 84121
	hayley.carey@instructure.com
	IP Address: 209.112.107.133

Record Tracking

Status: Original	Holder: Hayley Carey	Location: DocuSign
3/11/2025 10:20:27 AM	hayley.carey@instructure.com	

Signer Events

Signature

Timestamp

Leslie Minor	Sent: 3/11/2025 10:20:29 AM
lminor@taftcollege.edu	Resent: 3/11/2025 10:38:53 AM
Security Level: Email, Account Authentication (None)	Resent: 3/11/2025 10:40:46 AM
	Viewed: 3/14/2025 12:47:24 PM

Electronic Record and Signature Disclosure:

Accepted: 3/14/2025 12:47:24 PM
ID: adef11d9-4346-4e51-b2e8-faf1c6269a92

Deal Desk

orders@instructure.com

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Accepted: 3/14/2025 12:39:09 PM
ID: 13237553-6422-4fef-a4af-4c494febec30

In Process

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	3/11/2025 10:20:29 AM
Envelope Updated	Security Checked	3/11/2025 10:38:52 AM
Envelope Updated	Security Checked	3/11/2025 10:38:52 AM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Instructure, Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the "I agree" button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign "Withdraw Consent" form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Instructure, Inc.:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: ashley@instructure.com

To advise Instructure, Inc. of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at ashley@instructure.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Instructure, Inc.

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to ashley@instructure.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Instructure, Inc.

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to ashley@instructure.com and in the body of such request you must state your e-mail, full name, US Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000 or WindowsXP
Browsers (for SENDERS):	Internet Explorer 6.0 or above
Browsers (for SIGNERS):	Internet Explorer 6.0, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to

other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the "I agree" button below.

By checking the "I Agree" box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Instructure, Inc. as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Instructure, Inc. during the course of my relationship with you.

BOARD AGENDA ITEM

Date: March 27, 2025

Submitted by: Susan Groveman, Executive Director of Marketing and Community Relations

Area Administrator: Leslie Minor, Ph.D., Interim Superintendent/President

Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item:

Modern Campus Omni Content Management System (CMS) Developer Assistance Plan (10 Hours)—May 1, 2025 – April 30, 2026

Background:

The attached agreement is an addendum to the 1-year Modern Campus Omni Content Management System (CMS) license renewal. The CMS - Developer Assistance Plan (10 Hours) provides for developer assistance to make minor to moderate changes and updates to the Taft College Omni CMS website, including the implementation of design changes and template customizations for greater functionality and accessibility.

Board Goal/Accreditation Standard:

Board Goal SAP #4, #5, and #8.

Terms (if applicable):

May 1, 2024 – April 30, 2025

Expense (if applicable):

\$2,000.00

Fiscal Impact Including Source of Funds (if applicable):

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

Approved: _____



Leslie Minor, Ph.D., Interim Superintendent/President



SCHEDULE TO THE AGREEMENT

ORDER FORM No. CMS-003

THIS ORDER FORM IS ENTERED INTO BETWEEN Modern Campus USA Inc. ("**Modern Campus**") and Taft College ("**Customer**") on the Order Form Effective Date.

1. Agreement: This Order Form incorporates the terms and conditions of the Agreement dated March 04, 2022 and made between Modern Campus and Customer (the "**Agreement**"), as if such terms and conditions are reproduced herein. In the event of a conflict between this Order Form and the Agreement, the terms of this Order Form shall prevail, but only to the extent that the conflict pertains to the Software and Services specified herein. Any capitalized term not defined herein shall have the meaning ascribed to them in the Agreement.
2. Description of Software/Services/Support:
 - (a) Software: The Software Licensed pursuant to this Order Form and the terms and conditions of the Agreement is for the Software listed below:
 - (b) Users: Unless otherwise stated on this Order Form, the Software License granted under this Order Form is a Subscription License for the user type and number of users and organizations as specified in the Agreement.
 - (c) Support
 - CMS - Developer Assistance Plan (10 Hours)
3. Term:
 - (a) License Start Date: The License shall commence on May 01, 2025.
 - (b) Initial Term: The initial term (the "Initial Term") of this Order Form shall commence on the License Start Date and continue for a period of 12 months, unless terminated earlier pursuant to the Agreement.
 - (c) Renewal Term: This Order Form shall automatically renew for successive periods of twelve (12) months (each a "Renewal Term") unless either Party notifies the other at least ninety (90) calendar days prior to the expiration of the Initial Term or the then Renewal Term of its desire not to renew this Order Form.
4. Fees for the use of the Software ("Subscription Fees"):

Total Subscription Fees Year 1:
The Subscription Fees shall be subject to a five percent (5%) increase per annum.
5. Fees for Support ("Support Fees"): The Support Fees, as provided below, shall be subject to five percent (5%) increase per annum:
 - CMS - Developer Assistance Plan (10 Hours): \$2,000.00

6. Payment Terms: The Subscription Fees, Support Fees and Service Fees are payable in advance, with payment due Net 30 days from invoice date. Unless otherwise stated, Subscription Fees and Support Fees are due annually. Late Payments will be subject to a late fee calculated at 1% per month. If payment of Subscription Fees with annual recurring costs is not received prior to the start date of any applicable year during the Term, Modern Campus reserves the right to suspend access to the Software until payment is received.

Grand Total (Support Fees) for Year One

Total Year One Support: \$2,000.00

Total Year 1 Fees: \$2,000.00

7. Order Form Effective Date: The Order Form Effective Date shall be the last date of execution of this Order Form.

IN WITNESS WHEREOF, the Parties have executed this Order Form on the Order Form Effective Date.

MODERN CAMPUS USA, INC.

Per: _____

Name: _____

Title: _____

Date: _____

TAFT COLLEGE

Per: _____

Name: _____

Title: _____

Date: _____


BOARD AGENDA ITEM

Date: March 27, 2025

Submitted by: Cecilia Alvarado, Dean of Student Services

Area Administrator: Leslie Minor, Acting Vice President of Student Services

Subject: Request for Approval



Board Meeting Date: April 9, 2025

Title of Board Item:

Contract for Professional Services with Efrain Garcia Becerra – Mariachi Mi Ciudad

Background:

The District is requesting the use of the services of Efrain Garcia Becerra with Mariachi Mi Ciudad to provide entertainment for the Latin X Recognition Ceremony event. This is the second year the District has held this event. This event is a celebration of our Latino and Latina students at Taft College. It will serve as part of the many cultural celebrations and commemorates the accomplishments of graduating Latinx seniors. The recognition ceremony is hosted and sponsored by the Associated Student Organization (ASO), DEIAA, and Student Services.

Board Goal/Accreditation Standard:

15. Lead and support the College in Diversity, Equity, Inclusion, Accessibility, and Anti-Racism initiatives.

Terms (if applicable):


Thursday, April 24, 2025, 6pm-8pm

Expense (if applicable):

The cost of services is \$1,750 .

Fiscal Impact Including Source of Funds (if applicable):

This service will be funded by MESA Grant Funding.

Approved: 
Leslie Minor, Ph.D., 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 Efrain Garcia Becerra ("Independent Contractor"). The agreement is effective on April 10, 2025.

Recitals

1. District desires to obtain the services of a consultant especially trained and experienced in rendering the following services:
Mariachi entertainment services to be provide at the Latin X Recognition Ceremony.

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:

One day, two and a half hours, 6 pm – 8:30 pm on Thursday, April 24, 2025

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:

1. Bring all necessary equipment.
2. Arrive at the event 30 minutes prior for proper set up to be ready by 6pm.
3. Perform professionally and according to the Client's preference.

4. **Compensation.** Independent Contractor shall be paid the sum of \$1,750.00.

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

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

7. **Travel Expenses/Mileage Reimbursement.** The District shall not have a need to reimburse Independent Contractor for travel expenses or mileage.

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

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

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

Date of WKCCD Board Approval:

Budget Code: _____

West Kern Community College District:

Independent Contractor:

By: _____

By: _____

(Signature)

(Signature)

(Printed Name)

(Printed Name)

(Date)


(Date)

Interim Superintendent/President
(Title)

BOARD AGENDA ITEM

Date: March 24, 2025

Submitted by: Jose Valadez, MESA Program Director

Area Administrator: Dr. Leslie Minor, Interim Superintendent/President 

Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item:

Renewal of the Agreement with Redrock Software Corp. for Annual Trac Cloud Hosting and Technical Support for MESA Profile

Background:

Redrock Software Corporation's Trac Cloud is a web-based management software that allows the MESA Program to effectively and efficiently track student usage and presence in the MESA Center. Trac Cloud has been an effective tool to collect data in the MESA Center so we can track, analyze, monitor, and improve MESA Center Services to help our students succeed.

Terms (if applicable):

June 1, 2025 - June 30, 2026

Expense (if applicable):

\$1,220.00

Fiscal Impact Including Source of Funds (if applicable):

This expense will be paid by the MESA Grant Budget

Approved: 
Dr. Leslie Minor, Acting Superintendent/President



TRACCLOUD SOFTWARE AS A SERVICE AGREEMENT FOR TAFT COLLEGE'S MESA PROFILE

This agreement ("Agreement") is entered into, to be effective as of June 1, 2025 ("Effective Date"), by and between **Taft College-MESA Program** located at 29 Cougar Court, Taft, CA 93268 ("Subscriber") and **Redrock Software Corp.** located at PO Box 40518, Mesa, AZ 85274 ("Service Provider").

NOW, THEREFORE, in consideration of the mutual covenants and representations set forth in this Agreement, the parties hereby agree as follows:

1. The Services. This Agreement sets forth the terms and conditions under which Service Provider agrees to license to Subscriber TracCloud hosted software and provide all other services necessary for productive use of such software including customization / integration, user identification and password change management, data import / export, monitoring, technical support, maintenance, training, backup and recovery. The Agreement shall remain in effect unless terminated as provided for herein.
 - 1.1 Authorized Users; Authorized Uses. Service Provider grants Subscriber a renewable, irrevocable (unless as provided for herein), nonexclusive, royalty-free, and worldwide right for any Subscriber employee, contractor, or agent, or any other individual or entity authorized by Subscriber, (each, an "Authorized User") to access and use the Services. Authorized Users will have no other limitations on their access or use of the Services.
 - 1.2 Acknowledgement of License Grant. For the purposes of 11 U.S.C. § 365(n), the parties acknowledge and agree that this Agreement constitutes a license grant of intellectual property in software form to Subscriber by Service Provider.
 - 1.3 Control and Location of Services. The method and means of providing the Services shall be under the exclusive control, management, and supervision of Service Provider, giving due consideration to the requests of Subscriber. The Services (including data storage), shall be provided solely from within the continental United States and on computing and data storage devices residing therein.
 - 1.4 Storage. The Services shall include unlimited amount of base data storage.
 - 1.5 Changes in Functionality. During the term, Service Provider shall not reduce or eliminate functionality in the Services.
2. Service Levels.
 - 2.1 Time is of the Essence. For the term of the agreement Service Provider shall provide the Services, force majeure events excepted, during the applicable Service Windows and in accordance with the applicable Service Level Standards, time being of the essence.
3. Support; Maintenance; Additional Services.
 - 3.1 Technical Support. Service Provider shall provide Technical Support and the Services Fees shall be inclusive of the fees for the Technical Support.



- 3.2 Maintenance. Service Provider shall provide bug fixes, corrections, modifications, enhancements, upgrades, and new releases to the Services to ensure: (a) the functionality of the Services is available to Authorized Users; (b) the functionality of the Services in accordance with the representations and warranties set forth herein; (c) the Service Level Standards can be achieved; and, (d) the Services work with the then-current version. The Services Fees shall be inclusive of the fees for maintenance.
 - 3.3 Customization / Integration Services. Service Provider shall provide Customization / Integration Services, if any, as needed and agreed upon. The Services Fees shall be inclusive of the fees for the Customization / Integration Services.
 - 3.4 Training Services. Service Provider shall provide Training Services and documentation. The Services Fees shall be inclusive of the fees for the Training Services.
4. Term and Termination; Renewals.
- 4.1 Term. This Agreement is legally binding as of the Effective Date and shall continue until terminated. Subscriber will provide a 30-day written notice of cancellation. Services will automatically renew annually basis until cancelled.
 - 4.2 Payments upon Termination. Upon the termination of this Agreement, Subscriber shall pay to Service Provider all undisputed amounts due and payable hereunder, if any, and Service Provider shall pay to Subscriber all amounts due and payable hereunder, such as Performance Credits and prepaid fees, if any.
 - 4.3 Return of Subscriber Data. Upon the termination of this Agreement, Service Provider shall, within eight (8) business days following the termination of this Agreement provide Subscriber, without charge and without any conditions or contingencies whatsoever (including but not limited to the payment of any fees due to Service Provider), with a final extract of the Subscriber Data in the format specified by Subscriber. Further, Service Provider shall certify to Subscriber the destruction of any Subscriber Data within the possession or control of Service Provider but such destruction shall occur only after the Subscriber Data has been returned to Subscriber. This Section shall survive the termination of this Agreement.
 - 4.4 Fees; Billing. Subscriber shall be responsible for and shall pay to Service Provider the fees of \$1,220 for one year of services. Payment shall be made in full on the date that this Agreement has been executed by both Parties and on each anniversary of this execution date thereafter for the duration of the Agreement. Taxes. Service Provider represents and warrants that it is an independent contractor for purposes of federal, state, and local taxes. Service Provider agrees that Subscriber is not responsible to collect or withhold any such taxes, including income tax withholding and social security contributions, or sales taxes for Service Provider. Any and all taxes, interest, or penalties, including any federal, state, or local withholding or employment taxes, imposed, assessed, or levied as a result of this Agreement shall be paid or withheld by Service Provider.
5. Representations and Warranties.
- 5.1 Service Provider represents and warrant that:



- 5.1.1 it is a business duly incorporated, validly existing, and in good standing under the laws of its state of incorporation;
- 5.1.2 it has all requisite corporate power, financial capacity, and authority to execute, deliver, and perform its obligations under this Agreement;
- 5.1.3 the execution, delivery, and performance of this Agreement has been duly authorized by it and this Agreement constitutes the legal, valid, and binding agreement of it and is enforceable against it in accordance with its terms, except as the enforceability thereof may be limited by bankruptcy, insolvency, reorganizations, moratoriums, and similar laws affecting creditors' rights generally and by general equitable principles;
- 5.1.4 it shall comply with all applicable federal, state, local, or other laws and regulations applicable to the performance by it of its obligations under this Agreement and shall obtain all applicable permits and licenses required of it in connection with its obligations under this Agreement; and,
- 5.1.5 there is no outstanding litigation, arbitrated matter or other dispute to which it is a party which, if decided unfavorably to it, would reasonably be expected to have a potential or actual material adverse effect on its ability to fulfill its obligations under this Agreement.
- 5.1.6 the software as a service will function in a manner consistent with industry standards reasonably applicable to such service. Redrock further warrants that the software as a service, except for routine maintenance, will be operational at least 99.5% of the time in any given year during the term of this Agreement, meaning that the outage or down time percentage will not be more than 0.1%. In the event of outage, Redrock will (i) promptly and at Redrock's expense use commercial best efforts to restore the software as service as a soon as possible, and (ii) unless the outage was caused by a Force Majeure event, may refund or credit subscriber the prorated amount of fees corresponding to the time the service was unavailable.

6. Subscriber Data.

- 6.1 Ownership. Subscriber's data ("Subscriber Data," which shall also be known and treated by Service Provider as Confidential Information) shall include: (a) Subscriber's data collected, used, processed, stored, or generated as the result of the use of the Services; and, (b) personally identifiable information ("PII") collected, used, processed, stored, or generated as the result of the use of the Services, including, without limitation, any information that identifies an individual, such as an individual's social security number or other government-issued identification number, date of birth, address, telephone number, biometric data, mother's maiden name, email address, credit card information, or an individual's name in combination with any other of the elements listed herein. Subscriber Data is and shall remain the sole and exclusive property of Subscriber and all right, title, and interest in the same is reserved by Subscriber. This Section shall survive the termination of this Agreement.
- 6.2 Service Provider Use of Subscriber Data. Service Provider is provided a limited license to Subscriber Data for the sole and exclusive purpose of providing the Services, including a license to collect, process, store, generate, and display Subscriber Data only to the extent necessary in the providing of the Services. Service Provider shall: (a) keep and maintain



Subscriber Data in strict confidence, using such degree of care as is appropriate and consistent with its obligations as further described in this Agreement and applicable law to avoid unauthorized access, use, disclosure, or loss; (b) use and disclose Subscriber Data solely and exclusively for the purpose of providing the Services, such use and disclosure being in accordance with this Agreement, and applicable law; and, (c) not use, sell, rent, transfer, distribute, or otherwise disclose or make available Subscriber Data for Service Provider's own purposes or for the benefit of anyone other than Subscriber without Subscriber's prior written consent. This Section shall survive the termination of this Agreement.

- 6.3 Extraction of Subscriber Data. Service Provider shall, within five (5) business days of Subscriber's request, provide Subscriber, without charge and without any conditions or contingencies whatsoever (including but not limited to the payment of any fees due to Service Provider), an extract of the Subscriber Data in the CSV format.
- 6.4 Backup and Recovery of Subscriber Data. As a part of the Services, Service Provider is responsible for maintaining a backup of Subscriber Data and for an orderly and timely recovery of such data in the event that the Services may be interrupted. Service Provider shall maintain a contemporaneous backup of Subscriber Data that can be recovered within twenty-four (24) hours at any point in time.
- 6.5 Loss of Data. In the event of any act, error or omission, negligence, misconduct, or breach that compromises or is suspected to compromise the security, confidentiality, or integrity of Subscriber Data or the physical, technical, administrative, or organizational safeguards put in place by Service Provider that relate to the protection of the security, confidentiality, or integrity of Subscriber Data, Service Provider shall, as applicable: (a) notify Subscriber as soon as practicable but no later than twenty-four (24) hours of becoming aware of such occurrence; (b) cooperate with Subscriber in investigating the occurrence, including making available all relevant records, logs, files, data reporting, and other materials required to comply with applicable law or as otherwise required by Subscriber; (c) in the case of PII, at Subscriber's sole election, (i) notify the affected individuals who comprise the PII as soon as practicable but no later than is required to comply with applicable law, or, in the absence of any legally required notification period, within five (5) calendar days of the occurrence; or, (ii) reimburse Subscriber for any costs in notifying the affected individuals; (d) in the case of PII, provide third-party credit and identity monitoring services to each of the affected individuals who comprise the PII for the period required to comply with applicable law, or, in the absence of any legally required monitoring services, for no less than twelve (12) months following the date of notification to such individuals; (e) perform or take any other actions required to comply with applicable law as a result of the occurrence; (f) without limiting Subscriber's obligations of indemnification as further described in this Agreement, indemnify, defend, and hold harmless Subscriber for any and all Claims (as defined herein), including reasonable attorneys' fees, costs, and expenses incidental thereto, which may be suffered by, accrued against, charged to, or recoverable from Subscriber in connection with the occurrence; (g) be responsible for recreating lost Subscriber Data in the manner and on the schedule set by Subscriber without charge to Subscriber; and, (h) provide to Subscriber a detailed plan within ten (10) calendar days of the occurrence describing the measures Service Provider will undertake to prevent a future occurrence. Notification to affected individuals, as described above, shall comply with applicable law, be written in plain language, and contain, at a minimum: name and contact information of Service Provider's representative; a description of the nature of the loss; a list of the types of data involved; the known or approximate date of the loss; how such loss may affect the affected individual; what steps Service Provider has taken to protect the



affected individual; what steps the affected individual can take to protect himself or herself; contact information for major credit card reporting agencies; and, information regarding the credit and identity monitoring services to be provided by Service Provider. This Section shall survive the termination of this Agreement.

7. Non-Disclosure of Confidential Information. The parties acknowledge that each party may be exposed to or acquire communication or data of the other party that is confidential, privileged communication not intended to be disclosed to third parties. The provisions of this Section shall survive the termination of this Agreement.
- 7.1 Meaning of Confidential Information. For the purposes of this Agreement, the term "Confidential Information" shall mean all information and documentation of a party that: (a) has been marked "confidential" or with words of similar meaning, at the time of disclosure by such party; (b) if disclosed orally or not marked "confidential" or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked "confidential" or with words of similar meaning; and, (c) should reasonably be recognized as confidential information of the disclosing party. The term "Confidential Information" does not include any information or documentation that was: (a) already in the possession of the receiving party without an obligation of confidentiality; (b) developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party's proprietary rights; (c) obtained from a source other than the disclosing party without an obligation of confidentiality; or, (d) publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party). For purposes of this Agreement, in all cases and for all matters, Subscriber Data shall be deemed to be Confidential Information.
- 7.2 Obligation of Confidentiality. The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this Agreement or to use such Confidential Information for any purposes whatsoever other than the performance of this Agreement. The parties agree to advise and require their respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential.
- 7.3 Cooperation to Prevent Disclosure of Confidential Information. Each party shall use its best efforts to assist the other party in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limiting the foregoing, each party shall advise the other party immediately in the event either party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Agreement and each party will cooperate with the other party in seeking injunctive or other equitable relief against any such person.
- 7.4 Remedies for Breach of Obligation of Confidentiality. Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other party, which damage may be inadequately compensable in the form of monetary damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include, in the case of Subscriber, at the sole election of Subscriber, the immediate termination, without liability to Subscriber, of this Agreement.



7.5 Surrender of Confidential Information upon Termination. Upon termination of this Agreement in whole or in part, each party shall, within five (5) calendar days from the date of termination, return to the other party any and all Confidential Information received from the other party, or created or received by a party on behalf of the other party, which are in such party's possession, custody, or control; provided, however, that Service Provider shall return Subscriber Data to Subscriber following the timeframe and procedure described further in this Agreement. Should Service Provider or Subscriber determine that the return of any non-Subscriber Data Confidential Information is not feasible, such party shall destroy the non-Subscriber Data Confidential Information and shall certify the same in writing within five (5) calendar days from the date of termination to the other party.

8. Data Privacy and Information Security.

8.1 Undertaking by Service Provider. Without limiting Service Provider's obligation of confidentiality as further described herein, Service Provider shall be responsible for establishing and maintaining a data privacy and information security program, including physical, technical, administrative, and organizational safeguards, that is designed to: (a) ensure the security and confidentiality of the Subscriber Data; (b) protect against any anticipated threats or hazards to the security or integrity of the Subscriber Data; (c) protect against unauthorized disclosure, access to, or use of the Subscriber Data; (d) ensure the proper disposal of Subscriber Data; and, (e) ensure that all employees, agents, and subcontractors of Service Provider, if any, comply with all of the foregoing. In no case shall the safeguards of Service Provider's data privacy and information security program be less stringent than the safeguards used by Subscriber.

9. Indemnification; Limitation of Liability; Insurance.

9.1 General Indemnification. Service Provider agrees to indemnify, defend, and hold harmless Subscriber and its officers, directors, agents, and employees (each, an "Indemnitee") from and against any and all liabilities, damages, losses, expenses, claims, demands, suits, fines, or judgments (each, a "Claim," and collectively, the "Claims"), including reasonable attorneys' fees, costs, and expenses incidental thereto, which may be suffered by, incurred by, accrued against, charged to, or recoverable from any Indemnitee, by reason of any Claim arising out of or relating to any act, error or omission, negligence, or misconduct of Service Provider, its officers, directors, agents, employees, and subcontractors, during the performance of this Agreement, including, without limitation, Claims arising out of or relating to: (a) bodily injury (including death) or damage to tangible personal or real property; (b) any payment required to be paid to subcontractors, if any, of Service Provider; (c) any material misrepresentation or breach of warranty of any representation or warranty set forth in this Agreement; or, (d) any material breach of any covenant set forth in this Agreement; provided, however, that the foregoing indemnity shall not apply to the extent that the applicable Claim resulted from the acts or omissions of an Indemnitee.

9.2 Proprietary Rights Indemnification. Service Provider agrees to indemnify, defend, and hold harmless Indemnitees from and against any and all Claims, including reasonable attorneys' fees, costs, and expenses incidental thereto, which may be suffered by, incurred by, accrued against, charged to, or recoverable from any Indemnitee, by reason of any Claim arising out of or relating to the Services infringing or misappropriating any United States or foreign patent, copyright, trade secret, trademark, or other proprietary right. In the event that Service Provider is enjoined from providing the Services and such injunction is not



dissolved within thirty (30) calendar days, or in the event that Subscriber is adjudged, in any final order of a court of competent jurisdiction from which no appeal is taken, to have infringed upon or misappropriated any patent, copyright, trade secret, trademark, or other proprietary right in the access or use of the Services, then Service Provider shall, at its expense: (a) obtain for Subscriber the right to continue using such Services; (b) replace or modify such Services so that they do not infringe upon or misappropriate such proprietary right and is free to be used by Subscriber; or, (c) in the event that Service Provider is unable or determines, in its reasonable judgment, that it is commercially unreasonable to do either of the aforementioned, Service Provider shall reimburse to Subscriber any prepaid fees and the full cost associated with any Transition Services.

- 9.3 Indemnification Procedures. Promptly after receipt by Subscriber of a threat, notice, or filing of any Claim against an Indemnitee, Subscriber shall give notice thereof to Service Provider, provided that failure to give or delay in giving such notice shall not relieve Service Provider of any liability it may have to the Indemnitee except to the extent that Service Provider demonstrates that the defense of the Claim is prejudiced thereby. Service Provider shall have sole control of the defense and of all negotiations for settlement of a Claim and Subscriber shall not independently defend or respond to a Claim; provided, however, that: (a) Subscriber may defend or respond to a Claim, at Service Provider's expense, if Subscriber's counsel determines, in its sole discretion, that such defense or response is necessary to preclude a default judgment from being entered against an Indemnitee; and, (b) Subscriber shall have the right, at its own expense, to monitor Service Provider's defense of a Claim. At Service Provider's request, Subscriber shall reasonably cooperate with Service Provider in defending against or settling a Claim; provided, however, that Service Provider shall reimburse Subscriber for all reasonable out-of-pocket costs incurred by Subscriber (including, without limitation, reasonable attorneys' fees and expenses) in providing such cooperation.
- 9.4 Third-Party Beneficiaries. For the purposes of this Section and Service Provider's obligations hereunder, non-party Indemnitees are third-party beneficiaries of this Agreement in accordance with its terms. Any action or consent taken by Subscriber on its own behalf is binding upon the non-party Indemnitees for the purposes of this Section. Other than as provided for in this Section, this Agreement is for the sole benefit of the signatories hereto and their permitted successors and assigns. Nothing, express or implied, in this Agreement is intended to create or be construed to create any rights of enforcement in any persons or entities who are neither signatories to this Agreement nor non-party Indemnitees.
- 9.5 Limitation of Liability. NOTWITHSTANDING ANY OTHER PROVISION SET FORTH HEREIN, NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, SPECIAL, AND / OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT; PROVIDED, HOWEVER, THAT THE FOREGOING EXCULPATION OF LIABILITY SHALL NOT APPLY WITH RESPECT TO DAMAGES INCURRED AS A RESULT OF THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF A PARTY. A PARTY SHALL BE LIABLE TO THE OTHER FOR ANY DIRECT DAMAGES ARISING OUT OF OR RELATING TO ITS PERFORMANCE OR FAILURE TO PERFORM UNDER THIS AGREEMENT; PROVIDED, HOWEVER, THAT THE LIABILITY OF A PARTY, WHETHER BASED ON AN ACTION OR CLAIM IN CONTRACT, EQUITY, NEGLIGENCE, TORT, OR OTHERWISE FOR ALL EVENTS, ACTS, OR OMISSIONS UNDER THIS AGREEMENT SHALL NOT EXCEED THE FEES PAID OR PAYABLE UNDER THIS AGREEMENT, AND PROVIDED, FURTHER, THAT THE FOREGOING LIMITATION



SHALL NOT APPLY TO: (A) A PARTY'S OBLIGATIONS OF INDEMNIFICATION, AS FURTHER DESCRIBED IN THIS AGREEMENT; (B) DAMAGES CAUSED BY A PARTY'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT; OR, (C) A PARTY'S BREACH OF ITS OBLIGATIONS OF CONFIDENTIALITY, AS FURTHER DESCRIBED IN THIS AGREEMENT. This Section shall survive the termination of this Agreement.

- 9.6 Insurance. Service Provider shall, at its own expense, procure and maintain in full force and effect during the term of this Agreement, policies of insurance, of the types and in the minimum amounts as follows, with responsible insurance carriers duly qualified in those states (locations) where the Services are to be performed, covering the operations of Service Provider, pursuant to this Agreement: commercial general liability (\$1,000,000 per occurrence, \$2,000,000 aggregate); excess liability (\$2,000,000 per occurrence, \$2,000,000 aggregate); workers' compensation (statutory limits) and, tech e&o (\$5,000,000 per occurrence, \$5,000,000 aggregate).

10. General.

- 10.1 Relationship between Subscriber and Service Provider. Service Provider represents and warrants that it is an independent contractor with no authority to contract for Subscriber or in any way to bind or to commit Subscriber to any agreement of any kind or to assume any liabilities of any nature in the name of or on behalf of Subscriber. Under no circumstances shall Service Provider, or any of its staff, if any, hold itself out as or be considered an agent employee, joint venture, or partner of Subscriber.
- 10.2 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the state of California and the federal laws of the United States of America. Service Provider hereby consents and submits to the jurisdiction and forum of the state and federal courts in the state of California in all questions and controversies arising out of this Agreement.
- 10.3 Attorneys' Fees and Costs. In any arbitration, litigation, or other proceeding, informal or formal, by which one party either seeks to enforce this Agreement or seeks a declaration of any rights or obligations under this Agreement, the non-prevailing party shall pay the prevailing party's costs and expenses, including but not limited to, reasonable attorneys' fees.
- 10.4 Compliance with Laws; Subscriber Policies and Procedures. Both parties agree to comply with all applicable federal, state, and local laws, executive orders and regulations issued, where applicable. Service Provider shall comply with Subscriber policies and procedures where the same are posted, conveyed, or otherwise made available to Service Provider.
- 10.5 Cooperation. Where agreement, approval, acceptance, consent or similar action by either party hereto is required by any provision of this Agreement, such action shall not be unreasonably delayed or withheld. Each party will cooperate with the other by, among other things, making available, as reasonably requested by the other, management decisions, information, approvals, and acceptances in order that each party may properly accomplish its obligations and responsibilities hereunder. Service Provider will cooperate with any Subscriber supplier performing services, and all parties supplying hardware, software, communication services, and other services and products to Subscriber, including, without limitation, the Successor Service Provider. Service Provider agrees to cooperate with such suppliers, and shall not commit or permit any act which may interfere with the performance of services by any such supplier.



- 10.6 Force Majeure; Excused Performance. Neither party shall be liable for delays or any failure to perform the Services or this Agreement due to causes beyond its reasonable control. Such delays include, but are not limited to, fire, explosion, flood or other natural catastrophe, governmental legislation, acts, orders, or regulation, strikes or labor difficulties, to the extent not occasioned by the fault or negligence of the delayed party. Any such excuse for delay shall last only as long as the event remains beyond the reasonable control of the delayed party. However, the delayed party shall use its best efforts to minimize the delays caused by any such event beyond its reasonable control. Where Service Provider fails to use its best efforts to minimize such delays, the delays shall be included in the determination of Service Level achievement. The delayed party must notify the other party promptly upon the occurrence of any such event, or performance by the delayed party will not be considered excused pursuant to this Section, and inform the other party of its plans to resume performance. A force majeure event does not excuse Service Provider from providing Services and fulfilling its responsibilities relating to the requirements of backup and recovery of Subscriber Data. In no event shall any of the following constitute a force majeure event: (a) failure, inadequate performance, or unavailability of Service Provider's subcontractors, if any; or, (b) configuration changes, other changes, Viruses, or other errors or omissions introduced, or permitted to be introduced, by Service Provider that result in an outage or inability for Subscriber to access or use the Services. Within thirty (30) calendar days following the Effective Date and on an annual basis thereafter until the termination of this Agreement, Service Provider shall provide its then-current business continuity plan ("Business Continuity Plan") to Subscriber upon Subscriber's request. The Business Continuity Plan shall include: (a) Services and Subscriber Data backup and recovery procedures; (b) fail-over procedures; and, (c) how Service Provider will interact with its business continuity suppliers, if any. Service Provider shall test its Business Continuity Plan on an annual basis until the termination of this Agreement and shall provide the test results to Subscriber upon Subscriber's request.
- 10.7 Advertising and Publicity. Service Provider shall may refer to Subscriber directly or indirectly in any advertisement, news release, or publication. Service Provider will not reveal any contact or personal information unless prior written permission has been obtained.
- 10.8 No Waiver. The failure of either party at any time to require performance by the other party of any provision of this Agreement shall in no way affect that party's right to enforce such provisions, nor shall the waiver by either party of any breach of any provision of this Agreement be taken or held to be a waiver of any further breach of the same provision.
- 10.9 Notices. Any notice given pursuant to this Agreement shall be in writing and shall be given by personal service or by United States certified mail, return receipt requested, postage prepaid to the addresses appearing at the end of this Agreement, or as changed through written notice to the other party. Notice given by personal service shall be deemed effective on the date it is delivered to the addressee, and notice mailed shall be deemed effective on the third day following its placement in the mail addressed to the addressee.
- 10.10 Assignment of Agreement. This Agreement and the obligations of Service Provider hereunder are personal to Service Provider and its staff. The Service Provider or any successor, receiver, or assignee of Service Provider may directly or indirectly assign this Agreement or the rights or duties created by this Agreement, whether such assignment is affected in connection with a sale of Service Provider's assets or stock or through merger, an insolvency proceeding or otherwise, without the prior written consent of Subscriber. In the case of an assignment by Service Provider, Service Provider represents and warrants



that it has all requisite rights and power to transfer any agreements or other rights with third-parties whose software is incorporated into the Services or who are necessary for the performance and use of the Services. Subscriber, at Subscriber's sole election, may assign any and all of its rights and obligations under this Agreement to any company that succeeds to substantially all of Subscriber's business.

- 10.11 Counterparts; Facsimile. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement. The parties agree that a facsimile signature may substitute for and have the same legal effect as the original signature.
- 10.12 Entire Agreement. This Agreement and its attached exhibits constitute the entire agreement between the parties and supersede any and all previous representations, understandings, or agreements between Subscriber and Service Provider as to the subject matter hereof. This Agreement may only be amended by an instrument in writing signed by the parties. This Agreement shall be construed without regard to the party that drafted it. Any ambiguity shall not be interpreted against either party and shall, instead, be resolved in accordance with other applicable rules concerning the interpretation of contracts.
- 10.13 Cumulative Remedies. All rights and remedies of Subscriber herein shall be in addition to all other rights and remedies available at law or in equity, including, without limitation, specific performance against Service Provider for the enforcement of this Agreement, and temporary and permanent injunctive relief.

Executed on the dates set forth below by the undersigned authorized representative of Subscriber and Service Provider to be effective as of the Effective Date.

Client (SUBSCRIBER)

Signature:
Name:
Title:
Date:


Address for Notice:

Redrock Software Corp. (SERVICE PROVIDER)

Signature:
Name:
Title:
Date:
Address for Notice: PO Box 40518, Mesa, AZ 85274

BOARD AGENDA ITEM

Date: March 27, 2025

Submitted by: Cecilia Alvarado, Dean of Student Services 

Area Administrator: Leslie Minor, Acting Vice President of Student Services

Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item:

Proposal for Hall Ambulance Services for the 2025 Taft College Commencement Ceremony

Background:

The District is requesting the use of the services of Hall Ambulance to provide medical care and safety for attendees if needed. The health and safety of the public along with our faculty, staff, and students is a priority of the District.

Board Goal/Accreditation Standard:

9. Monitor campus security and safety, focusing on both physical safety and cybersecurity.

Terms (if applicable):


Stand-by services will be provided on May 23, 2025 with a four (4) hour minimum billing.

Expense (if applicable):

The estimated cost for services is \$766.56. Actual charges will be from the time the crew arrives until the District clears them.

Fiscal Impact Including Source of Funds (if applicable):

This service will be funded by the Vice President of Student Services (VPSS) District funds set-aside for the annual graduation ceremony and events.

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President

**Hall Ambulance Service, Inc.**

1001 21st Street
Bakersfield, CA 93301
661-716-4250

Fax: 661-716-4184

Stand-by Service Invoice**Customer**

Name Taft College
Contact Kevin Altenhofel
Address _____
City/St/Zip Taft, CA
Phone 661-767-7872
Fax _____

Date 3/11/2025

Rep Emma Swanson

kaltenhofel@taftcollege.edu

Event Information

Event Type Commencement Ceremony
Event Date Friday, May 23, 2025
Arrival Time 1730 - 2130 HRS
Location Taft High School Stadium - 701 Seventh Street, Taft, CA

Run Number: _____	10-97 Time: _____	10-10 Time: _____
Run Number: _____	10-97 Time: _____	10-10 Time: _____
Run Number: _____	10-97 Time: _____	10-10 Time: _____
Run Number: _____	10-97 Time: _____	10-10 Time: _____

Hours	Description	Hourly Rate	Price
4	4 hr Min Billing BLS Ambulance Stand-by Services	\$191.64	\$766.56
_____			_____
_____			_____
_____			_____
_____			_____
Charges Rounded To Nearest Quarter Hour			

Payment Details

Cash _____
Check # _____
Credit Card: Visa Mastercard Discover
Name _____
CC# _____
Expires _____
COD **MUST BE PRE-PAID**

Sub Total	n/a
Shipping & Handling	n/a
Tax 0.00%	n/a
ESTIMATE	\$766.56

Note

This is an estimate only. Actual charges will be from the time the crew arrives until you or your staff clears them.

Please print name of person authorized to sign on behalf of customer: _____

Please sign below confirming that the above information is accurate and mutually agreed to, then return to Hall Ambulance: _____

Authorized Signature: _____

Date: _____

BOARD AGENDA ITEM

Date: March 14, 2025

Submitted by: Myisha Cutrona, Student Life and Basic Needs

Area Administrator: Leslie Minor, Acting Vice President of Student Services

Subject: Request for Ratification


3-14-25

Board Meeting Date: April 9, 2025

Title of Board Item:

Contract for Professional Services with Ernie Cruz for DJ Services-ASO Spring Fling Dance

Background:

The Associated Student Organization would like to hire Ernie Cruz to DJ the 2025 Spring Fling Dance that will be held in the Taft College cafeteria.

Terms (if applicable):


March 27, 2025, 6:30 pm – 11:00 pm

Expense (if applicable):

\$550 for 4.5 hours

Fiscal Impact Including Source of Funds (if applicable):

ASO General Fund

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President







WKCCD Contract- DJ Ernie Cruz

Final Audit Report

2025-02-26

Created:	2025-02-25
By:	Myisha Cutrona (mcutrona@taftcollege.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9gavAm3qAYjjDvwlAbUUuWvwHOloi2wG

"WKCCD Contract- DJ Ernie Cruz" History

-  Document created by Myisha Cutrona (mcutrona@taftcollege.edu)
2025-02-25 - 10:48:02 PM GMT- IP address: 207.233.123.254
-  Document emailed to emcruz2005@gmail.com for signature
2025-02-25 - 10:49:38 PM GMT
-  Email viewed by emcruz2005@gmail.com
2025-02-25 - 10:49:43 PM GMT- IP address: 66.249.84.37
-  Signer emcruz2005@gmail.com entered name at signing as Ernie Cruz
2025-02-26 - 1:24:52 AM GMT- IP address: 174.134.132.82
-  Document e-signed by Ernie Cruz (emcruz2005@gmail.com)
Signature Date: 2025-02-26 - 1:24:54 AM GMT - Time Source: server- IP address: 174.134.132.82
-  Agreement completed.
2025-02-26 - 1:24:54 AM GMT



**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 Ernie Cruz ("Independent Contractor"). The agreement is effective on February 25, 2025.

Recitals

1. District desires to obtain the services of a consultant especially trained and experienced in rendering the following services:
Disc Jockeying for the Taft College ASO spring fling dance 2025

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:
March 27, 2025: 6:30 pm to 11 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:
Bring all necessary equipment
Arrive early enough to begin at 6:30 pm - Set up should be done at least 30 minutes prior
Mix and play music relevant to the generation

4. **Compensation.** Independent Contractor shall be paid the sum of \$ 550.00.
5. **Hold Harmless Agreement.** Any amounts paid under this Agreement constitute the

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

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

7. **Travel Expenses/Mileage Reimbursement.** The District shall not have a need to reimburse Independent Contractor for travel expenses or mileage.

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

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

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

Date of WKCCD Board Approval:

Budget Code:

West Kern Community College District:

Independent Contractor:

By: _____

By: Ernie Cruz

Signature


Ernie Cruz (Feb 25, 2025 17:24 PST)

Signature

2/25/25

Today's Date

Today's Date

Signature: 
Ernie Cruz (Feb 25, 2025 17:24 PST)

Email: emcruz2005@gmail.com


BOARD AGENDA ITEM

Date: March 27, 2025

Submitted by: Myisha Cutrona, Student Life and Basic Needs/ASO

Area Administrator: Leslie Minor, Acting Vice President of Student Services

Subject: Request for Approval



Board Meeting Date: April 9, 2025

Title of Board Item:

Contract for Professional Services with Paws-to-Share

Background:

The Associated Student Organization would like to have Paw-to-Share bring four of their trained dogs to campus to provide relaxation and stress relief for Taft College students during finals week. The District prioritizes student wellness and this is a great opportunity to get the campus together to help our students destress prior to taking their finals. Paws-to-Share is a non-profit organization and is licensed and insured.

Board Goal/Accreditation Standard:

- 3. Continued focus on Guided Pathways, opportunities and strategies for student learning and success.
- 4. Knowledge about college programs and facilities, meeting student needs and fostering student achievement

Terms (if applicable):

Tuesday, May 20, 2025, 10:00 am – 1:00 pm

Expense (if applicable):

\$480 for 3 hours

Fiscal Impact Including Source of Funds (if applicable):

ASO General Fund

Approved:



Leslie Minor, Ph.D., 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 Paws-to-Share, LLC ("Independent Contractor"). The agreement is effective on Tuesday, May 20, 2025.

Recitals

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

Paw-to-share will bring four trained dogs to campus to provide opportunities for students to relax and engage with during one day of finals week.

Dog trainers will be present to ensure the students and animals interact appropriately and safely.

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:

One day, three hours, 10 am – 1 pm on Tuesday, May 20, 2025

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:

1. Bring 4 trained dogs to Taft College for a 3-hour session (\$40/dog/hour)

2. Set up the proper enclosure to keep animals in the approved location on campus

3. Have the dog trainers present to ensure the safety of the students and animals

4. Contact the college at least three-weeks prior to request special accommodations for the service.

4. **Compensation.** Independent Contractor shall be paid the sum of \$480.

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

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

7. **Travel Expenses/Mileage Reimbursement.** The District shall not have a need to reimburse Independent Contractor for travel expenses or mileage.

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

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

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

Date of WKCCD Board Approval:

Budget Code:

West Kern Community College District:

Independent Contractor:

By: _____

By: Jaime Goldfarb

Signature



Jaime Goldfarb (Mar 27, 2025 15:03 PDT)
Signature

Today's Date

Mar 27, 2025
Today's Date

BOARD AGENDA ITEM

Date: March 17, 2025

Submitted by: Justin Madding, Director of Facilities & Planning 

Area Administrator: Mike Giacomini, Vice President of Administrative Services

Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item:

Request for Approval – Records Destruction

Background:

West Kern Community College District AP 3310 outlines records retention and destruction procedures 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.

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

Terms (if applicable):


Not Applicable.

Expense (if applicable):

Approximately \$250.00.

Fiscal Impact Including Source of Funds (if applicable):

Records destruction services will be paid using district general funds.

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President

West Kern Community College District

Records Destruction List

2025

[illegible]

BOARD AGENDA ITEM

Date: March 27, 2025

Submitted by: Justin Madding, Director of Facilities and Planning

Area Administrator: Mike Giacomini, Vice President of Administrative Services

Subject: Request for Approval



Board Meeting Date: April 9, 2025

Title of Board Item: Request for Approval of Vehicle Maintenance Agreement Renewal with the Taft City School District

Background:

Taft City School District (TCSD) has provided vehicle maintenance services to West Kern Community College District for many years. It is requested that the Board of Trustees approve the renewal of the attached Vehicle Maintenance Agreement with TCSD.

Board Goal/Accreditation Standard:

SAP Leading Indicator #14. Accreditation Standards III.B.2 and III.B.3.

Terms (if applicable):

July 1, 2025 – June 30, 2026

Expense (if applicable):

The cost for 2025/26 will be \$86.00 per hour with a minimum of ½ hour charge for work performed on any vehicle, plus TCSD's certified costs for parts and supplies.

Fiscal Impact Including Source of Funds (if applicable):

Expenses for vehicle maintenance and repairs are budgeted general fund expenditures in the Transportation budget, or budgeted items from the TIL or CTE departments for their respective vehicles.

Approved: 
Leslie Minor, Ph.D., Interim Superintendent/President

**VEHICLE MAINTENANCE AGREEMENT
2025-2026**

This Agreement is entered into between **West Kern Community College District** (Taft College) and the Taft City School District ("TCSD"), both of Kern County California.

RECITALS

- A. The parties are both public school agencies.
- B. Pursuant to Government Code sections 6500 and following, the parties intend to jointly exercise their common authority to inspect, service and repair vehicles owned or leased by the parties for performance of their respective official functions.
- C. TCSD has the capacity, and is willing to provide services as specified below to Taft College on the terms and conditions outlined in the Agreement.
- D. TCSD will serve at the agency by whose powers this joint exercise of powers is exercised.

TERMS

- 1. TCSD will, to the extent feasible after having first met its own needs for the services described below:
 - A. Inspect, service and repair vehicles owned or leased by Taft College, including cars, trucks, vans and school buses, to the same standards as apply to TCSD's own vehicles, including all standards required by law for school buses.
 - B. Invoice Taft College on a monthly basis.

- 1. Taft College will:
 - A. At its discretion, deliver to TCSD's designated service facility those vehicles that Taft College wishes to be inspected, serviced or repaired.
 - B. Pay promptly, after receipt of monthly invoices as follows:
 - 1. TCSD's certified costs for parts and supplies (such as lubricants).
 - 2. Labor charges at **\$86.00** per hour, with a minimum ½ hour charge for work performed on any vehicle.
 - 3. Services will be provided at TCSD's facilities. However, TCSD agrees that, to the extent its employees are required to enter Taft College's school sites to perform services (including vehicle pick up and delivery) under this Agreement, TCSD's employees will be under the direct supervision of Taft College's employees at all times and will comply with Taft College's directions reasonably designated to insure the TCSD's employees will have limited contact with Taft College's students while they are on Taft College's sites. This provision is not intended to insure the safety of Taft College's pupils while they are transported by Taft College's employees in Taft College's vehicles.

4. The terms of this Agreement is **July 1, 2025** through **June 30, 2026**.
Either party may terminate this Agreement on 30 days' written notice to
the other, delivered to their respective district offices.

TAFT CITY SCHOOL DISTRICT

**WEST KERN COMMUNITY
COLLEGE DISTRICT (TAFT
COLLEGE)**

BY: _____
Authorized Agent

BY: _____
Authorized Agent

DATE: _____

DATE: _____



TAFTCOLLEGE

BOARD AGENDA ITEM

Date: March 26, 2025

Submitted by: Heather del Rosario, Vice President of Human Resources 

Area Administrator: Dr. Leslie Minor, Interim Superintendent/President

Subject: Request for Approval

Board Meeting Date: April 9, 2025

Title of Board Item:

Request for Approval: Amendment to Foundation for California Community Colleges–The Vision Resource Center Project agreement

Background:

The Vision Resource Center Project is a collaboration between the California Community Colleges Chancellor's Office and the Foundation for California Community Colleges to utilize Cornerstone's learning management system, to offer free online website for trainings, professional development, effective practices, and educational resources. Cornerstone allows the District to assign and track mandatory training, as well as, giving our staff an additional resource for professional development. We have been able to utilize Cornerstone to offer staff the opportunity for career enrichment that is more readily accessible.

In order to maintain uninterrupted use of Cornerstone, the District seeks to extend the current agreement for an additional three years. Attached is the addendum along with the agreement that was approved by the Board in October 2022.

Board Goal/Accreditation Standard:

Standard III.A.14

Terms (if applicable):

Through June 30, 2028

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 

Leslie Minor, Ph.D., Interim Superintendent/President



FOUNDATION *for* CALIFORNIA
COMMUNITY COLLEGES

AMENDED AGREEMENT

between

THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

and

KERN COMMUNITY COLLEGE DISTRICT (KERN CCD)

Agreement No. 00008402
Amendment # 1

The Vision Resource Center Project

Effective February 13, 2024, the Foundation for California Community Colleges ("Foundation"), a 501 (c)(3) nonprofit organization, and Kern Community College District (Kern CCD) ("DISTRICT"), entered into an Agreement ("AGREEMENT").

WHEREAS, the parties now wish to extend the Agreement for an additional term.

THEREFORE, the parties hereby amend the Agreement as follows:

1. **Amendment to the Term of the Agreement (Page 2).** The Term of the Agreement is hereby amended by replacing "*June 30, 2025*" with "*June 30, 2028*"

All other terms of the Agreement shall remain unchanged and in full force and effect.

THE PARTIES HEREBY EXECUTE THIS AMENDED AGREEMENT.

**KERN COMMUNITY COLLEGE DISTRICT
(KERN CCD)**

**FOUNDATION FOR CALIFORNIA
COMMUNITY COLLEGES**

By: _____

By: _____

Print Name: _____

Print Name: Manoj P Keechilot

Title: _____

Title: Software Development Manager

Date: _____

Date: _____



**FOUNDATION *for* CALIFORNIA
COMMUNITY COLLEGES**

AGREEMENT

Between

THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

And

DISTRICTS

Agreement: [REDACTED] 00006514

The Vision Resource Center Project

This Agreement ("AGREEMENT") is entered into by the Foundation for California Community Colleges, a 501(c)(3) corporation, the official nonprofit supporting the California Community Colleges Chancellor's Office ("FOUNDATION"), and West Kern Community College ("DISTRICT").

RECITALS

WHEREAS, the purpose of this AGREEMENT is to establish cooperative terms and conditions between the FOUNDATION and DISTRICT to integrate and utilize Cornerstone, a professional development Learning Management System ("LMS"), with the existing Vision Resource Center Project ("VRCProject").

WHEREAS, the FOUNDATION is a nonprofit 501(c)(3) corporation and the official nonprofit supporting the California Community Colleges Chancellor's Office and the California Community Colleges Board of Governors, and its mission is to benefit, support and enhance the California Community College system;

WHEREAS, the VRCProject –a service of the California Community College Education Services (CCC Ed. Services)–is California Community Colleges' online website for trainings, professional development, effective practices, and educational resources. The VRCProject supplements and complements in-person trainings and technical assistance provided to community college faculty, staff, and administrators;

WHEREAS, the Cornerstone Project is a collaboration between the FOUNDATION and the California Community Colleges Chancellor's Office to utilize Cornerstone's LMS to expand and enhance the VRCProject. Cornerstone will provide the DISTRICTs and the VRCProject with features including online training resources, reporting, training assignments and tracking, customized and automated communications, collaborative online communities, file sharing, and a flexible calendar system.

WHEREAS, the Cornerstone LMS will enable supervisors, colleges, and districts to create, assign and track courses and trainings, obtain reports on course completion, and communicate college-wide. Cornerstone LMS integration will provide the potential to create direct connections in these areas between all California Community Colleges through a centralized database.

REPRESENTATIONS AND WARRANTIES

1. **Signing Authority.** FOUNDATION represents and warrants its signatories to this AGREEMENT are authorized to sign this AGREEMENT on behalf of the FOUNDATION. DISTRICT represents and warrants its signatories to this AGREEMENT are authorized to sign this AGREEMENT on behalf of the DISTRICT.

AGREEMENT

NOW, THEREFORE, the parties agree to the terms and conditions contained in this AGREEMENT, outlining the relationship between FOUNDATION and DISTRICT for the Term and with respect to the subject matter herein, as follows:

1. **Effective Date.** This AGREEMENT shall be effective once signed by all parties to this AGREEMENT (“Effective Date”).
2. **Term.** The term of this AGREEMENT shall begin on the Effective Date and end on June 30, 2025 and is renewable upon the written and signed agreement of both parties for up to a total of five years.
3. **Termination.**
 - a. **Protection of Confidential Information after Expiration or Termination.** Upon expiration or earlier termination of this AGREEMENT for any reason, FOUNDATION shall return to DISTRICT, or, at DISTRICT’s direction, securely destroy, all DISTRICT information in any form, recorded on any medium, or stored in any storage system, as follows: (a) burn, pulverize or shred physical assets containing DISTRICT Information so that such information cannot be read or reconstructed, and (b) destroy or erase digital assets containing DISTRICT Information so that the information cannot be read or reconstructed. Unless FOUNDATION communicates in writing that it determined that return or destruction of the DISTRICT Information is not feasible, an authorized representative of FOUNDATION shall certify in writing to DISTRICT, within thirty (30) days after the termination or earlier expiration of this AGREEMENT or FOUNDATION determines that data are no longer needed for the purposes of this AGREEMENT, that all DISTRICT Information has been returned or destroyed (as the case may be) and that FOUNDATION no longer retains or has access to any such information in any form.
 - b. **Termination for Convenience.** The Parties shall have the right to terminate this AGREEMENT for any reason or no reason at all, without penalty, at any time by providing the other with at least thirty (30) days written notice of termination.
 - c. **Termination for Cause.** FOUNDATION shall have the right to terminate this AGREEMENT, without penalty, within a reasonable time period should DISTRICT be found to be in material breach of this AGREEMENT as determined in FOUNDATION’s sole discretion or if DISTRICT fails to comply with any legal and regulatory provisions referenced in this AGREEMENT.
 - d. **Procedures at Termination.** Either party must cease or reduce work immediately upon receiving the notice of termination or as required by the written notice and take all steps possible to mitigate losses. DISTRICT hereby waives any other claim for damages including but not limited to damages claims for lost profits, liquidated damages, punitive damages, general or special damages, indirect, or consequential damages arising from FOUNDATION’s termination of this AGREEMENT.
4. **Confidential Information.** “Confidential Information” means any proprietary or confidential information as such terms are most broadly defined under applicable law; including non-public institutional information, student, and employee data; documentation, forms, technical specifications,

access procedures, system security information, software, methods, reports and lists. "Confidential Information" also includes any non-public information of FOUNDATION or DISTRICT disclosed by either party to the other party, either directly or indirectly, in writing, orally or by inspection of tangible objects, or to which the other party may have access, which a reasonable person would consider confidential. Each party agrees:

- a. Not to copy or use the other party's Confidential Information in any way, except as permitted by this AGREEMENT;
- b. Not to disclose the other party's Confidential Information to any third party (other than Cornerstone LMS), except as required by law, to its attorneys and accountants as reasonably necessary; or to respond to duly authorized information requests of police and governmental authorities or to comply with any facially valid subpoena or court order; or as authorized by this AGREEMENT; or as authorized by DISTRICT and FOUNDATION in writing; and
- c. To protect the other party's Confidential Information reasonably and with due care.

DISTRICT and FOUNDATION shall undertake efforts reasonably calculated to ensure that any employees, agents, and subcontractors with access to Confidential Information are aware of the obligations outlined under this AGREEMENT and are placed under an obligation of confidentiality with respect thereto.

Information is not Confidential Information if a party can clearly show that it became known to the receiving party prior to receipt from the disclosing party, has become publicly known, except through breach of this AGREEMENT, or is independently developed without reference to Confidential Information. The parties further acknowledge that knowing or negligently sharing Confidential Information constitutes a breach of this AGREEMENT.

DISTRICT and FOUNDATION each agrees that (i) it shall receive and use the Confidential Information it receives (in such capacity a "Recipient") in connection with this AGREEMENT from the other party (in such capacity a "Discloser") solely for the purposes contemplated by this AGREEMENT; (ii) it shall not use any such Confidential Information for any other purpose; and (iii) it shall receive and hold such Confidential Information in trust and confidence for the benefit of the Discloser. Notwithstanding anything to the contrary herein, the Recipient may disclose Confidential Information if required to be disclosed by a court or regulatory or other governmental agency of competent jurisdiction, provided that in connection with such requirement the Recipient shall (A) if legally permitted, promptly notify the Discloser of such requirement in writing; (B) cooperate with the Discloser, at the Discloser's request and expense, to obtain a protective order or other confidential treatment or to contest such required disclosure; (C) shall afford the Discloser all available opportunities to obtain a protective order or other confidential treatment or challenge such required disclosure, including the opportunity to challenge it in the name and with the standing of the Recipient; (D) shall comply with any protective order or other confidential treatment obtained by the Discloser; and (E) shall disclose only the minimum amount of information that the Recipient is required to disclose. This paragraph shall survive the expiration or early termination of this AGREEMENT.

5. **Indemnification.** Each party, their heirs and/or assigns ("Indemnitor") shall indemnify, defend and hold each other party, their directors, officers, and employees, (collectively "Indemnitees") harmless from all losses, liabilities, claims, demands, costs, expenses and damages, including reasonable attorneys' fees and costs, resulting from, arising out of, or connected with (a) the performance of S or judgments involving a third party, including DISTRICT's costs and attorneys' fees, which arise as a result of FOUNDATION's failure to meet any of its obligations under this Section. This Section shall survive the expiration or termination of this AGREEMENT.

6. **DISTRICT Responsibilities.** The DISTRICT shall:

- a. Provide the FOUNDATION with the DISTRICT's specific data feed files for upload to the Cornerstone LMS. Datafiles are expected to be updated at least once a month. Automated file transfer is preferred for various reasons including security.
- b. Establish and schedule an automated data feed to the designated file servers. To ensure data integrity of specific employee information, including faculty, staff, and administrator names, titles, and contact information the files must follow the specified format and include mandatory fields.
- c. Resolve any errors that may occur, in a timely manner.
- d. Assign a dedicated Professional Development Lead (PDL) as the DISTRICT's system administrator to serve as the primary VRC Project and Cornerstone LMS contact. The PDL will acquire expertise with the Cornerstone LMS system, assign courses, and communicate to staff via the welcome screen, the Connect forum, and other channels.
- e. When the colleges changes the professional development leads, inform FOUNDATION .
- f. Where appropriate, involve DISTRICT's Professional Development Coordinator, Director of Information Services, Director/Manager of Human Resources, or comparable positions in a district's Cornerstone implementation. These personnel will administer their implemented portal for the employees of their districts as local system administrators and their experts.
- g. District personnel are responsible for all materials published on their local Cornerstone portal to meet the required accessibility standards.
- h. Customize the DISTRICT's main professional development welcome screen colors, headers, images, and navigation.
- i. Where applicable, add DISTRICT-specific instructor led trainings, on-campus workshops, and Keenan Safe Schools courses into Cornerstone LMS.
- j. Send DISTRICT-wide Cornerstone email announcements to support district personnel in using the platform appropriately.
- k. Customize training resources, materials, and instructions provided by the FOUNDATION and make available online to the DISTRICT community.
- l. Monitor the DISTRICT's online community for FAQs and share feedback with the FOUNDATION for continuous improvements.
- m. DISTRICT shall comply with all applicable federal and state laws regarding privacy and security of Education Records and Student data, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), the Children's Online Privacy Protection Act of 1998 ("COPPA"), California Education Code Section 49073.1, commonly referred to as California Assembly Bill 1584 (or "AB 1584"), and California Business and Professions Code Section 22584, commonly referred to as the "Student Online Personal Information Protection Act" (or "SOPIPA") or "SB 1177".
- n. Maintain the district side of SSO configuration if applicable.
- o. DISTRICT will have the ability to upload documents directly into the VRC. As part of this ability, DISTRICT shall ensure that equal access is provided to all documents uploaded to the VRC. With respect to ADA compliance, any document uploaded to the VRC must be compliant with Web Content Accessibility Guidelines (WCAG) 2.1 or subsequent standards as approved.

7. **FOUNDATION Responsibilities.** The FOUNDATION shall:

- a. Cover the DISTRICT licensing fees for the Cornerstone LMS for faculty, staff, and administrators for the term of this AGREEMENT.
- b. For global issues like system outages, professional development leads will utilize the support mechanisms offered to them by the Foundation.

- c. Have a dedicated staff person to serve as the Cornerstone LMS global system administrator and point of contact for the DISTRICT for any issues or questions that arise.
 - d. Provide the DISTRICT with access to Cornerstone through single sign-on
 - e. Provide training resources, materials, and instructions to the DISTRICT to the local administrators
 - f. Provide technical support and customer service for Cornerstone LMS and the VRC Project. through implementation at the DISTRICT.
 - g. Train the DISTRICT's PDL on the Cornerstone LMS and the VRC Project.
 - h. Upon request, FOUNDATION shall make available to the Chancellor's Office all system, college, and district data collected by the Cornerstone LMS.
 - i. Provide services under the AGREEMENT in substantial compliance with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C §794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. FOUNDATION global system administrators will respond to and escalate any accessibility-related issue reported by end users or DISTRICT's system administrator(s).
 - j. FOUNDATION shall provide DISTRICT with its Cornerstone LMS completed Voluntary Product Accessibility Template ("VPAT") for the Cornerstone LMS for review DISTRICT prior to the Effective Date. FOUNDATION global system administrators will respond to and escalate any accessibility-related issue reported by end users or DISTRICT's system administrator(s).
 - k. Accessibility issues may be reported using contact methods directly in the LMS, or by use of FOUNDATION-maintained service desk software. FOUNDATION global system administrators will prioritize and escalate any accessibility-related issue by creating a support request with Cornerstone Global Technology Services to address the concern.
 - l.
 - m. FOUNDATION shall comply with all applicable federal and state laws regarding privacy and security of Education Records and Student data, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), the Children's Online Privacy Protection Act of 1998 ("COPPA"), California Education Code Section 49073.1, commonly referred to as California Assembly Bill 1584 (or "AB 1584"), and California Business and Professions Code Section 22584, commonly referred to as the "Student Online Personal Information Protection Act" (or "SOPIPA") or "SB 1177".
8. **Notices.** All notices and other communications required or permitted to be given under this AGREEMENT must be directed to the following individuals:

FOUNDATION PROGRAM MANAGER (All Programmatic Issues)

Elizabeth Kay
Director of Professional Development
1102 Q Street, Suite 4800
Sacramento, CA 95811
bkay@foundationccc.org

FOUNDATION CONTRACTS DEPARTMENT

Foundation for California Community Colleges
Contracts Department
1102 Q Street, Suite 4800
Sacramento, CA 95811
contracts@foundationccc.org

WEST KERN COMMUNITY COLLEGE DISTRICT

Tiffany Rowden. CP-SHRM
Sr. Human Resource Generalist
29 Cougar Ct.
Taft, CA 93268

9. **Personal Information.** FOUNDATION shall properly manage and secure Personal Information in accordance with all applicable global, federal, state, and local laws, rules and regulations. Personal Information is defined as any information provided by DISTRICT or collected by FOUNDATION in connection with the Work performed under this AGREEMENT:
- a. That identifies or can be used to identify, contact, or locate the individual to whom such information pertains, or
 - b. From which identification or contact information of an individual person may be derived.
 - c. Personal Information includes, but is not limited to: name, address, phone number, fax number, email address, Social Security number, passport number, other government-issued personal identifiers, financial account number, credit or debit card information, medical information, health insurance information, or a user name or email address, in combination with a password or security question and answer that would permit access to an online account. Additionally, to the extent any other information (such as, but not limited to, a personal profile, unique identifier and/or biometric information) is associated or combined with Personal Information, then such information also will be considered Personal Information.
10. **Security of DISTRICT Information.**
- a. **Ownership of DISTRICT Information and Data.** All content, copy, pictures, Personal Information, and/or data provided by DISTRICT to FOUNDATION ("DISTRICT Information") is owned by DISTRICT. Upon termination, expiration or other conclusion of this AGREEMENT, all DISTRICT Information shall be returned to DISTRICT by FOUNDATION in a usable format as mutually agreed to between the DISTRICT and FOUNDATION within fifteen (15) calendar days after such termination or expiration, or such other date as mutually agreed to in writing between the DISTRICT and FOUNDATION.
 - b. **Prohibition on Unauthorized Use or Disclosure of DISTRICT Confidential Information.** FOUNDATION agrees to hold DISTRICT Confidential Information in strict confidence. FOUNDATION shall not, directly or indirectly, use, make available, sell, disclose or otherwise communicate to any third party, any of DISTRICT's Confidential Information received from, or on behalf of, DISTRICT, except as permitted or required by this AGREEMENT, or as required by law. Subject to applicable federal, state, and local law, including but not limited to the Richard McKee Transparency Act of 2011, Confidential Information is to be broadly defined, and includes but may not be limited to all information that has or could have commercial value or other utility in the business in which DISTRICT is engaged or contemplates engaging, and all information of which the unauthorized disclosure could be detrimental to the interests of FOUNDATION, whether or not such information is identified as Confidential Information. FOUNDATION agrees that it will protect the DISTRICT Confidential Information it receives from, or on behalf of, DISTRICT, according to commercially acceptable standards and no less rigorously than it protects its own confidential information. This paragraph shall survive the expiration or early termination of this AGREEMENT.
 - c. **Prohibition on Unauthorized Use or Disclosure of FOUNDATION Confidential Information.** DISTRICT agrees to hold FOUNDATION's Confidential Information in strict

confidence. DISTRICT shall not, directly or indirectly, use, make available, sell, disclose or otherwise communicate to any third party any of FOUNDATION's Confidential Information received from, or on behalf of FOUNDATION, either during or after PARTICIPATING COLLEGE's relationship with FOUNDATION, except as permitted or required by this AGREEMENT, or as required by law. Subject to applicable federal, state, and local law, including but not limited to the Richard McKee Transparency Act of 2011, Confidential Information is to be broadly defined, and includes but may not be limited to all information that has or could have commercial value or other utility in the business in which FOUNDATION is engaged or contemplates engaging, and all information of which the unauthorized disclosure could be detrimental to the interests of FOUNDATION, whether or not such information is identified as Confidential Information. DISTRICT agrees that it will protect the FOUNDATION Confidential Information it receives from, or on behalf of, FOUNDATION, according to commercially acceptable standards and no less rigorously than it protects its own confidential information. This paragraph shall survive the expiration or early termination of this AGREEMENT.

- d. **Maintenance of the Security of DISTRICT Information.** FOUNDATION shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity, and availability of all maintained or transmitted DISTRICT Information received from, or on behalf of, DISTRICT or its students. These measures will be extended by contract to all subcontractors used by FOUNDATION.
- e. **Reporting of Concerns Regarding the Integrity of Software, Unauthorized Disclosures or Misuse of DISTRICT Information.** FOUNDATION, within one (1) business day of discovery, shall report to DISTRICT any information it receives, discovers, or learns that suggests the Software provided to DISTRICT may exhibit any defects, errors, vulnerabilities, or other problems that could adversely affect the DISTRICT (collectively, a "Vulnerability"). FOUNDATION's report shall identify: (i) the nature of the Vulnerability; (ii) the actual or possible nature of the harm DISTRICT may experience as a result of the Vulnerability; (iii) anyone involved with the Vulnerability including those who may try to exploit the Vulnerability; (iv) what FOUNDATION has done or shall do to mitigate any effect of the Vulnerability; and (v) what corrective action FOUNDATION has taken or shall take to prevent future similar Vulnerability. FOUNDATION shall provide such other information, including a written report, requested by the DISTRICT.

11. **Data Sharing.**

- a. Data shared under this AGREEMENT be stored in the United States of America.
- b. All of DISTRICTS Personal Information Data must be encrypted at all times, both at rest and in transit.
- c. Data shared between FOUNDATION and DISTRICT will be transmitted using Secure FTP or other equivalent encryption-based protocol. Under no circumstances will the parties share employee Personal Information via non-secure methods such as public email.
 - i. Secure FTP with RSA Public/Private Key encryption is used in data transmission (in transit). Transport Layer Encryption is used when web services are used.
- d. All data collected, stored, transmitted, and/or otherwise shared between the DISTRICT and FOUNDATION and to any third party entities will meet the minimum standards for protection of Personally Identifiable Information ("PII").
- e. All data elements collected and stored under this MOU are described in more detail in Exhibit A ("Data Collection and Data Flow") attached and incorporated herein.

- 12. Misuse of Cornerstone LMS.** DISTRICT and FOUNDATION acknowledge and agree that this section sets forth certain acts which shall either singularly or collectively constitute ("Misuse") under this AGREEMENT. DISTRICT and FOUNDATION shall not engage in any Misuse or allow any third parties to engage in any of the acts as set forth below. Subject to the foregoing, Misuse is defined as:
- a. Access or use of Cornerstone LMS in breach of the terms of this AGREEMENT;
 - b. Access or use of the Cornerstone LMS in violation of applicable federal, foreign, international, provincial, state and local laws, rules and regulations or any applicable privacy or data protection laws, rules, regulations or directives;
 - c. Access or use of Cornerstone LMS for any unauthorized, fraudulent or malicious purpose;
 - d. Intentionally access or use Cornerstone LMS for purposes of intentionally damaging, disabling, overburdening, or impairing the Cornerstone LMS so as to diminish or destroy FOUNDATION or Cornerstone's ability to provide Cornerstone LMS to system users;
 - e. Share, obtain or use, or attempt to share, obtain or use, Cornerstone LMS related access codes or passwords, other than for purposes of assisting any authorized system user to access the Cornerstone LMS;
 - f. Engage in any act that would intentionally cause FOUNDATION, or Cornerstone's failure in maintaining the integrity of Cornerstone LMS;
 - g. Engage in any use of Cornerstone LMS for purposes of intentionally causing interference with or degradation of the Cornerstone LMS and impact impacting system users;
 - h. Materially violate the Cornerstone LMS Terms of Use, or knowingly and materially violate the terms of use for any FOUNDATION or third party applications hosted by or accessible within Cornerstone LMS for utilization by system users.
- 13. Independent Contractor.** FOUNDATION, in the performance of this AGREEMENT, shall be and act as an independent contractor and not an employee of DISTRICT. FOUNDATION, understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. FOUNDATION assumes the full responsibility his/her acts and/or liabilities including those of his/her employees or agents as they relate to the Work to be provided under this AGREEMENT. FOUNDATION shall assume full responsibility for withholding and payment of all: federal, state, local and applicable income taxes; workers' compensation; contributions, including but not limited to, unemployment insurance and social security with respect to FOUNDATION and FOUNDATION's employees. FOUNDATION should be aware the IRS regulations require DISTRICT to report total income exceeding six hundred dollars (\$600) under this and any additional agreements in any given year. The DISTRICT will not withhold taxes, unemployment insurance or social security for FOUNDATION or FOUNDATION's employees or independent subcontractors. FOUNDATION agrees to indemnify and hold DISTRICT harmless from and against any and all liability arising from any failure or alleged failure of FOUNDATION to withhold or pay any applicable tax, unemployment insurance or social security when due or any failure or alleged failure to comply with any applicable regulation applicable to FOUNDATION's employees. Neither party will have the power to bind the other or incur obligations on the other's behalf without the other's prior written consent, except as otherwise expressly provided in this AGREEMENT.
- 14. Availability of DISTRICT Information.** DISTRICT may request copies of DISTRICT Information at any time for any purpose. Upon such request, FOUNDATION will make available to DISTRICT a copy of all DISTRICT Information for secure download within forty-five (45) business days or as soon as reasonably possible. DISTRICT Information shall be provided by FOUNDATION in a usable format as mutually agreed upon between the Parties.

15. **Data Backup.** FOUNDATION will conduct regular backups of all DISTRICT Information. FOUNDATION shall adhere to standard information services industry practices by maintaining backup copies of DISTRICT Information to allow for recovery in the event of loss, corruption or other similar event or circumstances that may occur in the process of performing the Work under this AGREEMENT. DISTRICT may request copies of DISTRICT Information backups for archival purposes.
16. **General Terms and Conditions.**
- a. **Entire Agreement.** This AGREEMENT, and any valid amendments thereto, constitutes the entire, complete, final and exclusive agreement between the parties with respect to the subject matter hereof and supersedes and replaces any and all prior and contemporaneous communications between the parties regarding such subject matter. Any terms and conditions which are additional to or different from the terms and conditions of this AGREEMENT are hereby deemed rejected by FOUNDATION and shall not be of any effect or in any way binding upon FOUNDATION. To the extent that the terms and conditions of this AGREEMENT conflict with, or are in any way inconsistent with, the terms and conditions of any exhibit hereto, the terms and conditions of this AGREEMENT will prevail.
 - b. **Interpretation.** This AGREEMENT is the product of joint collaboration and drafting by authorized representatives of both DISTRICT and the FOUNDATION. Therefore, an interpretation of any term or condition contained herein shall not be construed against either party as the drafting party.
 - c. **Headings.** Paragraph headings in this AGREEMENT are used solely for convenience and shall be wholly disregarded in the construction of this AGREEMENT. Paragraph headings shall not be deemed to define, limit or extend the scope or intent of the paragraphs to which they appertain.
 - d. **Counterparts.** The Parties agree that this AGREEMENT may be executed in counterparts, each of which shall be deemed to be an original, but both of which together shall constitute one and the same instrument, and that a photocopy, pdf or facsimile may serve as an original. If this AGREEMENT is executed in counterparts, no signatory hereto shall be bound until both the parties have fully executed a counterpart of this AGREEMENT.
 - e. **Modification.** This AGREEMENT may be modified only by a written agreement dated subsequent to this agreement and signed by authorized representatives of each party. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.
 - f. **Non-Waiver.** The failure of either FOUNDATION or DISTRICT , whether purposeful or otherwise, to exercise in any instance any right, power or privilege (including but not limited to waiver) under this AGREEMENT or under law of this AGREEMENT shall not constitute a waiver of any other right, power or privilege, nor of the same right, power or privilege in any other instance. Any waiver by FOUNDATION must be in writing.
 - g. **Severability.** If any provision(s) of this AGREEMENT is found to be unenforceable or invalid, that provision(s) shall be amended to achieve, as nearly as possible, the same economic effect as the original provision and the remainder of this AGREEMENT will remain in full force and effect.
 - h. **Indemnification.** The FOUNDATION shall defend, indemnify and hold the DISTRICT, its officers, affiliates, subsidiaries, authorized representatives, directors, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), judgements awards, fines, penalties or claims for injury or damages arising out of the performance of this AGREEMENT but only in proportion to and to the extent such liability, expense, attorneys' fees or claims for injury or damages are caused by or resulted from the

negligent or intentional acts or omissions of the FOUNDATION, its officers, agents, or employees. The DISTRICT shall defend, indemnify and hold the FOUNDATION, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), judgements awards, fines, penalties or claims for injury or damages arising out of the performance of this AGREEMENT but only in proportion to and to the extent such liability, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the DISTRICT, its officers, agents, or employees.

- i. **Insurance.** FOUNDATION agrees to maintain, in full force and effect, at FOUNDATION's expense, the following insurance coverages from an admitted carrier in the State of California with a Best Rating of A-VII or higher:
 - i. Commercial General Liability insurance, with limits of not less than One Million Dollars (\$1,000,000) per occurrence including bodily injury, broad form property damage and blanket contractual liability, written on an "occurrence" form;
 - ii. Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000);
 - iii. Employer's Liability with limits of not less than One Million Dollars (\$1,000,000) per occurrence;
 - iv. Workers' Compensation insurance as required by statutory insurance requirement of the State of California; and
 - v. Cyber Liability insurance with limits of not less than One Million Dollars (\$1,000,000) for each occurrence and an annual aggregate of One Million Dollars (\$1,000,000) covering claims involving privacy violations, damage to or destruction of electronic information, information theft, any release of private information, alteration of electronic information, extortion and network security, and coverage needs to include remediation costs for expenses incurred relating to notification expenses, and Information Technology forensics following a breach.

FOUNDATION shall deliver Certificate(s) of Insurance evidencing the required coverages to the DISTRICT, which shall be subject to the DISTRICT's approval for adequacy of protection. The Certificate(s) of Insurance shall provide thirty (30) days prior written notice of cancellation.

- j. **Intellectual Property.** FOUNDATION and/or its Vendor (Cornerstone LMS) retain all proprietary and intellectual property rights, title and interest in and to FOUNDATION or Cornerstone data, content, software, and any other work product described in this AGREEMENT, unless otherwise granted to DISTRICT under this AGREEMENT. DISTRICT, their affiliates, and any system users do not acquire any ownership of Intellectual Property in the software or documentation as a result of this AGREEMENT, except a license to use the Cornerstone LMS as described in this AGREEMENT during the term of this AGREEMENT.
- k. **Assignment.** This AGREEMENT may not be assigned or otherwise transferred by either party without the prior written consent of the other party; however, either party will have the right to assign its rights and obligations under this AGREEMENT in connection with a merger, acquisition, or sale transfer of substantially all of its assets. Any assignment not in accordance with this paragraph is void.
- l. **Restrictions.** Software means: (i) any and all of Cornerstone's proprietary web-based applications, including, without limitation, all updates, revisions, bug-fixes, upgrades, and

enhancements thereto, as well as applications that have been modified in any way by Cornerstone at the request of a client; and (ii) application functionality and eLearning content provided by Cornerstone-contracted third parties.

The Software used under this AGREEMENT may be used only for the DISTRICT's lawful business purposes. DISTRICT shall not: (i) use or deploy the Software in violation of applicable laws or this AGREEMENT; (ii) resell any Software or Service; (iii) create any derivative works based upon the Software; (iv) reverse engineer, reverse assemble, decompile or otherwise attempt to derive source code from the Software or any part thereof (except to the extent that such restriction is not permitted under applicable law); (v) make any Software or Service available to any unauthorized parties; or (vi) release the results of benchmark tests or other comparisons of any Software or Service with other software, services, or materials.

- m. **Law to Govern; Venue.** This AGREEMENT shall be interpreted, governed and construed in accordance with the internal substantive laws of the State of California. Any dispute or claim arising from this AGREEMENT shall be resolved in a state or federal court in Sacramento, California. The parties specifically submit to the personal jurisdiction and subject matter jurisdiction of the state and federal courts located in Sacramento, California.
- n. **Non-Discrimination.** FOUNDATION shall not discriminate in the provision of services, benefits, employment, facilities or otherwise because of race, color, ancestry, religion, creed, national origin, sex, age, sexual orientation, physical or mental disability, medical condition, marital status, denial of family care leave or on the basis of any other protected category as provided by federal, state and/or local laws. PARTICIPANT shall comply with the provisions of the Fair Employment and Housing Act (California Government Code §12990(a)-(f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, §7285 et. seq.)
- o. **Debarment and/or Suspension.** PARTICIPANT shall comply with Executive Order 12549, Debarment and Suspension. PARTICIPANT represents and warrants that PARTICIPANT is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency or any California state department or agency.
- p. **Time is of the Essence.** Time is of the essence with respect to all provisions of this AGREEMENT that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this AGREEMENT.
- q. **Construction of Agreement.** Both parties have participated in the negotiation and drafting of this AGREEMENT. Therefore, the terms of this AGREEMENT shall not be construed against either party as the drafting party.
- r. **Execution of this Agreement.** The Parties agree that this agreement may be executed in counterparts, each of which shall be deemed to be an original, but both of which together shall constitute one and the same instrument, and that a photocopy or facsimile may serve as an original. If this agreement is executed in counterparts, no signatory hereto shall be bound until both the parties have fully executed a counterpart of this agreement.
- s. **Authority to Bind.** The parties each represent and warrant that the signatories below are authorized to sign this AGREEMENT on behalf of themselves or the party on whose behalf they execute this AGREEMENT.
- t. **Force Majeure.** FOUNDATION shall not be liable or deemed to be in default for any delay or failure in performance under this AGREEMENT or interruption of Services resulting,


directly or indirectly, from acts of God, civil or military authority, acts of public enemy, terrorism, war, strikes, labor disputes, shortages of suitable parts, materials, labor or transportation, or any similar cause beyond the reasonable control of FOUNDATION.

THE PARTIES HEREBY EXECUTE THIS AGREEMENT.

DISTRICT

FOUNDATION FOR CALIFORNIA
COMMUNITY COLLEGES

By:  _____

By:  _____
Manoj Keechilot (Nov 15, 2022 15:48 PST)

Print Name: Brock McMurray

Print Name: Manoj P Keechilot

Title: Superintendent/President

Title: Software Development Manager

Date: 10/13/22

Date: Nov 15, 2022

Exhibit A
Data Collection and Data Flow

All data points collected and stored in Cornerstone LMS are provided below. Out of the data points below, only a user file will identify a user. All other data points provide relational data that gives more specific information about a user, when loaded into a database and analyzed.

A “User File” is a text file that contains the user’s records. Each User’s File will contain:

User ID	Division ID	Secondary Division
Local System ID	Location ID	Secondary Location
Username	Position ID	Secondary Position
Active (status)	Department ID	Secondary Department
Absent,	Grade ID	Workload
Allow Reconciliation	Last Hire Date	Eligible PD Hours
Prefix	Original Hire Date	Org
First Name	Required Approvals	Institutional ID
Middle Name	Approver ID	Tertiary Division
Last Name	Manager ID	Tertiary Location
Suffix	Gender	Tertiary Position
Email	Ethnicity	Tertiary Department
Work Phone	Language	Quaternary Division
Home Phone	Time Zone	Quaternary Location
Mobile Phone	Compensation Currency	Quaternary Position
Fax	Exempt	Quaternary Department
Country Code	Status	
City		
State/Province		
Zip Code		

A “Division File” is a text file that contains the records of the Divisions under districts, including colleges. Each Division File will contain:

Organizational Unit ID	Parent ID	Active
Organizational Unit Name	Owner ID	Allow Reconcile
	Description	

A “Department File” is a text file that contains the records of the various departments under a district and colleges. Each Department File will contain:

Organizational Unit ID	Owner ID	Active
Organizational Unit Name	Approver ID	Allow Reconcile
Parent ID	Description	

A “Location File” is a text file that contains that contains the records of the various locations of the divisions and departments are under a district and college. Each Location File will contain:

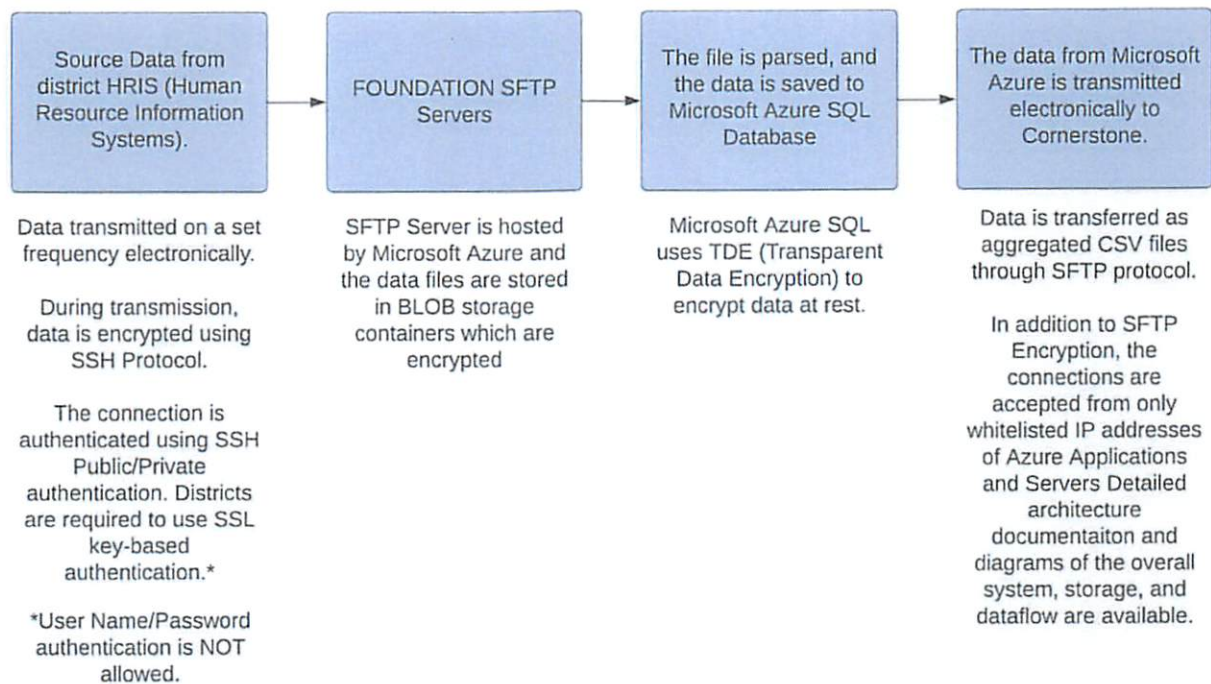
Organizational Unit ID	Country	Contact
Organizational Unit Name	Time Zone	Phone
Parent ID	Address #1	Fax
Owner ID	Address #2	Email
Description	City	Occupancy
Active	State/Province	Approval Required

Allow Reconcile Facility Type	Postal Code	On Site
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A "Position File" is a text file that will contain the position (titles) and their parent titles (job classifications) of users within the districts and colleges. Position File will contain:

Organizational Unit ID Organizational Unit Name Parent ID	Owner ID Description	Active Allow Reconcile
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Dataflow:



Taft College Check Register Report			01-March -25 through 31- March-25					FY 24-25	
78073240	03/06/2025	A00327115ABC Occupational Medical Cen	I0080091	EM021475	11000	411	5985	67300	15.00
78073241	03/06/2025	A00306660Advanced Data Storage, Inc.	I0080072	0198663	11000	411	5990	67300	97.75
78073242	03/06/2025	A00200053Apple Computer Inc.	I0080085	MB54030394	11000	208	6415	15012	1,301.92
			I0080086	MB54025537	11000	208	6415	15012	31.39
			I0080087	MB56159674	12620	227	6415	61900	3,679.68
78073243	03/06/2025	A00202445AT&T Mobility	I0079993	020225	11000	353	6415	64600	120.72
78073244	03/06/2025	A00015850Berry, Wendy J.	I0080111	020725	11000	209	4311	04014	140.60
78073245	03/06/2025	A00200093Black/Hall Construction	I0080065	66226	12433	314	6211	69800	21,153.00
78073246	03/06/2025	A00200109Brown & Reich Petroleum, Inc	I0080092	51618	11000	432	4316	65500	52.86
					11000	431	4316	65500	108.08
					11000	432	4316	65300	54.27
			I0080093	51618.	11000	352	4316	69610	160.05
78073247	03/06/2025	A00281160BSN Sports, LLC	I0080095	928682265	12433	314	4310	64991	2,956.81
78073248	03/06/2025	A00200119C.A. Reding Company, Inc.	I0080097	734277	31000	423	5971	69100	4.10
78073249	03/06/2025	A00200146Carolina Biological Supply C	I0080046	52819281RI	11000	209	4311	04013	337.31
78073249	03/06/2025	A00200146Carolina Biological Supply C	I0080084	52820969RI	11000	209	4311	04014	591.39
			I0080114	52815971RI	11000	209	4311	04013	932.68
78073250	03/06/2025	A00200182City of Taft Police Departme	I0080090	0225WKCCD	33588	310	5985	69200	15.00
					33528	310	5985	69200	7.50
					33428	310	5985	69200	7.50
					31000	423	5985	69100	30.00
78073251	03/06/2025	A00265309Daikin Applied	I0080108	3506938	11000	431	5641	65100	1,205.00
78073252	03/06/2025	A00335974Daugherty, Devin	I0080060	FEB 25	12648	223	5710	60103	309.47
78073253	03/06/2025	A00201737Duran, Diana	I0080058	NOV 24	11000	421	5710	67200	28.50
78073254	03/06/2025	A00200307Farmer Bros. Company	I0080048	90197838	32000	422	4410	69400	2,101.38
78073255	03/06/2025	A00200311Ferguson Enterprises, Inc.	I0080094	5736715	12433	314	6211	68900	1,833.32
78073256	03/06/2025	A00350750Giacomini, Michael	I0080062	1002	11000	401	5510	67200	20,834.00
78073257	03/06/2025	A00201160Hall Silveira, Margaret M.	I0080050	020725	12375	310	5710	69200	65.40
78073258	03/06/2025	A00200645Hardy Diagnostics	I0080081	488014	11000	209	4311	04012	500.92
			I0080104	490843	11000	209	4311	04100	447.85
			I0080112	490018	11000	209	4311	04012	95.33
78073259	03/06/2025	A00201549Harper Collins Publishers	I0080088	87997240	31000	423	4110	69100	197.84
78073260	03/06/2025	A00304876Ingram Book Group LLC	I0080075	86678347	31000	423	4310	69100	18.16
					31000	423	5940	69100	9.00
78073261	03/06/2025	A00200693John Wiley & Sons, Inc.	I0080069	1652045	31000	423	4110	69100	672.00
					31000	423	5940	69100	81.08
78073262	03/06/2025	A00200715Kern Electric Distributors	I0080109	605377	11000	431	4310	69200	148.00
78073263	03/06/2025	A00330042Lotus Bakersfield Corp.	I0080110	IN-1241298977	12755	115	5970	67100	5,065.00
			I0080115	IN-1241298983	12755	115	5970	67100	2,500.00
78073264	03/06/2025	A00227772MBS Textbook Exchange, Inc.	I0080083	IPR4588484	31000	423	4115	69100	1,133.93
78073265	03/06/2025	A00327120Mehoff, Karen	I0080073	TAF-507	12755	115	5510	67100	5,000.00
78073266	03/06/2025	A00307058Minor, Leslie B.	I0080057	022125	11000	110	5710	66003	779.46
78073267	03/06/2025	A00252523Oak Hall Cap and Gown	I0080098	5519759	31000	423	4310	69100	8,363.50
			I0080101	5487729	31000	423	4310	69100	262.25
					31000	423	5940	69100	25.09
78073268	03/06/2025	A00200498Office Depot	I0080074	409024965001	11000	213	4311	10021	163.85
			I0080078	408509043001	11000	101	4310	66004	64.92
			I0080079	407741324001	39000	314	4310	64991	66.14
					12433	314	4310	69800	66.14
			I0080106	409971901001	11000	205	4311	12042	54.93

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			I0080113	408869837001	11000	208	4310	15011	110.85
78073269	03/06/2025	A00200518Pearson Education	I0080070	28239096	31000	423	4110	69100	269.97
78073270	03/06/2025	A00274574Penguin Random House LLC	I0080096	1088799799	31000	423	4110	69100	382.14
78073271	03/06/2025	A00200522Pepsi-Cola Company	I0080047	70204000	32000	422	4410	69400	2,825.69
			I0080100	43329005	31000	423	4310	69100	107.34
78073272	03/06/2025	A00337933Sorenson Communications, LLC	I0080055	PI-000012953	12000	311	5641	64200	3,600.00
78073273	03/06/2025	A00200393Sparkletts	I0080068	021325	11000	301	5990	64500	154.16
78073274	03/06/2025	A00211077Strata Information Group	I0080066	58373	12569	353	5510	64600	85.00
78073275	03/06/2025	A00200417Sysco Food Service of Ventur	I0080067	379921617	12679	320	4410	64900	599.96
			I0080077	379914674	33429	310	4411	69250	336.30
			I0080089	379914606	12679	320	4410	64900	481.67
78073275	03/06/2025	A00200417Sysco Food Service of Ventur	I0080102	379914604	32000	422	4410	69400	11,307.81
			I0080103	379914607	32000	422	4411	69400	1,392.03
					32000	422	4411	69400	683.90
			I0080107	379921634	33429	310	4410	69200	1,932.23
78073276	03/06/2025	A00200862Taft College Bookstore	I0080049	9690	32000	422	4310	69400	129.90
78073277	03/06/2025	A00200862Taft College Bookstore	I0080056	6348	11000	401	5971	67200	99.05
78073278	03/06/2025	A00200428Taft District Chamber of Com	I0080099	6878	31000	423	5210	69100	140.00
78073279	03/06/2025	A00200222Taft Midway Driller	I0080082	116475	11000	431	5970	65100	159.84
78073280	03/06/2025	A00280588Tarango, Rosa E.	I0080052	022225	12433	314	4310	69800	38.62
78073281	03/06/2025	A00252942TC Federal Financial Aid Cle	I0080059	022625	11000	353	7130	64600	4,227.00
78073282	03/06/2025	A00336205TPx Communications	I0080054	184346824-0	11000	431	5840	65700	610.91
78073283	03/06/2025	A00200282True Value Home Center	I0080076	492364	33428	310	4310	69200	12.56
					33528	310	4310	69200	12.56
					33588	310	4310	69200	25.13
78073284	03/06/2025	A00324752UKG INC	I0080071	300166238	12571	411	5985	67300	7,286.27
78073285	03/06/2025	A00200327US Air Conditioning	I0080105	7223304	11000	431	4310	65100	985.53
78073286	03/06/2025	A00266450USBank	I0080061	2801487	43000	000	7120	72100	185,990.63
78073287	03/06/2025	A00336843Valadez, Jose A.	I0080063	02/20/25	12620	227	5740	61900	743.06
78073288	03/06/2025	A00200355West Kern Water District	I0080051	021825	12560	223	5810	09565	220.67
78073289	03/06/2025	A00200355West Kern Water District	I0080053	022025	11000	431	5810	65700	193.09
					39000	314	5810	64991	35.59
					12433	314	5810	69800	3.96
78073290	03/06/2025	A00200355West Kern Water District	I0080064	02/20/25	33428	310	5810	69200	25.29
					33528	310	5810	69200	25.29
					33588	310	5810	69200	50.58
78073291	03/06/2025	A00200355West Kern Water District	I0080080	02-13-25	33428	310	5810	69200	19.66
					33528	310	5810	69200	19.66
					33588	310	5810	69200	39.32
78073292	03/10/2025	A00347719Darwin, Erica L.	S0061860		11000		9526		500.00
78073293	03/10/2025	A00335468Gomez, Isaac A.	S0061858		11000		9526		150.00
78073294	03/10/2025	A00344445Johnson, Alyssa M.	S0061857		11000		9526		1,000.00
78073295	03/10/2025	A00352948Malik, Umaima	S0061856		11000		9526		138.00
78073296	03/10/2025	A00343026Montoya Orduno, Sebastian	S0061862		11000		9526		657.50
78073297	03/10/2025	A00352040Ruminski, Amy N.	S0061859		11000		9526		138.00
78073298	03/10/2025	A00016021Salarda, Loy J.	S0061861		11000		9526		500.00
78073299	03/12/2025	A00200028ACHRO/EEO Treasurer	I0080179	2025	12571	411	5710	67300	1,000.00
					12571	411	5710	67300	1,200.00
78073300	03/12/2025	A00306660Advanced Data Storage, Inc.	I0080159	0199667	11000	207	5990	49999	25.30
78073301	03/12/2025	A00201875Amazon Capital Services	I0080138	16PN-WGTN-73LY	11000	209	4310	49999	207.82

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			I0080156	197Q-JWD4-YQQ7	12477	203	6310	61200	1,201.90
			I0080172	1VH6-X9GD-6DTX	12477	203	6310	61200	311.82
			I0080182	1LGD-KW3Q-XG76	31000	423	4310	69100	29.38
			I0080183	1FJM-Q6TP-CHVP	31000	423	4318	69100	46.41
78073302	03/12/2025	A00200043American Express	I0080131	11005022525	11000	000	7211	00000	19,237.16
78073303	03/12/2025	A00200053Apple Computer Inc.	I0080165	MB56928967	12620	227	6415	61900	2,119.63
			I0080166	MB56431323	12620	227	6415	61900	1,551.89
78073304	03/12/2025	A00200064B & B Surplus	I0080167	1205015	12682	223	4311	09565	2,934.44
78073305	03/12/2025	A00320892Barnes Welding	I0080132	0063535598	12682	223	4311	09565	1,097.72
			I0080154	0063533910	12560	223	4311	09565	184.23
78073306	03/12/2025	A00272600Beard Family Trust	I0080146	APR 25	12560	223	5610	09565	3,800.00
78073307	03/12/2025	A00261766Benco Dental Supply Co.	I0080157	1V413658	11000	205	4311	12042	906.16
					11000	205	4311	12042	251.83
78073308	03/12/2025	A00320614Bio-Key International Inc.	I0080163	022125-552	11000	113	5643	67801	8,000.00
78073309	03/12/2025	A00200109Brown & Reich Petroleum, Inc	I0080169	51943	11000	432	4316	65100	99.45
					11000	432	4316	65500	82.80
			I0080170	51943.	11000	352	4316	69610	314.78
78073310	03/12/2025	A00257716Capitol Public Finance Group	I0080134	2025-123	11000	401	5510	67200	5,775.00
78073311	03/12/2025	A00200161CDW-G	I0080174	AC7U67A	12620	227	6415	61900	3,050.50
			I0080175	AC61H4E	12620	227	6412	61900	362.29
			I0080188	AC8FK1W	12620	227	6415	61900	6,654.97
78073312	03/12/2025	A00323726Central Valley Umpires Assn.	I0080139	2025057	11000	352	5750	69611	12,600.00
78073313	03/12/2025	A00230466Classic Charter, Inc.	I0080140	175805	11000	352	5750	69610	1,859.00
78073314	03/12/2025	A00335974Daugherty, Devin	I0080126	030425	12682	223	5710	60103	488.40
78073315	03/12/2025	A00200238Department of Justice	I0080161	792743	11000	202	5985	12042	32.00
78073315	03/12/2025	A00200238Department of Justice	I0080161	792743	11000	352	5985	08350	32.00
					11000	202	5985	60100	32.00
					31000	423	5985	69100	64.00
					33588	310	5985	69200	53.00
					33528	310	5985	69200	26.50
					33428	310	5985	69200	26.50
78073316	03/12/2025	A00352636ESS Consultant	I0080133	741113	11000	401	5510	67200	450.00
78073317	03/12/2025	A00325532Executive Express Lines Inc.	I0080141	11811	11000	352	5750	69610	1,590.00
			I0080142	11809	11000	352	5750	69610	2,200.00
			I0080143	11805	11000	352	5750	69610	2,000.00
78073318	03/12/2025	A00200307Farmer Bros. Company	I0080145	90197923	32000	422	4410	69400	1,643.44
78073319	03/12/2025	A00319544FFP Fund V Lesseel, LLC	I0080128	2025-F5L1-00002	11000	431	5830	65700	12,840.85
78073320	03/12/2025	A00283264Frontier California Inc.	I0080129	4770030225	11000	431	5840	65700	83.33
78073321	03/12/2025	A00200645Hardy Diagnostics	I0080149	498006	11000	209	4311	04012	111.34
78073322	03/12/2025	A00202979Health First Corporation	I0080155	INV61204958	11000	205	4310	12042	174.64
78073323	03/12/2025	A00200655Henry Schein, Inc.	I0080158	33406994	11000	205	4311	12042	837.20
78073324	03/12/2025	A00244581Independent Fire and Safety,	I0080171	70545	33428	310	5632	69200	34.12
					33528	310	5632	69200	34.12
					33588	310	5632	69200	68.26
78073325	03/12/2025	A00336291Lagmay, Romeo	I0080137	032625	12682	223	5740	60103	520.00
78073326	03/12/2025	A00325895Linde Gas & Equipment Inc.	I0080151	48102989	11000	205	5641	12042	39.57
			I0080152	48102989.	11000	205	5641	12042	735.22
			I0080153	48164376	11000	205	5641	12042	1,156.70
78073327	03/12/2025	A00337165Lopez, Jaime	I0080125	022325	11000	202	5710	60100	898.90
			I0080127	021825	11000	202	5710	60100	1,264.29
78073328	03/12/2025	A00353336LOS RIOS COMMUNITY COLLEGE D	I0080136	032725	12682	223	5740	60103	1,650.00

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78073329	03/12/2025	A00227772MBS Textbook Exchange, Inc.	I0080181	IUS4583380	31000	423	5641	69100	20,194.00
78073330	03/12/2025	A00200498Office Depot	I0080173	410051057001	12495	319	4310	61100	58.92
			I0080177	404569251001	11000	209	4310	04100	129.90
			I0080186	401999729001	33428	310	4310	69200	259.15
					33528	310	4310	69200	259.15
					33588	310	4310	69200	518.29
78073331	03/12/2025	A00200522Pepsi-Cola Company	I0080144	14421013	32000	422	4410	69400	1,383.04
78073332	03/12/2025	A00270674Public Agency Law Group	I0080135	022325	11000	401	5430	67200	340.00
78073333	03/12/2025	A00018310Reynolds, David S.	I0080124	030425	11000	209	5643	19111	73.25
78073334	03/12/2025	A00337933Sorenson Communications, LLC	I0080123	PI-000013140	12000	311	5641	64200	6,525.00
			I0080168	PI-000013004	12000	311	5641	64200	4,350.00
78073335	03/12/2025	A00200393Sparkletts	I0080176	012425	12560	223	4310	09565	35.98
78073336	03/12/2025	A00201787Standard Insurance Company	I0080184	MAR 25	11000	411	3410	67300	455.35
					11000	411	3420	67300	1,419.43
78073337	03/12/2025	A00201787Standard Insurance Company	I0080185	FEB 25	11000	411	3410	67300	455.35
					11000	411	3420	67300	1,410.75
78073338	03/12/2025	A00200400Stinson's	I0080160	321981-0	11000	421	4318	67704	1,861.47
78073339	03/12/2025	A00200417Sysco Food Service of Ventur	I0080147	379921615	32000	422	4410	69400	9,304.86
			I0080148	379921618	32000	422	4411	69400	1,128.22
					32000	422	4411	69400	885.01
78073340	03/12/2025	A00319064T-Mobile USA Inc.	I0080116	032225	35000	360	6412	67701	29.53
			I0080117	03/22/25	39000	314	5840	64991	243.86
			I0080118	03-22-25	12676	351	5840	64900	147.65
			I0080119	03.22.25	12679	320	6412	64900	71.50
			I0080120	3/22/25	11000	431	5840	65100	108.72
78073341	03/12/2025	A00200862Taft College Bookstore	I0080150	8512	12620	227	4310	61900	782.31
78073342	03/12/2025	A00200862Taft College Bookstore	I0080178	5245	12000	303	5950	64300	46.70
78073343	03/12/2025	A00200862Taft College Bookstore	I0080180	6712	11000	210	4310	13052	37.89
78073344	03/12/2025	Cancelled Check							
78073345	03/12/2025	A00200428Taft District Chamber of Com	I0080162	6877	11000	110	5210	66003	475.00
78073346	03/12/2025	A00200293United Parcel Service	I0080130	0000969726095	31000	423	5940	67705	629.83
78073347	03/12/2025	A00336843Valadez, Jose A.	I0080122	050525	12620	227	5740	61900	540.00
78073348	03/12/2025	A00200356West Side Recreation & Park	I0080164	2791	12433	314	4311	69800	60.00
78073349	03/18/2025	A002000164Imprint	I0080212	13450830	31000	423	4310	69100	1,295.23
					31000	423	5940	69100	102.52
			I0080213	13450830.	31000	423	4310	69100	1,458.24
					31000	423	5940	69100	0.01
78073350	03/18/2025	A00200017A.P.I. Plumbing	I0080215	29290	35827	357	4310	69700	112.58
			I0080238	29321	35819	357	4310	69700	92.03
78073351	03/18/2025	A00243588AARP Health Care Options	I0079805	FEB 25	11000	412	3350	59100	22,870.23
			I0080192	APR 25	11000	412	3350	59100	21,436.45
78073352	03/18/2025	A00327115ABC Occupational Medical Cen	I0080224	EM021630	12571	411	5985	67300	15.00
78073353	03/18/2025	A00292936Albertson's Safeway LLC	I0080233	177689022825	39000	314	4311	64991	119.78
					12433	314	4311	69800	119.78
			I0080234	17768902/28/25	12433	314	4310	69800	175.52
			I0080255	177691022825	32000	422	4410	69400	385.68
78073354	03/18/2025	A00201875Amazon Capital Services	I0080211	ITXH-T3T9-TQGF	31000	423	4110	69100	75.82
			I0080221	1XQ3-RRTG-HNQG	11000	110	4310	66003	190.43
			I0080240	1R69-FWFR-F9J3	12477	203	6310	61200	119.50
			I0080241	1J9C-CPK1-3G9T	12679	320	4310	64900	736.14
					12679	320	4310	64900	483.70

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					12679	320	4410	64900	0.00
					12679	320	5970	64900	39.90
78073354	03/18/2025	A00201875Amazon Capital Services	I0080253 17J7-DRQW-9CYJ		12477	203	6310	61200	53.30
			I0080264 1QMD-V6L3-6WC7		12679	320	4410	64900	1,022.92
			I0080271 1FJQ-LWRF-6MJH		11000	357	4318	69700	258.20
78073355	03/18/2025	A00288646Amazon Web Services, Inc.	I0080236 2066360453		11000	113	5644	67801	1,463.64
78073356	03/18/2025	A00202445AT&T Mobility	I0080189 030225		11000	353	6415	64600	120.72
78073357	03/18/2025	A00200063Austin's Pest Control, Inc.	I0080216 FEB 25		11000	435	5860	65190	40.00
			I0080217 FEB. 25		11000	435	5860	65192	60.00
			I0080218 FEB '25		11000	431	5860	65100	530.00
			I0080222 FEB. '25		39000	314	5860	64991	100.00
78073358	03/18/2025	A00200069Bakersfield Californian	I0080256 022825		11000	401	5970	67200	954.86
78073359	03/18/2025	A00320892Barnes Welding	I0080232 0091695477		12560	223	4311	09565	109.08
			I0080269 0063541026		12560	223	4311	09565	260.75
78073360	03/18/2025	A00015850Berry, Wendy J.	I0080198 030725		11000	209	4311	04014	316.81
78073361	03/18/2025	A00200109Brown & Reich Petroleum, Inc	I0080252 51944		39000	314	4316	64991	60.55
					12433	314	4316	69800	60.55
78073362	03/18/2025	A00200146Carolina Biological Supply C	I0080196 52800218RI		11000	209	4311	04014	93.99
78073363	03/18/2025	A00311324CWDL, CPAs	I0080226 6329		11000	421	5420	67200	5,200.00
78073364	03/18/2025	A00200236Demco	I0080223 7609706		12477	203	4310	61200	129.92
78073365	03/18/2025	A00265229DK&M Property	I0080231 APR 25		39000	314	5610	64991	1,854.55
78073366	03/18/2025	A00325532Executive Express Lines Inc.	I0080267 10944		11000	352	5750	69610	2,400.00
			I0080268 10947		11000	352	5750	69610	2,000.00
78073367	03/18/2025	A00200308Federal Express Corporation	I0080204 8-791-32373		11000	202	5950	60100	95.99
			I0080207 8-784-57890		11000	411	5940	67300	70.59
					11000	401	5940	67705	39.29
78073368	03/18/2025	A00200323Flinn Scientific, Inc.	I0080242 3113516		11000	209	4311	19051	3,099.71
78073369	03/18/2025	A00329125Foundation Properties Inc	I0080230 APR 25		39000	314	5610	64991	2,181.82
78073370	03/18/2025	A00336148Hernandez, Jovanni J.	I0080206 030625		12433	314	5710	69800	36.00
78073371	03/18/2025	A00289785Jimmy's Crane Service, Inc.	I0080243 24-11374		11000	434	5632	65100	307.50
78073372	03/18/2025	A00200707Keenan & Associates	I0080245 318081		11000	412	5510	67300	5,000.00
78073373	03/18/2025	A00310598Li, Xiaohong	I0080191 030225		11000	113	5710	67801	1,641.55
78073374	03/18/2025	A00329896Living Water Treatment, Inc.	I0080262 12736		11000	431	5641	65100	890.00
78073375	03/18/2025	A00259082Lozano Smith, LLP	I0080228 03182025		11000	110	5430	66003	15,000.00
78073376	03/18/2025	A00258702Martinson, Larry	I0080235 0123024A		31000	423	4310	69100	257.25
					31000	423	5940	69100	18.00
78073377	03/18/2025	A00213701MCM Group	I0080261 537058		31000	423	4310	69100	1,487.50
					31000	423	5940	69100	104.09
78073378	03/18/2025	A00283088Mitchell, David T.	I0080197 031125		11000	209	5645	17018	119.88
78073379	03/18/2025	A00347557OES INC	I0080227 121381		11000	352	6414	69610	4,970.82
78073380	03/18/2025	A00200498Office Depot	I0080247 406407686001.		11000	401	4310	67200	42.60
78073381	03/18/2025	A00200508P. G. & E.	I0080200 030225		11000	431	5820	65700	945.07
78073382	03/18/2025	A00200508P. G. & E.	I0080208 022825		12560	223	5830	09565	725.17
78073383	03/18/2025	A00318539Paycor, Inc.	I0080225 INV00069773		12571	411	5985	67300	370.00
78073384	03/18/2025	A00324842Payne, Kenneth E.	I0080229 APR 25		39000	314	5610	64991	2,110.92
78073385	03/18/2025	A00348767Redd, Brett	I0080190 030325		11000	113	5710	67801	1,774.42
78073386	03/18/2025	A00273618Redrock Software Corp.	I0080248 994487		12495	319	5643	61900	3,739.00
78073387	03/18/2025	A00335830Salty's BBQ & Catering INC	I0080246 050125		12910	301	4410	64900	1,469.49
78073388	03/18/2025	A00203295Santa Barbara City College	I0080270 2025		12000	303	5710	64300	1,700.00
					12000	303	5730	64300	4,250.00

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78073389	03/18/2025	A00255612Simon & Schuster, Inc.	I0080237 036992806	31000	423	4110	69100	98.89	
78073390	03/18/2025	A00337933Sorenson Communications, LLC	I0080194 PI-000013193	12000	311	5641	64200	6,675.00	
78073391	03/18/2025	A00200393Sparkletts	I0080254 022125	12560	223	4310	09565	39.97	
78073392	03/18/2025	A00211077Strata Information Group	I0080263 58663	12569	353	5510	64600	2,160.00	
78073393	03/18/2025	A00330155Strautman, James A.	I0080257 250206	11000	115	5510	67100	7,500.00	
			I0080258 250304	11000	115	5510	67100	7,500.00	
78073394	03/18/2025	A00341133Student Senate for Californi	I0080199 TAFT GA25	72000	354	5710	69600	4,200.00	
78073395	03/18/2025	A00200417Sysco Food Service of Ventur	I0080259 379932217	32000	422	4410	69400	13,540.24	
			I0080260 379932218	32000	422	4411	69400	2,441.59	
				32000	422	4411	69400	2,183.97	
78073396	03/18/2025	A00319064T-Mobile USA Inc.	I0080205 02-19-25	12676	351	5840	64900	147.70	
78073397	03/18/2025	A00200862Taft College Bookstore	I0080249 5148	12000	303	7607	73200	897.36	
78073398	03/18/2025	A00200862Taft College Bookstore	I0080251 6809	12433	314	4310	69800	56.25	
78073399	03/18/2025	A00200862Taft College Bookstore	I0080265 8985	11000	352	4311	69610	48.71	
78073400	03/18/2025	A00335524TimelyMD	I0080239 INV1734	12655	351	5641	64400	94,500.00	
78073401	03/18/2025	A00200282True Value Home Center	I0080214 492183	11000	431	4310	69200	34.47	
			I0080219 492475	12433	314	6412	69800	205.17	
			I0080220 491886	11000	431	4310	65100	49.01	
78073402	03/18/2025	A00255644U.S. Bank Equipment Finance	I0080195 551120892	12560	223	5612	60103	244.78	
				11000	205	5612	12042	244.78	
				11000	203	5612	61200	244.78	
				11000	203	5612	61200	244.78	
				12000	318	5612	64800	244.78	
				11000	202	5612	60100	244.78	
				11000	113	5612	67801	244.78	
				11000	431	5612	65100	244.78	
				33428	310	5612	69200	61.19	
				33528	310	5612	69200	61.19	
				33588	310	5612	69200	61.19	
				33591	310	5612	69200	61.19	
				11000	207	5612	49999	244.78	
				11000	202	5612	60100	244.78	
				11000	110	5612	66003	81.59	
				11000	202	5612	60100	81.59	
				11000	114	5612	66005	81.59	
				11000	202	5612	60100	244.78	
				11000	421	5612	67200	110.10	
				11000	401	5612	67200	24.48	
				11000	411	5612	67300	110.15	
				39000	314	5612	64991	244.78	
				12551	353	5612	64600	61.19	
				11000	301	5612	64500	61.19	
78073402	03/18/2025	A00255644U.S. Bank Equipment Finance	I0080195 551120892	11000	302	5612	63100	61.19	
				11000	358	5612	62100	61.19	
				11000	421	5612	67200	244.78	
				11000	401	5612	67200	244.78	
				11000	401	5612	67200	244.78	
				31000	423	5612	69100	244.78	
				31000	423	5612	69100	154.61	
				12495	319	5612	61900	56.05	
78073403	03/18/2025	A00210209ULINE	I0080250 189514547	31000	423	4321	69100	552.09	

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					31000	423	5940	69100	88.94
78073404	03/18/2025	A00243587United Healthcare Insurance	I0080193	APR 25	11000	412	3350	59100	29,611.50
78073405	03/18/2025	A00200309United Refrigeration, Inc.	I0080244	99189489-00	11000	431	4312	65100	3,415.10
78073406	03/18/2025	A00200338Verizon Wireless	I0080202	6107378667	11000	357	5840	69700	142.66
78073407	03/18/2025	A00200355West Kern Water District	I0080209	022725	11000	435	5810	65191	44.65
78073408	03/18/2025	A00200355West Kern Water District	I0080210	02/27/25	11000	431	5810	65700	1,509.11
					39000	314	5810	64991	278.19
					12433	314	5810	69800	30.91
78073409	03/18/2025	A00275443WestAir Gases & Equipment In	I0080266	0080650292	31000	423	4321	69100	51.56
78073410	03/18/2025	A00200360Westec	I0080201	29111	11450	204	5641	09543	37,642.50
78073411	03/18/2025	A00201081Westside Waste Management Co	I0080203	70171	39000	314	5850	64991	79.55
78073412	03/19/2025	A00335846Blanco, David M.	S0061871		11000		9526		100.99
78073413	03/19/2025	A00335186Dichoson, Ronnie R.	S0061873		11000		9526		46.00
78073414	03/19/2025	A00335184Espinosa, Angel J.	S0061863		11000		9526		500.00
78073415	03/19/2025	A00316311Garcia, Brittini X.	S0061865		11000		9526		138.00
78073416	03/19/2025	A00336313Horton, Kahree	S0061864		11000		9526		150.00
78073417	03/19/2025	A00342467King, Olivia T.	S0061869		11000		9526		138.00
78073418	03/19/2025	A00315000Mendoza, Remijio	S0061867		11000		9526		450.00
78073419	03/19/2025	A00325428Metcalf, Sarah E.	S0061868		11000		9526		873.35
78073420	03/19/2025	A00348624Myers, Lauren E.	S0061866		11000		9526		276.00
78073421	03/19/2025	A00340395Velasco-Roque, Luz E.	S0061872		11000		9526		112.99
78073422	03/19/2025	A00344129Wilson, Faith J.	S0061870		11000		9526		387.35
78073423	03/25/2025	A00200017A.P.I. Plumbing	I0080355	29360	11000	431	4310	65100	77.94
78073424	03/25/2025	A00327115ABC Occupational Medical Cen	I0080347	EM021827	12571	411	5985	67300	15.00
			I0080348	EM021827.	33528	310	5985	69200	19.80
					33428	310	5985	69200	19.80
					33588	310	5985	69200	20.40
78073424	03/25/2025	A00327115ABC Occupational Medical Cen	I0080353	EM021692	33528	310	5980	69200	179.49
					33588	310	5980	69200	179.48
78073425	03/25/2025	A00335691Acosta, Marlene	I0080279	030225	12551	353	5710	64600	1,513.28
78073426	03/25/2025	A00306660Advanced Data Storage, Inc.	I0080343	0200705	11000	411	5990	67300	97.75
78073427	03/25/2025	A00201875Amazon Capital Services	I0080304	1K1C-VRMC-VKVVH	12000	303	7605	73200	146.90
			I0080305	14QQ-6CVC-7XCL	12000	303	7605	73200	95.53
			I0080306	1P1T-GNDQ-4GVN	12000	303	7605	73200	482.74
			I0080311	1H61-PX49-3QV7	11000	352	4318	69610	74.63
			I0080340	1J77-YT7N-JJKX	11000	302	4310	63100	18.22
			I0080341	1JX9-PPKY-4KWY	11000	302	4310	63100	56.96
			I0080350	1K1C-JMKM-K9QH	12679	320	4310	64900	30.23
					12679	320	4410	64900	0.00
					12679	320	5970	64900	2.49
			I0080351	1K6M-HPNT-4KP3	35000	360	6412	67701	9.30
					11000	411	4310	67300	60.21
			I0080352	1D9R-P11L-4473	12477	203	6310	61200	387.99
78073428	03/25/2025	A00200044American General Media	I0080346	511-79	12755	115	5970	67100	1,400.00
78073429	03/25/2025	A00261766Benco Dental Supply Co.	I0080303	1V442412	11000	205	4312	12042	1,560.32
			I0080349	1V529909	11000	205	4311	12042	59.49
78073430	03/25/2025	A00353855Blackburn, Mark	I0080357	031225	12571	411	5985	67300	1,561.63
78073431	03/25/2025	A00200109Brown & Reich Petroleum, Inc	I0080324	52253	39000	314	4316	64991	63.89
					12433	314	4316	69800	63.89
78073432	03/25/2025	A00328288Cal Pro Specialties	I0080302	12855	12000	303	4323	64300	232.98
					12916	321	4323	64900	232.98

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78073433	03/25/2025	A00200181City of Taft	I0080274	58782	39000	314	5850	64991	9.11
78073434	03/25/2025	A00200181City of Taft	I0080297	58786	11000	431	5850	65700	137.50
					11000	431	5850	65500	2.81
78073435	03/25/2025	A00200181City of Taft	I0080298	58780	11000	431	5850	65700	1,845.43
					11000	431	5850	65500	37.66
78073436	03/25/2025	A00200181City of Taft	I0080299	58781	11000	431	5850	65700	8.98
					11000	431	5850	65500	0.18
78073437	03/25/2025	A00228756Country Auto & Truck Taft	I0080354	626336	11000	432	4312	65100	240.14
78073438	03/25/2025	A00351500DJ KAOS & Entertainment	I0080288	001	12620	227	5511	61900	100.00
			I0080289	002	12620	227	5511	61900	100.00
78073439	03/25/2025	A00277845Double D Cleaning Service	I0080322	117	12560	223	5875	09565	600.00
78073440	03/25/2025	A00200307Farmer Bros. Company	I0080326	90198013	32000	422	4410	69400	389.64
78073441	03/25/2025	A00332921Ferrilli	I0080323	SIN009784	11000	113	5510	67801	3,230.00
78073442	03/25/2025	A00283264Frontier California Inc.	I0080300	5703030725	11000	431	5840	65700	191.49
78073443	03/25/2025	A00283264Frontier California Inc.	I0080301	5734031025	11000	431	5840	65700	60.92
78073444	03/25/2025	A00317357Garcia, Amber M.	I0080278	030225	12551	353	5710	64600	2,286.56
78073445	03/25/2025	A00274675Guevara, Cinthya G.	I0080291	FEB 25	12676	351	5710	64900	283.50
78073446	03/25/2025	A00242940ICM Distributing Company, In	I0080339	1905010	31000	423	4310	69100	211.08
					31000	423	5940	69100	25.68
78073447	03/25/2025	A00328075Jensen, Amber N.	I0080277	030225	12551	353	5710	64600	453.00
78073448	03/25/2025	A00200712Kern County Supt. of Schools	I0080325	502683	11000	421	5911	67200	693.00
78073449	03/25/2025	A00213701MCM Group	I0080312	536988	31000	423	4310	69100	438.00
					31000	423	5940	69100	30.69
78073450	03/25/2025	A00200594NCIAC	I0080290	2025	11000	301	5210	64500	100.00
78073451	03/25/2025	A00200498Office Depot	I0080273	410443002001	11000	209	4310	17017	61.41
			I0080313	412315775001	12000	353	4310	64600	3,001.00
			I0080319	413602661001	11000	411	4310	67300	56.23
			I0080331	411130370001	11000	401	4310	67200	259.79
			I0080332	414111521001	11000	213	4311	10021	46.97
			I0080333	412275589001	11000	211	4310	49999	60.74
			I0080334	410249898001	11000	209	4310	17016	22.83
			I0080342	412204894001	12682	223	4310	60103	190.63
78073452	03/25/2025	A00200508P. G. & E.	I0080283	031125	11000	435	5830	65191	34.02
					11000	435	5820	65191	16.15
78073453	03/25/2025	A00200508P. G. & E.	I0080284	030725	11000	435	5830	65192	239.01
					11000	435	5820	65192	75.72
78073454	03/25/2025	A00200508P. G. & E.	I0080285	031325	33428	310	5820	69200	170.17
					33528	310	5820	69200	170.17
					33588	310	5820	69200	340.32
78073455	03/25/2025	A00200508P. G. & E.	I0080286	03/13/25	11000	431	5830	65700	27,419.81
					39000	314	5830	64991	2,902.23
					12433	314	5830	69800	322.47
					33428	310	5830	69200	1,217.93
78073455	03/25/2025	A00200508P. G. & E.	I0080286	03/13/25	33528	310	5830	69200	1,217.93
					33588	310	5830	69200	2,435.85
78073456	03/25/2025	A00200508P. G. & E.	I0080292	031225	35827	357	5820	69700	1,454.91
78073457	03/25/2025	A00200508P. G. & E.	I0080293	03/11/25	11000	431	5820	65700	8,413.61
78073458	03/25/2025	A00200508P. G. & E.	I0080294	03-11-25	11000	431	5820	65700	3,308.37
78073459	03/25/2025	A00342456Rosales Tree & Lawn Services	I0080314	MAR 25	11000	435	5633	65192	600.00
			I0080315	MAR. 25	11000	435	5633	65191	200.00

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78073460	03/25/2025	A00285838Sammy's Detail	I0080327	3284	11000	431	5632	65700	395.00	
			I0080328	3284.	39000	314	5632	64991	195.00	
			I0080329	.3284	12560	223	5632	09565	140.00	
78073461	03/25/2025	A00261588Smith, Terri L.	I0080275	031325	11000	211	5710	49999	447.27	
78073462	03/25/2025	A00200417Sysco Food Service of Ventur	I0080317	379929484	33429	310	4411	69250	451.40	
			I0080318	379929485	33429	310	4410	69200	2,941.27	
			I0080344	379941821	32000	422	4410	69400	11,266.70	
			I0080345	379939596	32000	422	4411	69400	2,189.38	
78073462	03/25/2025	A00200417Sysco Food Service of Ventur	I0080345	379939596	32000	422	4411	69400	924.50	
78073463	03/25/2025	A00200423Taft City School District	I0080330	25-84	11000	432	4312	67703	100.90	
					11000	432	5632	67703	82.00	
					11000	432	4312	67703	170.68	
					11000	432	5632	67703	410.00	
78073464	03/25/2025	A00200425Taft College	I0080320	030625	31000	423	7130	69100	540.00	
78073465	03/25/2025	A00200425Taft College	I0080321	030525	31000	423	7130	69100	240.00	
78073466	03/25/2025	A00200862Taft College Bookstore	I0080308	9672	12433	314	5970	69800	704.67	
78073467	03/25/2025	A00200862Taft College Bookstore	I0080309	9672.	12433	314	5970	69800	1,429.00	
78073468	03/25/2025	A00200862Taft College Bookstore	I0080310	5663	12433	314	5970	69800	215.42	
78073469	03/25/2025	A00252942TC Federal Financial Aid Cle	I0080287	030725	11000	353	7130	64600	1,806.00	
78073470	03/25/2025	A00200282True Value Home Center	I0080316	492814	33428	310	4310	69200	36.26	
					33528	310	4310	69200	36.26	
					33588	310	4310	69200	72.50	
			I0080335	492664	11000	431	4310	65100	124.18	
			I0080336	492583	11000	435	4310	65192	4.64	
					11000	431	5633	65500	44.56	
78073470	03/25/2025	A00200282True Value Home Center	I0080337	492875	12682	223	5631	12042	72.79	
			I0080338	492914	11000	431	4310	65100	10.81	
					11000	431	4310	65500	40.56	
			I0080356	492344	11000	434	4310	65100	36.97	
78073471	03/25/2025	A00339918Walt Disney Travel Co., LLC	I0080281	78098	12620	227	5740	61900	2,485.00	
78073472	03/25/2025	A00294733West Kern Adult Education Ne	I0080307	02282025-A	12603	125	7410	73100	83,306.52	
78073473	03/25/2025	A00200355West Kern Water District	I0080282	031425	12560	223	5810	09565	216.65	
78073474	03/25/2025	A00200355West Kern Water District	I0080295	031325	11000	435	5810	65192	92.26	
78073475	03/25/2025	A00200355West Kern Water District	I0080296	03/13/25	11000	431	5810	65700	167.26	
					39000	314	5810	64991	30.83	
					12433	314	5810	69800	3.43	
78073476	03/25/2025	A00200360Westec	I0080280	29123	11450	204	5641	09543	37,642.50	
78073477	03/25/2025	A00201081Westside Waste Management Co	I0080272	70177	11000	431	5850	65700	6,083.69	
					12433	314	5850	69800	95.60	
					39000	314	5850	64991	541.71	
					12560	223	5850	09565	141.96	
78073478	03/25/2025	A00329149WEX Bank	I0080276	103082341	11000	432	4316	67703	3,709.23	
78073479	03/26/2025	A00341748Aboud, Christine S.	S0061907		11000		9526		125.00	
78073480	03/26/2025	A00344375Alexander, Jasmine M.	S0061875		11000		9526		125.00	
78073481	03/26/2025	A00319941Alshami, Rashida S.	S0061999		11000		9526		125.00	
78073482	03/26/2025	A00333842Alvarado Sebresos, Merrell A	S0062025		11000		9526		123.00	
78073483	03/26/2025	A00341376Alvarez, Andrea	S0061903		11000		9526		125.00	
78073484	03/26/2025	A00344434Arias, Andrew J.	S0061877		11000		9526		121.00	
78073485	03/26/2025	A00334216Ashmore, Blake A.	S0061942		11000		9526		125.00	
78073486	03/26/2025	A00330665Ayala, Lisa M.	S0062023		11000		9526		125.00	
78073487	03/26/2025	A00328739Bartolomei, Gina E.	S0062026		11000		9526		125.00	

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78073488	03/26/2025	A00331748Barton, Collin J.	S0061927	11000	9526	123.00
78073489	03/26/2025	A00337532Bautista-Gutierrez, Alberto	S0062027	11000	9526	125.00
78073490	03/26/2025	A00336440Beilby, Carter A.	S0061961	11000	9526	125.00
78073491	03/26/2025	A00343507Benavides, Sherlyn	S0061918	11000	9526	125.00
78073492	03/26/2025	A00335261Benitez Maltez, Kenya A.	S0061949	11000	9526	125.00
78073493	03/26/2025	A00319792Bennett, Krista I.	S0062028	11000	9526	125.00
78073494	03/26/2025	A00345062Bojorquez, Daisy A.	S0061878	11000	9526	125.00
78073495	03/26/2025	A00323709Borrecco, Cadence I.	S0062029	11000	9526	125.00
78073496	03/26/2025	A00328174Bouchard, Mackenzie	S0062009	11000	9526	125.00
78073497	03/26/2025	A00338541Branquinho, Payton R.	S0061969	11000	9526	125.00
78073498	03/26/2025	A00340412Brennan, Tara E.	S0061885	11000	9526	125.00
78073499	03/26/2025	A00326574Brogdon, Kenidee M.	S0062005	11000	9526	125.00
78073500	03/26/2025	A00342262Browden, C'Erra A.	S0061910	11000	9526	125.00
78073501	03/26/2025	A00279198Brown, Terry M.	S0062030	11000	9526	125.00
78073502	03/26/2025	A00341403Bugarin, Valerie E.	S0061904	11000	9526	121.00
78073503	03/26/2025	A00337136Camaddo, Christina M.	S0061964	11000	9526	125.00
78073504	03/26/2025	A00342842Canteno Del Castillo, Natali	S0061915	11000	9526	125.00
78073505	03/26/2025	A00201295Caples, Marlo L.	S0061980	11000	9526	125.00
78073506	03/26/2025	A00339485Carabantes, Daisy	S0062031	11000	9526	125.00
78073507	03/26/2025	A00331816Carmona Quiroz, Lionel	S0062061	11000	9526	125.00
78073508	03/26/2025	A00335693Carranza, Dulcemaria	S0061952	11000	9526	125.00
78073509	03/26/2025	A00329394Carranza Tena, Daniela	S0062016	11000	9526	125.00
78073510	03/26/2025	A00330960Carrillo, Alondra	S0062024	11000	9526	121.00
78073511	03/26/2025	A00341201Carrillo, Nayeli	S0061897	11000	9526	125.00
78073512	03/26/2025	A00333126Carrillo Gonzalez, Emily A.	S0061934	11000	9526	125.00
78073513	03/26/2025	A00339040Cassel, Kilah N.	S0062032	11000	9526	125.00
78073514	03/26/2025	A00336298Castillo, Stephany L.	S0061957	11000	9526	125.00
78073515	03/26/2025	A00334564Castro, Jose M.	S0061944	11000	9526	125.00
78073516	03/26/2025	A00298525Celedon, Priscilla N.	S0061986	11000	9526	125.00
78073517	03/26/2025	A00335839Cervantes, Brittany	S0062033	11000	9526	125.00
78073518	03/26/2025	A00328514Cisneros, Monica	S0062011	11000	9526	125.00
78073519	03/26/2025	A00334649Claunch, Avery V.	S0061946	11000	9526	125.00
78073520	03/26/2025	A00344047Cordero, Julianna M.	S0061925	11000	9526	125.00
78073521	03/26/2025	A00339154Coreas, Ashley N.	S0061976	11000	9526	125.00
78073522	03/26/2025	A00313184Corona, Lorena	S0061992	11000	9526	125.00
78073523	03/26/2025	A00327212Crawford, Kiara S.	S0062006	11000	9526	125.00
78073524	03/26/2025	A00338180Cruz, Ashley	S0061968	11000	9526	125.00
78073525	03/26/2025	A00336317Cuevas, Ximena M.	S0061958	11000	9526	125.00
78073526	03/26/2025	A00342887Dahna, Lily A.	S0062062	11000	9526	125.00
78073527	03/26/2025	A00340571Davila, Melissa E.	S0061888	11000	9526	123.00
78073528	03/26/2025	A00337275Davis, Rylee G.	S0061965	11000	9526	125.00
78073529	03/26/2025	A00278561de Leon, Hector D.	S0061983	11000	9526	125.00
78073530	03/26/2025	A00329688Desina, Joel	S0062017	11000	9526	125.00
78073531	03/26/2025	A00342900Douglas, Darnesha M.	S0061916	11000	9526	125.00
78073532	03/26/2025	A00340560Duran Bravo, Carina I.	S0062034	11000	9526	125.00
78073533	03/26/2025	A00341197Edwards, Jonathan D.	S0061896	11000	9526	125.00
78073534	03/26/2025	A00285861Enciso, Araceli	S0061984	11000	9526	125.00
78073535	03/26/2025	A00335184Espinosa, Angel J.	S0061948	11000	9526	125.00
78073536	03/26/2025	A00343470Espinosa, Jacqueline M.	S0061917	11000	9526	125.00
78073537	03/26/2025	A00330551Espinosa, Ramon E.	S0062022	11000	9526	125.00
78073538	03/26/2025	A00333164Espinosa Campos, Ingrid	S0061935	11000	9526	125.00

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78073539	03/26/2025	A00323645Estrada, Mia E.	S0062035	11000	9526	123.00
78073540	03/26/2025	A00327988Eveland-Rea, Olivia	S0062008	11000	9526	125.00
78073541	03/26/2025	A00335901Evertse, Adalyn E.	S0061954	11000	9526	125.00
78073542	03/26/2025	A00323702Farewell, Julia R.	S0062071	11000	9526	125.00
78073543	03/26/2025	A00338652Faulconer, Lauren M.	S0061970	11000	9526	125.00
78073544	03/26/2025	A00343653Figueroa, Joanne	S0061920	11000	9526	125.00
78073545	03/26/2025	A00341261Friesen, Mason D.	S0061900	11000	9526	125.00
78073546	03/26/2025	A00321726Garcia, Andrea M.	S0062002	11000	9526	125.00
78073547	03/26/2025	A00335633Garcia, Jesus	S0061951	11000	9526	125.00
78073548	03/26/2025	A00337531Garcia, Valery A.	S0062036	11000	9526	125.00
78073549	03/26/2025	A00339041Garcia Figueroa, Ashley D.	S0061975	11000	9526	125.00
78073550	03/26/2025	A00328503Garcia Flores, Hernan	S0062010	11000	9526	125.00
78073551	03/26/2025	A00332207Garcia Nunez, Valeria	S0061930	11000	9526	125.00
78073552	03/26/2025	A00335878Gatlin, Jenna L.	S0061953	11000	9526	125.00
78073553	03/26/2025	A00342199Gonzalez, Emelee L.	S0062037	11000	9526	125.00
78073554	03/26/2025	A00334999Gonzalez, Giselle F.	S0062064	11000	9526	125.00
78073555	03/26/2025	A00315022Gonzalez, Sandra C.	S0061995	11000	9526	125.00
78073556	03/26/2025	A00336163Gonzalez De La Llata, Belle	S0062063	11000	9526	125.00
78073557	03/26/2025	A00332210Gonzalez Gonzalez, Anayeli	S0061931	11000	9526	125.00
78073558	03/26/2025	A00328720Gonzalez Ramirez, Ashley A.	S0062014	11000	9526	125.00
78073559	03/26/2025	A00314626Grande Mendoza, Leilani A.	S0061993	11000	9526	125.00
78073560	03/26/2025	A00340758Gray, Nadine R.	S0061892	11000	9526	343.57
78073561	03/26/2025	A00339949Grossini, Carlee R.	S0061883	11000	9526	125.00
78073562	03/26/2025	A00323735Guzman, Natalia	S0062004	11000	9526	125.00
78073563	03/26/2025	A00335172Guzman-vaca, Daniel	S0062038	11000	9526	125.00
78073564	03/26/2025	A00334229Hacker, Rebekah S.	S0061943	11000	9526	125.00
78073565	03/26/2025	A00339807Hall, Micah J.	S0061882	11000	9526	125.00
78073566	03/26/2025	A00300312Hampton, Nicholas E.	S0062039	11000	9526	125.00
78073567	03/26/2025	A00342533Hay, Vanessa P.	S0061913	11000	9526	125.00
78073568	03/26/2025	A00338164Hayat, Zainab	S0061967	11000	9526	125.00
78073569	03/26/2025	A00339967Heraldez, Abbygail J.	S0062040	11000	9526	125.00
78073570	03/26/2025	A00335120Hernandez, Alam E.	S0061947	11000	9526	125.00
78073571	03/26/2025	A00340283Hernandez, Jose F.	S0061884	11000	9526	125.00
78073572	03/26/2025	A00343734Hillis, Brody B.	S0061921	11000	9526	125.00
78073573	03/26/2025	A00340454Holbert, Tyler C.	S0062041	11000	9526	125.00
78073574	03/26/2025	A00343922Holefield, Mickensie N.	S0061922	11000	9526	125.00
78073575	03/26/2025	A00333730Hoskins, Chardae O.	S0061938	11000	9526	125.00
78073576	03/26/2025	A00342574Hurd, Stardela D.	S0061914	11000	9526	1,000.00
78073577	03/26/2025	A00339802Kavanagh, Steffanie L.	S0061881	11000	9526	125.00
78073578	03/26/2025	A00340059Kincaid, Wendy B.	S0062042	11000	9526	125.00
78073579	03/26/2025	A00332871Kinnick, Zachary D.	S0061933	11000	9526	123.00
78073580	03/26/2025	A00342279Kliem, Leah	S0061911	11000	9526	125.00
78073581	03/26/2025	A00321022Krier, Gabrielle E.	S0062001	11000	9526	125.00
78073582	03/26/2025	A00340468Lee, Commie R.	S0061886	11000	9526	125.00
78073583	03/26/2025	A00344203Lee, Derrick D.	S0061874	11000	9526	125.00
78073584	03/26/2025	A00337939Lopez, Ana K.	S0062043	11000	9526	125.00
78073585	03/26/2025	A00339545Lopez, Anneca L.	S0062044	11000	9526	125.00
78073586	03/26/2025	A00336925Lopez, Dylan R.	S0061963	11000	9526	123.00
78073587	03/26/2025	A00309945Lopez, Judith	S0061991	11000	9526	125.00
78073588	03/26/2025	A00279212Lopez, Maria I.	S0062045	11000	9526	125.00
78073589	03/26/2025	A00338530Lozano, Cassandra U.	S0062046	11000	9526	125.00

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78073590	03/26/2025	A00309783Lujan, Alexis B.	S0061990	11000	9526	125.00
78073591	03/26/2025	A00320028Machuca, Jasmine	S0062000	11000	9526	125.00
78073592	03/26/2025	A00327799Madrigal, Gabriel	S0062007	11000	9526	125.00
78073593	03/26/2025	A00318592Magana Diaz, Kenia Y.	S0061998	11000	9526	125.00
78073594	03/26/2025	A00340281Martinez, Dayana E.	S0062047	11000	9526	125.00
78073595	03/26/2025	A00340752Martinez, Gabriela A.	S0061891	11000	9526	125.00
78073596	03/26/2025	A00336442Martinez, Mercedes	S0061962	11000	9526	125.00
78073597	03/26/2025	A00341548Martinez, Sophia I.	S0061905	11000	9526	125.00
78073598	03/26/2025	A00331828Mawad, Roy R.	S0061929	11000	9526	125.00
78073599	03/26/2025	A00106855McKinney, Sara J.	S0061979	11000	9526	125.00
78073600	03/26/2025	A00341140Meacham, Stacy L.	S0061894	11000	9526	125.00
78073601	03/26/2025	A00343596Medina, Yissel	S0061919	11000	9526	125.00
78073602	03/26/2025	A00332320Mejia, Melanie S.	S0061932	11000	9526	125.00
78073603	03/26/2025	A00261025Melton, Bailey C.	S0061981	11000	9526	125.00
78073604	03/26/2025	A00336053Mendez, Valerie	S0061956	11000	9526	125.00
78073605	03/26/2025	A00315000Mendoza, Remijio	S0061994	11000	9526	125.00
78073606	03/26/2025	A00275173Mesa, Sabrina	S0061982	11000	9526	125.00
78073607	03/26/2025	A00342219Metas, Jillian E.	S0061909	11000	9526	125.00
78073608	03/26/2025	A00297621Molina, Jacqueline I.	S0061985	11000	9526	125.00
78073609	03/26/2025	A00330097Moore, Katelynn R.	S0062048	11000	9526	125.00
78073610	03/26/2025	A00343935Moreno, Itzel	S0061923	11000	9526	125.00
78073611	03/26/2025	A00341192Moreno-Kendrick, Ethan J.	S0061895	11000	9526	125.00
78073612	03/26/2025	A00328721Moyer, Whitney F.	S0062015	11000	9526	125.00
78073613	03/26/2025	A00317761Mullens, Madison M.	S0061996	11000	9526	125.00
78073614	03/26/2025	A00334634Nava, Leslie	S0061945	11000	9526	125.00
78073615	03/26/2025	A00340509Nesheiwat, Vivian I.	S0061887	11000	9526	125.00
78073616	03/26/2025	A00323708Nicolas Gonzalez, Lorena	S0062049	11000	9526	125.00
78073617	03/26/2025	A00341205Nwankwo, Patrick C.	S0061898	11000	9526	121.00
78073618	03/26/2025	A00338153Ojeda, Leslie	S0061966	11000	9526	125.00
78073619	03/26/2025	A00341579Olayo, Nathalia	S0062050	11000	9526	125.00
78073620	03/26/2025	A00278378Oliva, Breanna J.	S0062051	11000	9526	125.00
78073621	03/26/2025	A00341760Ortiz, Santiago	S0061908	11000	9526	125.00
78073622	03/26/2025	A00339790Owens, Jadyn L.	S0061880	11000	9526	125.00
78073623	03/26/2025	A00328681Pablo, Nidia	S0062013	11000	9526	125.00
78073624	03/26/2025	A00328602Palacios Ramirez, Wendy I.	S0062012	11000	9526	125.00
78073625	03/26/2025	A00345416Patino, Mariana G.	S0061879	11000	9526	125.00
78073626	03/26/2025	A00341098Pelayo, Lacie A.	S0061893	11000	9526	125.00
78073627	03/26/2025	A00333301Pelton, Chaz R.	S0061936	11000	9526	125.00
78073628	03/26/2025	A00338671Pena, Danielle N.	S0061972	11000	9526	125.00
78073629	03/26/2025	A00319741Pena Lopez, Dianey	S0062065	11000	9526	125.00
78073630	03/26/2025	A00320760Pence, Nadalie I.	S0062052	11000	9526	125.00
78073631	03/26/2025	A00038728Perea, Margot R.	S0062053	11000	9526	125.00
78073632	03/26/2025	A00340676Pimentel Ramirez, Marco	S0061890	11000	9526	121.00
78073633	03/26/2025	A00340697Pina, Alejandro E.	S0062054	11000	9526	64.25
78073634	03/26/2025	A00323630Pulido, Jaclyn F.	S0062066	11000	9526	125.00
78073635	03/26/2025	A00330494Ramirez, Valerie L.	S0062021	11000	9526	125.00
78073636	03/26/2025	A00339423Rea, Gabriel E.	S0062055	11000	9526	125.00
78073637	03/26/2025	A00328405Reyes, Benjamin D.	S0062067	11000	9526	661.45
78073638	03/26/2025	A00342266Rivas, Vanessa	S0062056	11000	9526	125.00
78073639	03/26/2025	A00329787Roberts, Roman M.	S0062018	11000	9526	116.00
78073640	03/26/2025	A00331926Rodriguez, Ashley	S0062057	11000	9526	125.00

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78073641	03/26/2025	A00339142Rodriguez, Vannia	S0062068	11000		9526		125.00	
78073642	03/26/2025	A00340553Rodriguez Campos, Jaquelyn	S0062058	11000		9526		125.00	
78073643	03/26/2025	A00340543Rodriguez Campos, Joselyn	S0062059	11000		9526		125.00	
78073644	03/26/2025	A00335501Rojas, Emily E.	S0061950	11000		9526		125.00	
78073645	03/26/2025	A00336429Rolin, Andrew C.	S0061960	11000		9526		125.00	
78073646	03/26/2025	A00043694Rubano, Angelo	S0061978	11000		9526		125.00	
78073647	03/26/2025	A00334168Ryan, Nicole M.	S0061941	11000		9526		125.00	
78073648	03/26/2025	A00318351Sanchez, Christopher E.	S0061997	11000		9526		125.00	
78073649	03/26/2025	A00341366Sanchez, Isabella M.	S0061902	11000		9526		125.00	
78073650	03/26/2025	A00336392Sandoval, Natasha L.	S0061959	11000		9526		125.00	
78073651	03/26/2025	A00341235Santiago, Jonathan E.	S0061899	11000		9526		125.00	
78073652	03/26/2025	A00290097Santillian Morales, Elizabet	S0062060	11000		9526		125.00	
78073653	03/26/2025	A00339385Segura, Christopher J.	S0061977	11000		9526		536.45	
78073654	03/26/2025	A00341270Sekhon, Dupinder K.	S0061901	11000		9526		121.00	
78073655	03/26/2025	A00340682Sifuentes, Ariana	S0062069	11000		9526		125.00	
78073656	03/26/2025	A00331811Silva Garcia, Priscila	S0061928	11000		9526		125.00	
78073657	03/26/2025	A00333976Stark, Hunter C.	S0061940	11000		9526		125.00	
78073658	03/26/2025	A00340658Starr, Sophia L.	S0061889	11000		9526		125.00	
78073659	03/26/2025	A00303774Torres Miranda, Jacqueline	S0061989	11000		9526		125.00	
78073660	03/26/2025	A00342516Tovar, Ariana E.	S0061912	11000		9526		125.00	
78073661	03/26/2025	A00344404Ursery, Madison J.	S0061876	11000		9526		125.00	
78073662	03/26/2025	A00321739Usrey, Noah M.	S0062003	11000		9526		125.00	
78073663	03/26/2025	A00330129Valadez, Sabrina	S0062020	11000		9526		125.00	
78073664	03/26/2025	A00333372Vasquez, Jose D.	S0061937	11000		9526		125.00	
78073665	03/26/2025	A00298566Velasco, Katherine S.	S0061987	11000		9526		125.00	
78073666	03/26/2025	A00341704Villegas, Carlos E.	S0061906	11000		9526		125.00	
78073667	03/26/2025	A00301865Watkins, Nicholas O.	S0061988	11000		9526		123.00	
78073668	03/26/2025	A00329933White, Kira R.	S0062019	11000		9526		125.00	
78073669	03/26/2025	A00338670White, Sabrina S.	S0061971	11000		9526		125.00	
78073670	03/26/2025	A00343018Whitmire, Jasmine M.	S0062070	11000		9526		125.00	
78073671	03/26/2025	A00338988Wilson, Kameron T.	S0061974	11000		9526		125.00	
78073672	03/26/2025	A00344042Witcher, Grace A.	S0061924	11000		9526		125.00	
78073673	03/26/2025	A00335955Wright Barrera, Alyssa Y.	S0061955	11000		9526		125.00	
78073674	03/26/2025	A00333876Wuethrich, Jenna S.	S0061939	11000		9526		125.00	
78073675	03/26/2025	A00344187Ybarra, Serena G.	S0061926	11000		9526		125.00	
78073676	03/26/2025	A00338787Zamora Galeno, Sara	S0061973	11000		9526		125.00	
78073677	03/28/2025	A002000164Imprint	I0080434	13545832	31000	423	4310	69100	913.95
					31000	423	5940	69100	77.77
78073678	03/28/2025	A00248932Abtech Technologies, Inc.	I0080430	MF03030-IN	11000	113	5643	67801	11,881.00
78073679	03/28/2025	A00201875Amazon Capital Services	I0080359	1W6Q-KYQC-T4QD	11000	113	4310	67801	69.22
			I0080360	1T9T-G4K3-RWJR	11000	113	4310	67801	41.36
			I0080380	1HX4-3639-GL3R	12909	351	4310	64900	595.52
			I0080390	1R1J-MXF7-DF7M	12679	320	4410	64900	276.71
			I0080391	1P47-YWDD-CVVC	31000	423	4318	69100	168.89
			I0080404	1HJT-9YXT-QDK3	31000	423	4310	69100	130.34
			I0080419	1MJ1-NFKQ-6RGG	12477	203	6310	61200	41.46
			I0080420	1YTC-LGPK-6XQ7	12477	203	6310	61200	35.82
			I0080421	199K-DKQH-C3QX	11000	358	4310	62100	163.90
			I0080422	1WRR-6YGV-FCWF	12477	203	6310	61200	560.73
78073679	03/28/2025	A00201875Amazon Capital Services	I0080423	1VJJ-KW3M-DNPN	12477	203	6310	61200	347.19
			I0080424	1THR-6L6V-F1CM	12477	203	6310	61200	1,193.68

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			I0080429	1KM6-MGQ6-FPKN	12681	223	4310	09565	699.43
			I0080431	1RQH-LDHQ-6DCG	11000	431	4310	65100	165.49
			I0080432	1TJ3-N9PP-FP49	12620	227	4310	61900	25.23
78073680	03/28/2025	A00200063Austin's Pest Control, Inc.	I0080409	FEB 2025	12560	223	5860	09565	55.00
78073681	03/28/2025	A00341387Avila, Dayanara	I0080372	032025	12000	303	7606	73200	100.99
78073682	03/28/2025	A00261766Benco Dental Supply Co.	I0080362	1V540944	11000	205	4311	12042	112.54
			I0080363	1V536647	11000	205	4311	12042	154.65
			I0080377	1V536868	11000	205	4311	12042	1,549.53
			I0080395	1V516053	11000	205	4311	12042	261.24
					11000	205	4311	12042	311.18
78073683	03/28/2025	A00200109Brown & Reich Petroleum, Inc	I0080413	52252	11000	432	4316	65100	266.52
					11000	431	4316	65500	277.85
			I0080414	52252.	11000	352	4316	69610	248.47
78073684	03/28/2025	A00200119C.A. Reding Company, Inc.	I0080378	737264	31000	423	5971	69100	4.17
78073685	03/28/2025	A00200388Capital Industrial Medical S	I0080433	110133	32000	422	4310	69400	50.79
78073686	03/28/2025	A00200181City of Taft	I0080375	58787	31000	423	5850	69100	61.65
78073687	03/28/2025	A00280761County of Kern Public Works	I0080365	48549	11000	431	5850	65500	81.44
78073688	03/28/2025	A00325532Executive Express Lines Inc.	I0080381	11815	11000	352	5750	69610	2,400.00
			I0080389	12111	11000	352	5750	69610	2,800.00
78073689	03/28/2025	A00200311Ferguson Enterprises, Inc.	I0080383	5804387	35815	314	4310	69700	72.09
			I0080415	SC654400	12433	314	6211	68900	27.50
78073690	03/28/2025	A00317357Garcia, Amber M.	I0080368	031225	12573	353	4410	64600	88.05
			I0080369	022525	12573	353	4410	64600	106.36
78073691	03/28/2025	A00200645Hardy Diagnostics	I0080374	509951	11000	209	4311	04012	74.99
			I0080402	498807	11000	209	4311	04100	309.56
			I0080403	511418	11000	209	4311	04012	220.19
78073692	03/28/2025	A00200655Henry Schein, Inc.	I0080386	37929510	11000	205	4311	12042	2,423.45
					11000	205	4311	12042	281.26
78073693	03/28/2025	A00304876Ingram Book Group LLC	I0080436	87054724	31000	423	4310	69100	120.89
					31000	423	5940	69100	9.00
78073694	03/28/2025	A00343044Ken W Smith Construction, In	I0080426	430-0001 PAY RE	12924	223	6221	12030	8,680.89
78073695	03/28/2025	A00271337Kern Machinery Inc.	I0080427	101-1230295	41400	000	6221	71002	4,384.52
78073696	03/28/2025	A00336291Lagmay, Romeo	I0080367	021525	11000	352	5750	69616	99.90
78073697	03/28/2025	A00227772MBS Textbook Exchange, Inc.	I0080373	47-5480454	31000	423	4110	69100	1,298.45
			I0080437	IPR4596177	31000	423	4115	69100	3,914.95
78073698	03/28/2025	A00327120Mehoff, Karen	I0080411	TAF-508	12755	115	5510	67100	5,000.00
78073699	03/28/2025	A00252523Oak Hall Cap and Gown	I0080388	5601309	31000	423	4310	69100	2,130.15
78073700	03/28/2025	A00200498Office Depot	I0080394	404093130001	31000	423	4321	69100	126.32
			I0080416	412316626001	11000	209	4310	04013	197.68
78073701	03/28/2025	A00251929Oja, Michelle E.	I0080364	031425	11000	210	5710	49999	773.36
78073702	03/28/2025	A00200505OT Cookhouse & Saloon	I0080398	21-ATL-225	12433	314	5516	69800	374.20
78073703	03/28/2025	A00200518Pearson Education	I0080379	28333253	31000	423	4110	69100	269.97
78073704	03/28/2025	A00200522Pepsi-Cola Company	I0080410	61661433	32000	422	4410	69400	1,195.85
78073705	03/28/2025	A00085924Reynolds, Joy N.	I0080371	031825	11000	209	4310	17017	45.94
78073706	03/28/2025	A00307141Ruiz, Christopher J.	I0080382	2425-58	11000	352	5510	69610	500.00
78073707	03/28/2025	A00344530SMASHDISCOUNT	I0080361	SALE/37332	31000	423	4310	69100	128.39
78073708	03/28/2025	A00337933Sorenson Communications, LLC	I0080366	PI-000013284	12000	311	5641	64200	5,475.00
78073709	03/28/2025	A00200393Sparkletts	I0080435	031325	11000	301	5990	64500	98.77
78073710	03/28/2025	A00237176SSD Systems	I0080396	R-00581586	31000	423	5880	69100	263.76
78073711	03/28/2025	A00200417Sysco Food Service of Ventur	I0080358	379954000	12679	320	4410	64900	658.68
			I0080401	379946753	12679	320	4410	64900	491.83

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			I0080405 379946752	32000	422	4410	69400	6,215.06
			I0080406 379946754	32000	422	4411	69400	1,074.51
				32000	422	4411	69400	466.54
			I0080417 379949244	32000	422	4410	69400	4,279.14
			I0080418 379949245	32000	422	4411	69400	711.64
78073712	03/28/2025	A00200862Taft College Bookstore	I0080392 9872	12433	314	4310	69800	4.29
78073713	03/28/2025	A00200862Taft College Bookstore	I0080399 6923	12433	314	5970	69800	692.80
78073714	03/28/2025	A00200862Taft College Bookstore	I0080400 3849	11000	352	4318	69610	31.37
78073715	03/28/2025	A00200862Taft College Bookstore	I0080425 6976	39000	314	5990	64991	37.89
78073716	03/28/2025	A00256341Terminix Commercial	I0080384 457119348	33428	310	5860	69200	49.75
				33528	310	5860	69200	49.75
				33588	310	5860	69200	99.50
78073717	03/28/2025	A00327973The UPS Store	I0080428 10005TF	11000	401	5985	70999	2.50
				11000	401	5985	67200	11.25
				11000	401	5985	71005	8.75
				31000	423	5985	69100	1.25
				11000	401	5985	69400	1.25
78073718	03/28/2025	A00202770Townsend, Terry D.	I0080407 0009	11000	411	5510	67300	1,050.00
			I0080408 0009.	11000	202	5510	60100	1,125.00
78073719	03/28/2025	A00200282True Value Home Center	I0080385 492668	12682	223	4311	09565	62.75
			I0080387 493158	33428	310	4310	69200	17.03
				33528	310	4310	69200	17.03
				33588	310	4310	69200	34.06
78073720	03/28/2025	A00324752UKG INC	I0080412 300181385	12571	411	5985	67300	7,047.04
78073721	03/28/2025	A00312920Vital Source	I0080393 VST-11479-R-FEB	31000	423	4110	69100	565.10
78073722	03/28/2025	A00279084Watts, Cliff H.	I0080376 FEB 25	11000	421	5710	67200	117.60
78073723	03/28/2025	A00250711White, Alexcia R.	I0080370 050625	12000	303	5730	64300	472.00

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BYOUNG	03/01/2025	A00200134	Canon Financial Services, In	P0066549	02/26/2025	02/26/2025				\$4,500.00
	03/10/2025	A00200116	Burt Electric & Communicatio	P0066570	03/04/2025	03/04/2025				\$4,900.00
		A00288646	Amazon Web Services, Inc.	P0066562	03/03/2025	03/03/2025				\$6,000.00
	03/12/2025	A00200282	True Value Home Center	P0066608	03/10/2025	03/10/2025				\$500.00
	03/14/2025	A00237176	SSD Systems	P0066655	03/14/2025	03/14/2025				\$928.14
	03/20/2025	A00237174	Allikas, Krystal Anne.	P0066604	03/10/2025	03/10/2025				\$1,809.92
		A00310598	Li, Xiaohong	P0066635	03/11/2025	03/11/2025				\$53.00
	03/24/2025	A00248932	Abtech Technologies, Inc.	P0066629	03/11/2025	03/11/2025				\$11,881.00
		A00264649	Convergint Technologies, LLC	P0066630	03/11/2025	03/11/2025				\$10,280.00
	03/26/2025	A00200040	American Business Machines	P0066722	03/24/2025	03/24/2025				\$1,281.50

							TOTAL USER			\$42,133.56
DDURAN	03/03/2025	A00251929	Oja, Michelle Elizabeth.	P0066470	02/12/2025	02/12/2025				\$810.96
				P0066490	02/18/2025	02/18/2025				\$579.88
		A00002482	May, James Patrick.	P0066542	02/26/2025	02/26/2025				\$50.00
				P0066543	02/26/2025	02/26/2025				\$100.00
				P0066544	02/26/2025	02/26/2025				\$315.00
		A00018310	Reynolds, David S.	P0066551	02/27/2025	02/27/2025				\$77.23
		A00200498	Office Depot	P0066529	02/25/2025	02/25/2025				\$438.79
				P0066533	02/26/2025	02/26/2025				\$68.50
				P0066550	02/27/2025	02/27/2025				\$58.43
		A00234659	Cahoon, Nathan Earl.	P0066563	03/03/2025	03/03/2025				\$173.60
		A00307058	Minor, Leslie B.	P0066546	02/26/2025	02/26/2025				\$415.00
	03/05/2025	A00063469	White, Billy D.	P0066572	03/04/2025	03/04/2025				\$772.40
		A00017852	Eveland, Michael W.	P0066573	03/04/2025	03/04/2025				\$772.40
		A00018310	Reynolds, David S.	P0066569	03/04/2025	03/04/2025				\$150.00
		A00088730	Gregory, Jeremy T.	P0066576	03/04/2025	03/04/2025				\$772.40
		A00200656	Jacobi, Victoria J.	P0066579	03/04/2025	03/04/2025				\$1,756.78
		A00258029	Orrin, Kathryn	P0066571	03/04/2025	03/04/2025				\$772.40
		A00307058	Minor, Leslie B.	P0066574	03/04/2025	03/04/2025				\$772.40
	03/11/2025	A00200498	Office Depot	P0066623	03/10/2025	03/10/2025				\$93.20
				P0066624	03/10/2025	03/10/2025				\$151.31
	03/20/2025	A00200161	CDW-G	P0066710	03/20/2025	03/20/2025				\$2,493.71
		A00200498	Office Depot	P0066606	03/10/2025	03/10/2025				\$136.13
		A00202770	Townsend, Terry D.	P0066637	03/11/2025	03/11/2025				\$3,500.00
		A00200498	Office Depot	P0066688	03/18/2025	03/18/2025				\$146.84
		A00202770	Townsend, Terry D.	P0066646	03/13/2025	03/13/2025				\$1,050.00
		A00085924	Reynolds, Joy N.	P0066644	03/13/2025	03/13/2025				\$50.00
		A00200498	Office Depot	P0066648	03/13/2025	03/13/2025				\$63.72
		A00201875	Amazon Capital Services	P0066685	03/18/2025	03/18/2025				\$100.00

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		A00202913	Getty, Shelley M.	P0066681	03/17/2025	03/17/2025	\$119.88			
				P0066686	03/18/2025	03/18/2025	\$194.60			
		A00201875	Amazon Capital Services	P0066689	03/18/2025	03/18/2025	\$50.00			
		A00200498	Office Depot	P0066700	03/19/2025	03/19/2025	\$153.44			
		A00200862	Taft College Bookstore	P0066690	03/18/2025	03/18/2025	\$37.89			
		A00200498	Office Depot	P0066687	03/18/2025	03/18/2025	\$61.40			
	03/21/2025	A00262851	Lytle, Steve	P0066707	03/20/2025	03/20/2025	\$65.38			
	03/26/2025	A00200428	Taft District Chamber of Com	P0066727	03/25/2025	03/25/2025	\$750.00			
	03/27/2025	A00200053	Apple Computer Inc.	P0066709	03/20/2025	03/20/2025	\$1,626.67			
		A00353691	Bimbo Bakeries USA, Inc.	P0066742	03/26/2025	03/26/2025	\$4,000.00			

							TOTAL USER			\$23,700.34
DMONTOYA	03/03/2025	A00337933	Sorenson Communications, LLC	P0066464	02/11/2025	02/11/2025	\$75,000.00			

							TOTAL USER			\$75,000.00
DNAVARRO	03/11/2025	A00200161	CDW-G	P0066565	03/03/2025	03/03/2025	\$88.77			

							TOTAL USER			\$88.77
DRIOS	03/03/2025	A00200862	Taft College Bookstore	P0066532	02/25/2025	02/25/2025	\$692.80			
	03/05/2025	A00200862	Taft College Bookstore	P0066578	03/04/2025	03/04/2025	\$3,000.00			
	03/20/2025	A00200862	Taft College Bookstore	P0066645	03/13/2025	03/13/2025	\$500.00			
		A00336148	Hernandez, Jovanni Jose.	P0066697	03/19/2025	03/19/2025	\$100.00			
		A00046103	Romero, Megan M.	P0066665	03/17/2025	03/17/2025	\$139.00			
				P0066674	03/17/2025	03/17/2025	\$20.00			
		A00200840	Ambrose, Brooke L.	P0066678	03/17/2025	03/17/2025	\$20.00			
		A00201586	Dodson, John	P0066676	03/17/2025	03/17/2025	\$20.00			
		A00203038	Garcia, Eloisa	P0066666	03/17/2025	03/17/2025	\$104.00			
				P0066675	03/17/2025	03/17/2025	\$20.00			
		A00336148	Hernandez, Jovanni Jose.	P0066677	03/17/2025	03/17/2025	\$20.00			
	03/24/2025	A00336148	Hernandez, Jovanni Jose.	P0066723	03/24/2025	03/24/2025	\$250.00			
	03/31/2025	A00259618	Taft College ASB General	P0066754	03/31/2025	03/31/2025	\$115.00			

							TOTAL USER			\$5,000.80
DVOHNOUT	03/26/2025	A00200153	CCCCIO	P0066739	03/26/2025	03/26/2025	\$675.00			
		A00200763	Martinez, Maria	P0066733	03/26/2025	03/26/2025	\$159.60			
		A00337165	Lopez, Jaime	P0066734	03/26/2025	03/26/2025	\$984.92			
		A00354118	Bormann, Gregory	P0066740	03/26/2025	03/26/2025	\$1,742.85			

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	03/31/2025	A00201875	Amazon Capital Services	P0066759	03/31/2025	03/31/2025				\$94.06
		A00354118	Bormann, Gregory	P0066764	03/31/2025	03/31/2025				\$700.00

							TOTAL USER			\$4,356.43
GRUIZ	03/03/2025	A00201875	Amazon Capital Services	P0066530	02/25/2025	02/25/2025				\$3,000.00
		A00335830	Salty's BBQ & Catering INC	P0066564	03/03/2025	03/03/2025				\$1,469.49
	03/05/2025	A00327542	Alvarado, Cecilia	P0066531	02/25/2025	02/25/2025				\$125.00
	03/06/2025	A00319064	T-Mobile USA Inc.	P0066365	01/28/2025	01/28/2025				\$1,000.00
	03/11/2025	A00200862	Taft College Bookstore	P0066594	03/06/2025	03/06/2025				\$3,602.30
		A00200417	Sysco Food Service of Ventur	P0066601	03/06/2025	03/06/2025				\$5,000.00
		A00323702	Farewell, Julia Rose.	P0066617	03/10/2025	03/10/2025				\$339.20
		A00323735	Guzman, Natalia	P0066616	03/10/2025	03/10/2025				\$339.20
		A00341133	Student Senate for Californi	P0066600	03/06/2025	03/06/2025				\$4,200.00
		A00327988	Eveland-Rea, Olivia	P0066621	03/10/2025	03/10/2025				\$167.00
		A00333324	Robles, Luz	P0066620	03/10/2025	03/10/2025				\$167.00
		A00333368	Uribe, Mariana J.	P0066615	03/10/2025	03/10/2025				\$167.00
		A00334411	Cuevas, Jay J.	P0066613	03/10/2025	03/10/2025				\$167.00
		A00336094	Acosta, Saul A.	P0066614	03/10/2025	03/10/2025				\$167.00
		A00340286	Benites Vasquez, Luis Enriqu	P0066622	03/10/2025	03/10/2025				\$167.00
		A00341731	Gonzalez de la Llata, Bellar	P0066619	03/10/2025	03/10/2025				\$167.00
	03/20/2025	A00328288	Cal Pro Specialties	P0066642	03/12/2025	03/12/2025				\$4,734.13
	03/21/2025	A00200862	Taft College Bookstore	P0066626	03/10/2025	03/10/2025				\$535.84
		A00201875	Amazon Capital Services	P0066706	03/20/2025	03/20/2025				\$2,000.00
	03/26/2025	A00201875	Amazon Capital Services	P0066743	03/26/2025	03/26/2025				\$552.08
	03/27/2025	A00354244	Mariachi Mi Ciudad	P0066747	03/27/2025	03/27/2025				\$1,750.00

							TOTAL USER			\$29,816.24
JWHITE	03/05/2025	A00201875	Amazon Capital Services	P0066552	02/27/2025	02/27/2025				\$75.50
		A00327115	ABC Occupational Medical Cen	P0066478	02/13/2025	02/13/2025				\$15.00
	03/11/2025	A00200991	Rowden, Tiffany L.	P0066596	03/06/2025	03/06/2025				\$635.00
				P0066599	03/06/2025	03/06/2025				\$405.00
		A00201225	White, Jessica R.	P0066595	03/06/2025	03/06/2025				\$831.00
				P0066598	03/06/2025	03/06/2025				\$391.00
		A00327115	ABC Occupational Medical Cen	P0066609	03/10/2025	03/10/2025				\$358.97
	03/19/2025	A00353556	Maxient LLC	P0066696	03/19/2025	03/19/2025				\$10,000.00
		A00327973	The UPS Store	P0066693	03/19/2025	03/19/2025				\$25.00
	03/20/2025	A00327115	ABC Occupational Medical Cen	P0066627	03/11/2025	03/11/2025				\$60.00
	03/27/2025	A00300396	del Rosario, Heather Renee.	P0066748	03/27/2025	03/27/2025				\$700.00
	03/31/2025	A00200238	Department of Justice	P0066758	03/31/2025	03/31/2025				\$96.00

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USER ID	ACTIVITY DATE	VENDOR NUMBER	NAME	PURCHASE ORDER NUMBER	DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL C A
		A00327115	ABC Occupational Medical Cen	P0066761	03/31/2025	03/31/2025	\$407.00	

						TOTAL USER	\$13,999.47	
KSTEARMAN	03/06/2025	A00292796	Safe 1 Credit Union	P0066592	03/06/2025	03/06/2025	\$100.00	
	03/11/2025	A00200016	4Imprint	P0066590	03/06/2025	03/06/2025	\$4,350.00	
	03/14/2025	A00304876	Ingram Book Group LLC	P0066640	03/12/2025	03/12/2025	\$1,150.00	
	03/25/2025	A00200016	4Imprint	P0066721	03/24/2025	03/24/2025	\$2,650.00	

						TOTAL USER	\$8,250.00	
LMURPHY	03/03/2025	A00201875	Amazon Capital Services	P0066525	02/25/2025	02/25/2025	\$82.92	
		A00259618	Taft College ASB General	P0066538	02/26/2025	02/26/2025	\$26,506.00	
		A00336291	Lagmay, Romeo	P0066553	02/27/2025	02/27/2025	\$124.00	
				P0066554	02/27/2025	02/27/2025	\$520.00	
		A00353336	LOS RIOS COMMUNITY COLLEGE D	P0066556	02/27/2025	02/27/2025	\$1,650.00	
	03/11/2025	A00200862	Taft College Bookstore	P0066581	03/05/2025	03/05/2025	\$33.96	
		A00336291	Lagmay, Romeo	P0066589	03/05/2025	03/05/2025	\$86.22	
	03/19/2025	A00200167	Central Valley Conference	P0066698	03/19/2025	03/19/2025	\$744.00	
				P0066701	03/19/2025	03/19/2025	\$833.00	
	03/20/2025	A00200076	Bandy, Ingrun K.	P0066636	03/11/2025	03/11/2025	\$44.00	
		A00306660	Advanced Data Storage, Inc.	P0066650	03/13/2025	03/13/2025	\$25.30	
		A00337089	HOWIES HOCKEY, INC.	P0066664	03/17/2025	03/17/2025	\$298.34	
	03/24/2025	A00344817	VIA ADVENTURES, INC.	P0066718	03/24/2025	03/24/2025	\$5,000.00	

						TOTAL USER	\$35,947.74	
LWHITE	03/05/2025	A00200498	Office Depot	P0066547	02/26/2025	02/26/2025	\$1,000.00	
		A00200567	Mickelberry, Gracie	P0066477	02/13/2025	02/13/2025	\$1,012.00	
		A00201174	Crestline Specialties Co., I	P0066575	03/04/2025	03/04/2025	\$3,500.00	
		A00250711	White, Alexcia R.	P0066256	01/07/2025	01/17/2025	\$531.00	
				P0066358	01/27/2025	01/27/2025	\$84.00	
				P0066476	02/13/2025	02/13/2025	\$1,052.00	
	03/19/2025	A00201875	Amazon Capital Services	P0066420	02/04/2025	02/04/2025	\$158.17	
	03/20/2025	A00250711	White, Alexcia R.	P0066647	03/13/2025	03/21/2025	\$472.00	
				P0066651	03/13/2025	03/13/2025	\$71.00	
				P0066656	03/14/2025	03/14/2025	\$75.00	

						TOTAL USER	\$7,955.17	

Taft College Purchase Order Activity Report

1-March-2025 through 31-March-2025

FY 24-25

USER ID	ACTIVITY DATE	VENDOR NUMBER	NAME	PURCHASE ORDER NUMBER	DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
MALVAREZ	03/03/2025	A00351500	DJ KAOS & Entertainment	P0066567	03/03/2025	03/03/2025				\$100.00
				P0066568	03/03/2025	03/03/2025				\$100.00
		A00277399	Sundgren, Lori Anne.	P0066557	02/27/2025	02/27/2025				\$147.00
	03/20/2025	A00200016	4Imprint	P0066663	03/17/2025	03/17/2025				\$5,243.89
		A00334993	MatterHackers, Inc.	P0066679	03/17/2025	03/17/2025				\$553.62
	03/21/2025	A00222771	Academic Senate for Communit	P0066704	03/20/2025	03/20/2025				\$6,000.00
		A00354094	Omega Visuals	P0066708	03/20/2025	03/20/2025				\$9,850.75
	03/24/2025	A00273618	Redrock Software Corp.	P0066719	03/24/2025	03/24/2025				\$1,220.00
		A00339371	Alvarez, Maximiliano	P0066720	03/24/2025	03/24/2025				\$36.00
	03/25/2025	A00336843	Valadez, Jose A.	P0066728	03/25/2025	03/25/2025				\$2,000.00
				P0066729	03/25/2025	03/25/2025				\$406.60
				P0066730	03/25/2025	03/25/2025				\$60.00
	03/26/2025	A00336843	Valadez, Jose A.	P0066737	03/26/2025	03/26/2025				\$338.53
							TOTAL USER			\$26,056.39
MBLANCO	03/03/2025	A00317357	Garcia, Amber Marie.	P0066518	02/24/2025	02/24/2025				\$100.00
		A00252942	TC Federal Financial Aid Cle	P0066561	02/28/2025	02/28/2025				\$4,227.00
	03/06/2025	A00200862	Taft College Bookstore	P0066591	03/06/2025	03/06/2025				\$908.43
	03/11/2025	A00317357	Garcia, Amber Marie.	P0066618	03/10/2025	03/10/2025				\$100.00
	03/17/2025	A00200594	NCIAC	P0066658	03/14/2025	03/14/2025				\$100.00
		A00211181	Bill Nelson Media Group	P0066661	03/14/2025	03/14/2025				\$4,800.00
	03/18/2025	A00200393	Sparkletts	P0066673	03/17/2025	03/17/2025				\$450.00
	03/20/2025	A00200795	NASFAA	P0066699	03/19/2025	03/19/2025				\$2,561.00
		A00252942	TC Federal Financial Aid Cle	P0066659	03/14/2025	03/14/2025				\$1,806.00
	03/25/2025	A00062076	Barnachia, Kristy L.	P0066724	03/25/2025	03/25/2025				\$110.58
	03/26/2025	A00200108	Broadcast Music, Inc.	P0066726	03/25/2025	03/25/2025				\$1,055.21
	03/28/2025	A00252942	TC Federal Financial Aid Cle	P0066750	03/28/2025	03/28/2025				\$1,277.00
							TOTAL USER			\$17,495.22
MMATTHEWS	03/03/2025	A00200655	Henry Schein, Inc.	P0066548	02/26/2025	03/03/2025				\$2,704.68
		A00261766	Benco Dental Supply Co.	P0066536	02/26/2025	03/03/2025				\$1,351.90
	03/05/2025	A00261766	Benco Dental Supply Co.	P0066560	02/28/2025	03/05/2025				\$572.36
	03/20/2025	A00200655	Henry Schein, Inc.	P0066632	03/11/2025	03/14/2025				\$1,319.89
		A00261766	Benco Dental Supply Co.	P0066631	03/11/2025	03/14/2025				\$1,662.07
				P0066633	03/11/2025	03/14/2025				\$154.65
		A00200498	Office Depot	P0066643	03/13/2025	03/17/2025				\$111.25
	03/25/2025	A00200655	Henry Schein, Inc.	P0066732	03/25/2025	03/28/2025				\$1,016.61

Taft College Purchase Order Activity Report

1-March-2025 through 31-March-2025

FY 24-25

USER ID	ACTIVITY DATE	VENDOR NUMBER	NAME	PURCHASE ORDER NUMBER	DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL C A
		A00261766	Benco Dental Supply Co.	P0066731	03/25/2025	03/28/2025	\$1,077.10	

						TOTAL USER	\$9,970.51	
MPAYNE	03/03/2025	A00202979	Health First Corporation	P0066519	02/24/2025	02/24/2025	\$174.64	
		A00325895	Linde Gas & Equipment Inc.	P0066521	02/24/2025	02/24/2025	\$7,000.00	
	03/11/2025	A00200393	Sparkletts	P0066602	03/10/2025	03/10/2025	\$400.00	
	03/20/2025	A00040528	Gardner, Gina LeeAnn.	P0066639	03/12/2025	03/12/2025	\$2,399.16	
	03/24/2025	A00200042	American Dental Association	P0066716	03/24/2025	03/24/2025	\$2,150.00	
	03/26/2025	A00200122	Calif. Dept. of Health	P0066738	03/26/2025	03/26/2025	\$236.00	

						TOTAL USER	\$12,359.80	
MSANCHEZ	03/05/2025	A00241620	Sanchez, Morgan Elaine.	P0066283	01/10/2025	06/27/2025	\$75.00	
				P0066284	01/10/2025	06/27/2025	\$750.00	
	03/11/2025	A00203295	Santa Barbara City College	P0066282	01/10/2025	06/27/2025	\$5,950.00	
	03/17/2025	A00200567	Mickelberry, Gracie	P0066667	03/17/2025	06/30/2025	\$75.00	
	03/20/2025	A00341387	Avila, Dayanara	P0066657	03/14/2025	03/31/2025	\$100.99	
		A00200467	Cotto, Apolonia	P0066671	03/17/2025	06/30/2025	\$75.00	
		A00200567	Mickelberry, Gracie	P0066670	03/17/2025	06/30/2025	\$75.00	
	03/21/2025	A00200862	Taft College Bookstore	P0066711	03/21/2025	03/31/2025	\$60,000.00	
	03/31/2025	A00200161	CDW-G	P0066756	03/31/2025	06/30/2025	\$363.25	

						TOTAL USER	\$67,464.24	
MSILVEIRA	03/03/2025	A00201160	Hall Silveira, Margaret M.	P0066545	02/26/2025	02/26/2025	\$140.00	
		A00292936	Albertson's Safeway LLC	P0066566	03/03/2025	03/03/2025	\$500.00	
	03/20/2025	A00210209	ULINE	P0066638	03/11/2025	03/11/2025	\$997.80	
		A00200832	Taft College Foundation	P0066652	03/13/2025	03/13/2025	\$761.44	
		A00200862	Taft College Bookstore	P0066660	03/14/2025	03/14/2025	\$1,667.27	

						TOTAL USER	\$4,066.51	
MTOFTE	03/20/2025	A00201875	Amazon Capital Services	P0066684	03/18/2025	03/18/2025	\$10,000.00	
	03/31/2025	A00264391	YBP Library Services	P0066755	03/31/2025	03/31/2025	\$8.39	

						TOTAL USER	\$10,008.39	

Taft College Purchase Order Activity Report

1-March-2025 through 31-March-2025

FY 24-25

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		NUMBER	NAME	NUMBER	DATE					
NFIGUEROA	03/04/2025	A00311324	CWDL, CPAs	P0066558	02/27/2025	02/27/2025				\$5,200.00
	03/10/2025	A00200832	Taft College Foundation	P0066625	03/10/2025	03/10/2025				\$1,625.00

							TOTAL USER			\$6,825.00
SGOMEZ	03/03/2025	A00200282	True Value Home Center	P0066527	02/25/2025	02/25/2025				\$34.47
		A00200715	Kern Electric Distributors	P0066475	02/13/2025	02/13/2025				\$148.00
		A00289785	Jimmy's Crane Service, Inc.	P0066559	02/28/2025	02/28/2025				\$1,000.00
		A00353254	Andrew Love-Backflow Testing	P0066555	02/27/2025	02/27/2025				\$2,210.00
		A00200282	True Value Home Center	P0066526	02/25/2025	02/25/2025				\$205.17
		A00200311	Ferguson Enterprises, Inc.	P0066539	02/26/2025	02/26/2025				\$120.00
		A00244581	Independent Fire and Safety,	P0066541	02/26/2025	02/26/2025				\$136.50
	03/04/2025	A00201875	Amazon Capital Services	P0066577	03/04/2025	03/04/2025				\$250.00
	03/06/2025	A00200017	A.P.I. Plumbing	P0066584	03/05/2025	03/05/2025				\$77.94
		A00200282	True Value Home Center	P0066585	03/05/2025	03/05/2025				\$124.18
				P0066586	03/05/2025	03/05/2025				\$49.20
		A00201875	Amazon Capital Services	P0066583	03/05/2025	03/05/2025				\$70.00
		A00228756	Country Auto & Truck Taft	P0066588	03/05/2025	03/05/2025				\$240.30
	03/07/2025	A00200282	True Value Home Center	P0066587	03/05/2025	03/05/2025				\$36.97
		A00271337	Kern Machinery Inc.	P0066597	03/06/2025	03/06/2025				\$4,384.53
	03/11/2025	A00285838	Sammy's Detail	P0066603	03/10/2025	03/10/2025				\$675.00
		A00200282	True Value Home Center	P0066611	03/10/2025	03/10/2025				\$72.79
				P0066612	03/10/2025	03/10/2025				\$51.37
		A00200423	Taft City School District	P0066605	03/10/2025	03/10/2025				\$763.58
		A00265309	Daikin Applied	P0066607	03/10/2025	03/10/2025				\$11,065.00
	03/14/2025	A00200023	Abate-A-Weed	P0066641	03/12/2025	03/12/2025				\$3,337.92
		A00201875	Amazon Capital Services	P0066654	03/14/2025	03/14/2025				\$112.97
	03/18/2025	A00200309	United Refrigeration, Inc.	P0066669	03/17/2025	03/17/2025				\$701.93
		A00202335	Fastenal Industrial & Constr	P0066672	03/17/2025	03/17/2025				\$524.16
		A00329149	WEX Bank	P0066683	03/18/2025	03/18/2025				\$3,709.23
	03/20/2025	A00200282	True Value Home Center	P0066702	03/20/2025	03/20/2025				\$704.33
		A00349909	Sign Solutions of California	P0066634	03/11/2025	03/11/2025				\$37,489.18
	03/21/2025	A00200017	A.P.I. Plumbing	P0066703	03/20/2025	03/20/2025				\$42.22
	03/24/2025	A00200508	P. G. & E.	P0066713	03/24/2025	03/24/2025				\$153,000.00
		A00200680	J & L Locksmithing	P0066715	03/24/2025	03/24/2025				\$12.99
	03/26/2025	A00200066	Bacsco	P0066735	03/26/2025	03/26/2025				\$4,032.54
		A00200282	True Value Home Center	P0066736	03/26/2025	03/26/2025				\$21.63
		A00284319	Fertile Earth Nursery and Ga	P0066725	03/25/2025	03/25/2025				\$50.00
		A00353254	Andrew Love-Backflow Testing	P0066714	03/24/2025	03/24/2025				\$880.35
	03/27/2025	A00200017	A.P.I. Plumbing	P0066746	03/27/2025	03/27/2025				\$32.48
	03/28/2025	A00200017	A.P.I. Plumbing	P0066745	03/27/2025	03/27/2025				\$502.28

Taft College Purchase Order Activity Report

1-March-2025 through 31-March-2025

FY 24-25

USER ID	ACTIVITY DATE	VENDOR NUMBER	NAME	PURCHASE ORDER NUMBER	DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
	03/31/2025	A00200423	Taft City School District	P0066752		03/31/2025	03/31/2025			\$476.30

							TOTAL USER			\$227,345.51
TBLANCO	03/04/2025	A00200043	American Express	P0066540		02/26/2025	02/26/2025			\$19,237.16
	03/06/2025	A00069875	Blanco, Trudi L.	P0066582		03/05/2025	03/05/2025			\$648.18
	03/11/2025	A00200308	Federal Express Corporation	P0066610		03/10/2025	03/10/2025			\$95.99
		A00200360	Westec	P0066628		03/11/2025	03/11/2025			\$37,642.50
		A00200308	Federal Express Corporation	P0066580		03/05/2025	03/05/2025			\$109.88
	03/18/2025	A00200069	Bakersfield Californian	P0066691	0	03/18/2025	03/18/2025			\$4,785.60
	03/19/2025	A00200069	Bakersfield Californian	P0066691	1	03/18/2025	03/18/2025			-\$4,307.04
				P0066691		03/18/2025	03/18/2025			\$478.56
	03/20/2025	A00200360	Westec	P0066680		03/17/2025	03/17/2025			\$37,642.50
		A00269441	Atkinson, Andelson, Loya, Ru	P0066705		03/20/2025	03/20/2025			\$13,500.00
	03/25/2025	A00200498	Office Depot	P0066692		03/19/2025	03/19/2025			\$71.67
	03/28/2025	A00200862	Taft College Bookstore	P0066741		03/26/2025	03/26/2025			\$4,756.98
	03/31/2025	A00200043	American Express	P0066757		03/31/2025	03/31/2025			\$31,906.96
		A00200862	Taft College Bookstore	P0066760		03/31/2025	03/31/2025			\$61,293.75
				P0066762		03/31/2025	03/31/2025			\$1,992.42
				P0066763		03/31/2025	03/31/2025			\$1,284.38

							TOTAL USER			\$210,660.93
THOLDER	03/25/2025	A00327810	Minuteman Press Panorama Cit	P0066712		03/21/2025	03/21/2025			\$621.65

							TOTAL USER			\$621.65
TROWDEN	03/20/2025	A00353855	Blackburn, Mark	P0066649		03/13/2025	03/13/2025			\$1,561.63

							TOTAL USER			\$1,561.63

**West Kern Community College District
Board of Trustees Meeting
April 9, 2025**

A. Academic Employment

1. Faculty Development Assignments

Item	Name	Assignment	Hourly Rate	Not to Exceed	Effective Date

2. Faculty Extra Duty Assignments

Item	Name	Assignment	Stipend	Effective Date
a.	Abbott, Amar	Faculty Extra Duty CAPP	\$90.50/hour	3/13/2025
b.	Bogle, Darcy	Extra Duty: AB 1705 Counseling and Placement Lead	\$6,000.00	3/26/2025
c.	Davis, Terry	Faculty Extra Duty (COR Revisions): Energy Technology	\$90.50/hour	3/26/2025
d.	Davis, Terry	Faculty Extra Duty (COR Revisions): Occu. Safety and Health	\$90.50/hour	3/12/2025
e.	Devine, William	Faculty Extra Duty: AB928 - Coord. Single General Ed and ADT	\$90.50/hour	3/26/2025
f.	Golling, Leigh	Extra Duty: ZTC Acceleration-Comm. OER Content Devel. & Curating	\$6,000.00	3/26/2025
g.	Jacobi, Victoria	Faculty Extra Duty CAPP	\$90.50/hour	3/13/2025
h.	Lidgett, Nick	Faculty Extra Duty (COR Creation): Emergency Medical Responder	\$90.50/hour	3/10/2025
i.	Lidgett, Nick	Faculty Extra Duty (COR Creation): Emergency Medical Technician	\$90.50/hour	3/10/2025
j.	Murguia, Salvador	Extra Duty: ZTC Implementation- Sociology OER Content Devel.	\$6,000.00	3/26/2025
k.	Murguia, Salvador	Faculty Extra Duty CAPP	\$90.50/hour	3/13/2025
l.	Reed, Nyoka	Extra Duty: ZTC Acceleration-Studio Art AA-T	\$6,000.00	3/26/2025
m.	Rodenhauser, Deborah	Extra Duty: ZTC Acceleration-Studio Art AA-T	\$6,000.00	3/26/2025
n.	Sicari, Chad	Faculty Extra Duty (COR Revisions): Occu. Safety and Health	\$90.50/hour	3/10/2025

3. Faculty and Adjunct Assignments

Item	Name	Assignment	Hourly Rate	Effective Date
a.	Amason, Anna-Christina	Adjunct Faculty - Biology	\$80.68	3/6/2025

4. Coaching Assignments

Item	Name	Assignment	Stipend Amount	Effective Date

**West Kern Community College District
Board of Trustees Meeting
April 9, 2025**

B. Non-Academic Employment

1. Classified

Item	Name	Assignment	Range/ Step	FTE	Hourly Rate	Effective Date
a.	Force, Amber	CDC Associate Teacher	5/A	62.5%	\$19.48	3/24/2025
b.	Lopez, Anneca	Substitute Associate Teacher	5/A	NA	\$18.48	3/4/2025
c.	Schuyler, Warren	Lead Evening Custodian	16/F	100.0%	\$29.77	3/3/2025
d.	Trent, Kathryn	Temporary Admissions & Records Technician I	16/A	NA	\$23.33	4/7/2025
e.	Wade, Disa	Temporary Admissions & Records Technician I	16/A	NA	\$23.33	4/7/2025

2. Administration

Item	Name	Assignment	Range/ Step	FTE	Rate	Effective Date
a.	Bormann, Gregory	Interim Vice President of Instruction	26/5	100.0%	\$17,058.67	3/31/2025
b.	Gardner, Gina	Director of Dental Hygiene	19/3	100.0%	\$11,208.67	4/1/2025

3. Confidential

Item	Name	Assignment	Range/ Step	FTE	Rate	Effective Date
a.	Allikas, Krystal	Sr. Equity Data Specialist - Reorg	10/2	100.0%	\$6881.17/monthly	4/1/2025

**West Kern Community College District
Board of Trustees Meeting
April 9, 2025**

C. Separations

1. Academic

Item	Name	Assignment	Retired?	Effective Date
a.	Davis, Cheryl	Child Development Center Teacher	Yes	5/1/2025
b.	Eigenauer, John	Professor of Philosophy	Yes	5/31/2025

2. Classified

Item	Name	Position	Retired?	Effective Date

3. Administration

Item	Name	Position	Retired?	Effective Date
a.	Norris, William	Bookstore Manager	Yes	6/2/2025

4. Confidential

Item	Name	Position	Status	Effective Date

WEST KERN COMMUNITY COLLEGE DISTRICT GENERAL FUND UNRESTRICTED
BUDGETED SOURCES OF FUNDS AT ACCOUNT LEVEL 1
REVENUE ACCOUNTS FISCAL YEAR 2024-2025

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
8600	State Revenues	28,451,850	28,451,850	25,716,309	0	2,735,541
8800	Local Revenues	8,359,925	8,360,025	3,322,810	0	5,037,215
8900	Other Financing Sources	0	0	261	0	-261
Summary		\$ 36,811,775	\$ 36,811,875	\$ 29,039,380	\$ -	\$ 7,772,495

West Kern Community College District General Fund Unrestricted
Budgeted Sources of Funds at Account Level 1
Expenditure Accounts Fiscal Year 2024-2025
For the Month Ending March 31, 2025

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
1000	Academic Salaries	11,767,887	11,606,806	7,839,381	0	3,767,425
2000	Classified & Other Nonacademic Sala	7,141,066	7,322,194	4,723,184	0	2,599,010
3000	Employee Benefits	10,658,488	10,594,551	6,749,416	37,112	3,808,023
4000	Supplies and Materials	502,002	494,898	234,212	52,799	207,887
5000	Other Operating Expenses & Services	5,156,591	5,210,111	2,907,684	557,069	1,745,357
6000	Capital Outlay	567,107	564,582	67,890	30,221	466,472
7000	Other Outgo	111,000	111,000	39,209	52,190	19,601
7200	Transfers	1,120,931	1,120,931	108,528	26	1,012,377
		\$ 37,025,072	\$ 37,025,072	\$ 22,669,503	\$ 729,417	\$ 13,626,152

**Disbursement Register of Expenditures Greater than \$10,000
for the Month of March 2025**

Check Number	Check Date	Vendor Name	Description	Net Amount
78073275	03/06/2025	Sysco Food Service of Ventura	Open PO for food only	11,307.81
78073256	03/06/2025	Michael Giacomini	Consultant Fees for January-June 2025	20,834.00
78073245	03/06/2025	Black/Hall Construction	Black Hall Construction - Auto Door Openers Proj.	21,153.00
78073286	03/06/2025	USBank	USBank - COP Debt Payment 24/25 Nov/May	185,990.63
78073312	03/12/2025	Central Valley Umpires Assn.	Baseball Umpire Fees Spring 2025	12,600.00
78073319	03/12/2025	FFP Fund V Lessee1, LLC	Fore Front Power - Solar Energy	12,840.85
78073302	03/12/2025	American Express	February 2025 AMEX Charges	19,237.16
78073329	03/12/2025	MBS Textbook Exchange, Inc.	Annual Software Support Fees	20,194.00
78073395	03/18/2025	Sysco Food Service of Ventura	Open PO for food only	13,540.24
78073375	03/18/2025	Lozano Smith, LLP	Open retainer for Lozano Smith	15,000.00
78073351	03/18/2025	AARP Health Care Options	2024-25 AARP District Paid Retiree Health Supplem	21,436.45
78073351	03/18/2025	AARP Health Care Options	2024-25 AARP District Paid Retiree Health Supplem	22,870.23
78073404	03/18/2025	United Healthcare Insurance Company	2024-25 District Paid Retiree Supp RX Plan	29,611.50
78073410	03/18/2025	Westec	Invoice #29111-Contract 10 FTE's	37,642.50
78073400	03/18/2025	TimelyMD	Renewal 24-25 Gold Package	94,500.00
78073462	03/25/2025	Sysco Food Service of Ventura	Open PO for food only	11,266.70
78073455	03/25/2025	P. G. & E.	P.G.E - District 24/25 Electric Charges	35,516.22
78073476	03/25/2025	Westec	Invoice #29123 10 FTE's	37,642.50
78073472	03/25/2025	West Kern Adult Education Network JPA	2024-25 AEBG Pass-through to WKAEN	83,306.52
78073678	03/28/2025	Abtech Technologies, Inc.	Abtech Hard and Soft Maint Renewal 25-26	11,881.00

718,371.31

ASO
Balance Sheet
As of March 31, 2025

Mar 31, 25

ASSETS

Current Assets

Checking/Savings

ASO Safe1 116,288.14

ASO Safe1 - Savings 144.10

Total Checking/Savings 116,432.24

Total Current Assets 116,432.24

TOTAL ASSETS 116,432.24

Restricted Funds

ASO General - Operating 27,446.46

Athletics 10,991.78

Baseball Club 1,578.73

Best Buddies 5,020.63

Circle K Club 332.00

Cougar Pride Club 1,236.37

DH Class of 2025 1,746.13

DH Class of 2026 1,563.36

DH Club General 554.04

ECE 2,598.99

Golf Club Mens 88.65

Golf Club Womens 1,121.25

Intervarsity Club 1,543.19

NSLS Club 3,128.22

Performing Arts 2,402.62

Soccer Club - Mens 5,852.58

Soccer Club - Womens 5,326.83

Social Science/ Research 21.47

Softball Club 563.07

STEM 1,323.31

TC Cares 609.00

TIL Reunion 1,461.73

Uniform Replacement 28,831.27

Veterans Club 1,639.91

Women's Athletic Club 2,052.35

Women's Basketball Club 7,398.30

Total Restricted Funds 116,432.24

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

USER NAME
Miriam Dagnino
SUBMIT DATE
Mar 04, 2025 01:45:29PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
DEPT NO.
0886
EROD NO.
655092

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 **\$5,050,194.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$4,184,414.00	\$4,184,414.00
RESTRICTED FUNDS	84097	0886	5490	\$865,780.00	\$865,780.00

TOTAL DEPOSIT: **\$5,050,194.00**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC **ACCOUNT DEPOSITED:** General **CASH:** \$0.00 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$5,050,194.00 **CREDIT**
CARD: \$0.00
NOTES: Deposit #250091

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250091 To 250091
Date entered from: 00/00/0000 To 99/99/9999

J33291 DC0100 L.00.01 03/04/25 PAGE 1

NUMBER		DATE	ENTERED	DESCRIPTION	APPROVED AND UNAPPROVED TRANSACTIONS		AMOUNT	A/R
LN.	DI	DETAIL	DESCR		-FUND-ORG-ACCT-PROGR-			
250091	03/04/2025	03/04/2025	WKCCD Deposit		ENTERED BY: MXDB UNAPPROVED			
1.	78	General Apportionment		11000-000-8612-00000		1,033,275.00	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		7,718.00	N	
4.	78	BOG Fee Waivers Admin (BFAP 2%		12551-353-8615-64600		2,369.00	N	
5.	78	Common Course Numbering System		12928-310-8629-00000		73,043.00	N	
6.	78	S.F.A.A.		12551-353-8625-64600		20,260.00	N	
7.	78	E.O.P.S		12000-303-8622-64300		57,029.00	N	
8.	78	NextUP		12916-321-8699-64900		20,320.00	N	
9.	78	C.A.R.E.		12000-305-8624-64301		8,453.00	N	
10.	78	D.S.P.S.		12000-311-8623-64200		34,199.00	N	
11.	78	DSPS- Access to Print & Electr		12000-311-8660-64200		812.00	N	
12.	78	CalWorks		12600-309-8627-64992		11,126.00	N	
13.	78	Student Equity & Achievement		12000-319-8644-00000		143,361.00	N	
14.	78	Equal Employment Opportunity		12571-411-8628-67300		93,150.00	N	
15.	78	Veterans Resource Center		12000-318-8699-64800		2,427.00	N	
16.	78	Strong Workforce Program-Local		12649-223-8647-00000		26,108.00	N	
17.	78	Adult Education Block Grant		12603-125-8643-68900		84,148.00	N	
18.	78	Mental Health Support		12655-351-8699-64400		13,324.00	N	
19.	78	Basic Needs Centers		12677-320-8699-64900		17,276.00	N	
20.	78	Undocumented Resouces Liaisons		12909-351-8699-00000		5,573.00	N	
21.	78	LGBTQ+		12910-301-8699-64900		3,502.00	N	
22.	78	Zero Textbook Cost Program		12912-202-8699-60100		234,600.00	N	
23.	78	TANF		12599-309-8632-64992		14,700.00	N	
24.	78	General Apportionment Adjustme		11000-000-8612-00000		3,074,061.00	N	
25.	78	Adjustment: PY EPA		11005-000-8616-00000		38,153.00	N	
26.	78	Adjustment:PY Categorical		11006-202-8633-00000		2,868.00	N	
TOTAL AMOUNT						5,050,194.00	*	
DISTRICT TOTAL						5,050,194.00	**	
GRAND TOTAL						5,050,194.00	***	

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

USER NAME
Miriam Dagnino
SUBMIT DATE
Mar 07, 2025 02:13:24PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
DEPT NO.
0886
EROD NO.
655339

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 **\$47,717.28**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$47,380.03	\$47,380.03
CAFETERIA	84699	0886	5490	\$337.25	\$337.25

TOTAL DEPOSIT: **\$47,717.28**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$47,717.28 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: Deposit #250094

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250094 To 250094
Date entered from: 00/00/0000 To 99/99/9999

J36096 DC0100 L.00.01 03/07/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS					
NUMBER	DATE	ENTERED	DESCRIPTION		
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-	AMOUNT A/R
250094	03/07/2025	03/07/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED	
1.	78	INSURANCE REIMBURSEMENTS	11000-412-8876-67300		630.03 N
2.	78	WEST KERN OPEB	11000-412-5990-73900		46,750.00 N
3.	78	CAFETERIA SALES	32000-422-8841-69400		337.25 N
				TOTAL AMOUNT	47,717.28 *
				DISTRICT TOTAL	47,717.28 **
				GRAND TOTAL	47,717.28 ***

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

USER NAME
Miriam Dagnino
SUBMIT DATE
Mar 07, 2025 02:11:14PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
DEPT NO.
0886
EROD NO.
655338

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 \$1,817.27

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$1,817.27	\$1,817.27

TOTAL DEPOSIT: \$1,817.27

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$1,817.27 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: Deposit #250093

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250093 To 250093
Date entered from: 00/00/0000 To 99/99/9999

J36090 DC0100 L.00.01 03/07/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS					
NUMBER	DATE	ENTERED	DESCRIPTION		
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-	AMOUNT A/R
250093	03/07/2025	03/07/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED	
1.	78	Bookstore Sales	31000-423-8841-69100		1,817.27 N
				TOTAL AMOUNT	1,817.27 *
				DISTRICT TOTAL	1,817.27 **
				GRAND TOTAL	1,817.27 ***

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

USER NAME
Miriam Dagnino

SUBMIT DATE
Mar 07, 2025 01:56:21PM

PROCESS DATE
NOT PROCESSED AT
THIS TIME

DEPT NO.
0886

EROD NO.
655337

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 \$5,261.21

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$5,261.21	\$5,261.21

TOTAL DEPOSIT: \$5,261.21

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$5,261.21 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: Deposit #250092

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250092 To 250092
Date entered from: 00/00/0000 To 99/99/9999

J36082 DC0100 L.00.01 03/07/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS						
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
250092	03/07/2025	03/07/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED		
1.	78	Student Receipts		11000-000-9161-00000	5,261.21	N
				TOTAL AMOUNT	5,261.21	*
				DISTRICT TOTAL	5,261.21	**
				GRAND TOTAL	5,261.21	***

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

USER NAME
Miriam Dagnino
SUBMIT DATE
Mar 20, 2025 02:14:34PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
656258

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$185,487.99**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$184,454.99	\$184,454.99
RESTRICTED FUNDS	84097	0886	5490	\$25.00	\$25.00
	84597	0886	5490	\$1,008.00	\$1,008.00

TOTAL DEPOSIT: **\$185,487.99**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$185,487.99 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
NOTES: Deposit #250096

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250096 To 250096
Date entered from: 00/00/0000 To 99/99/9999

J43658 DC0100 L.00.01 03/20/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT	A/R
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
250096	03/20/2025	03/20/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED		
1.	78	Enrollment	11000-000-9161-00000		184,454.99	N
2.	78	Surplus Auction- Powell	41000-000-8913-00000		730.00	N
3.	78	Surplus Auction - Tofte	41000-000-8913-00000		45.00	N
4.	78	Surplus Auction - White	41000-000-8913-00000		190.00	N
5.	78	Surplus Auction - White	41000-000-8913-00000		1.00	N
6.	78	Surplus Auction - White	41000-000-8913-00000		10.00	N
7.	78	Surplus Auction- White	41000-000-8913-00000		32.00	N
8.	78	Library Programs -G. Tenorio	12201-203-8892-61200		25.00	N
				TOTAL AMOUNT	185,487.99 *	
				DISTRICT TOTAL	185,487.99 **	
				GRAND TOTAL	185,487.99 ***	

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

USER NAME
Miriam Dagnino
SUBMIT DATE
Mar 20, 2025 02:01:39PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
656257

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$89,612.81**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$88,438.01	
GENERAL FUND	84096	0886	5490	\$169.80	
					\$88,607.81
RESTRICTED FUNDS	84097	0886	5490	\$205.00	
					\$205.00
	84597	0886	5490	\$800.00	
					\$800.00

TOTAL DEPOSIT: **\$89,612.81**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK **ACCOUNT DEPOSITED:** General **CASH:** \$89,612.81 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$0.00 **CREDIT**
CARD: \$0.00
NOTES: Deposit #250095

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250095 To 250095
Date entered from: 00/00/0000 To 99/99/9999

J43614 DC0100 L.00.01 03/20/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS									
NUMBER	DATE	ENTERED	DESCRIPTION					AMOUNT	A/R
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-					
250095	03/20/2025	03/20/2025	WKCCD Deposit		ENTERED BY: MXDB	UNAPPROVED			
1.	78	Enrollment		11000-000-9161-00000				88,438.01	N
2.	78	Reimb.-S. Criss		11000-110-5710-66003				169.80	N
3.	78	Auction- B. Payne		41000-000-8913-00000				800.00	N
4.	78	Library Programs - V. Ramos		12201-203-8892-61200				50.00	N
5.	78	Library Programs - A. Heppner		12201-203-8892-61200				10.00	N
6.	78	Library Programs - A. Malta		12201-203-8892-61200				25.00	N
7.	78	Library Programs- M. Eveland		12201-203-8892-61200				10.00	N
8.	78	Library Programs - S. Amos		12201-203-8892-61200				10.00	N
9.	78	Library Programs- K. Hielscher		12201-203-8892-61200				100.00	N
					TOTAL AMOUNT			89,612.81	*
					DISTRICT TOTAL			89,612.81	**
					GRAND TOTAL			89,612.81	***

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

USER NAME
Miriam Dagnino
SUBMIT DATE
Mar 21, 2025 03:08:32PM
PROCESS DATE
**NOT PROCESSED AT
THIS TIME**
EROD NO.
656387

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$190,138.44**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$1,736.64	\$1,736.64
RESTRICTED FUNDS	84097	0886	5490	\$176,746.02	\$176,746.02
CHILD DEVELOPMENT	84496	0886	5490	\$6,720.00	\$6,720.00
TIL	84697	0886	5490	\$869.28	\$869.28
CAFETERIA	84699	0886	5490	\$4,066.50	\$4,066.50

TOTAL DEPOSIT: \$190,138.44

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$190,138.44 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: Deposit #250099**

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250099 To 250099
Date entered from: 00/00/0000 To 99/99/9999

J44475 DC0100 L.00.01 03/21/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS						
NUMBER	DATE	ENTERED	DESCRIPTION			
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
250099	03/21/2025	03/21/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED		
1.	78	Insurance Admin.	11000-000-3520-67200		557.70	N
2.	78	INSURANCE REIMBURSEMENTS	11000-412-8876-67300		924.83	N
3.	78	Court Restitution	11000-000-8985-00000		35.46	N
4.	78	TRANSCRIPT FEES	11000-000-8879-00000		218.65	N
5.	78	DENTAL HYGIENE CLINIC REVENUE	12650-205-8892-12042		450.00	N
6.	78	DENTAL HYGIENE CLINIC CONTINUE	12652-205-8892-12042		750.00	N
7.	78	FEDERAL WORK STUDY (FWP)	12401-353-8153-64600		12,988.07	N
8.	78	FWS ADMIN ALLOWANCE	12401-353-8151-64600		648.93	N
9.	78	PELL ADMIN ALLOWANCE	12000-353-8157-64600		6,225.00	N
10.	78	LIBRARY PROGRAMS	12201-203-8892-61200		208.30	N
11.	78	Public Benefit Grant Program	12908-432-6414-65300		71,475.72	N
12.	78	MESA Program	12620-227-8629-61900		84,000.00	N
13.	78	CAFETERIA SALES	32000-422-8841-69400		4,066.50	N
14.	78	CC STATE PRESCHOOL	33528-310-8699-69200		6,720.00	N
15.	78	TIL	39000-312-8699-64991		869.28	N
TOTAL AMOUNT					190,138.44	*
DISTRICT TOTAL					190,138.44	**
GRAND TOTAL					190,138.44	***

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

USER NAME
Miriam Dagnino
SUBMIT DATE
Mar 21, 2025 01:28:18PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
DEPT NO.
0886
EROD NO.
656364

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 \$16,217.68

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$16,217.68	\$16,217.68

TOTAL DEPOSIT: \$16,217.68

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$16,217.68 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: Deposit #250098

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS

J44307 DC0100 L.00.01 03/21/25 PAGE 1

Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250098 To 250098
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT	A/R
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
250098	03/21/2025	03/21/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED	16,217.68	N
1.	78	Student Receipts		11000-000-9161-00000	16,217.68 *	
				TOTAL AMOUNT	16,217.68	
				DISTRICT TOTAL	16,217.68 **	
				GRAND TOTAL	16,217.68 ***	

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

USER NAME
Miriam Dagnino
SUBMIT DATE
Mar 21, 2025 01:23:46PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
656363

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$24,781.48

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$24,781.48	\$24,781.48

TOTAL DEPOSIT: \$24,781.48

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$24,781.48 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: Deposit #250097

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS

J44305 DC0100 L.00.01 03/21/25 PAGE 1

Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250097 To 250097
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT	A/R
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
250097	03/21/2025	03/21/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED	24,781.48	N
1.	78	Bookstore Sales		31000-423-8841-69100	24,781.48 *	
				TOTAL AMOUNT	24,781.48	
				DISTRICT TOTAL	24,781.48 **	
				GRAND TOTAL	24,781.48 ***	

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

USER NAME
Miriam Dagnino
SUBMIT DATE
Mar 24, 2025 10:46:12AM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
656453

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$689,736.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$689,736.00	\$689,736.00

TOTAL DEPOSIT: **\$689,736.00**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC **ACCOUNT DEPOSITED:** General **CASH:** \$0.00 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$689,736.00 **CREDIT**
CARD: \$0.00
NOTES: Deposit #250100

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250100 To 250100
Date entered from: 00/00/0000 To 99/99/9999

J44941 DC0100 L.00.01 03/24/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS						
NUMBER	DATE	ENTERED	DESCRIPTION			
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
250100	03/24/2025	03/24/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED	689,736.00	N
1.	78	Proposition 30	11005-000-8616-00000		689,736.00	*
TOTAL AMOUNT					689,736.00	**
DISTRICT TOTAL					689,736.00	***
GRAND TOTAL					689,736.00	***

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

USER NAME
Miriam Dagnino
SUBMIT DATE
Mar 27, 2025 11:11:13AM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
656779

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$2,396,093.00

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$1,817,742.00	\$1,817,742.00
RESTRICTED FUNDS	84097	0886	5490	\$578,351.00	\$578,351.00

TOTAL DEPOSIT: \$2,396,093.00

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$2,396,093.00 CREDIT
CARD: \$0.00
NOTES: Deposit #250101

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250101 To 250101
Date entered from: 00/00/0000 To 99/99/9999

J47334 DC0100 L.00.01 03/27/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
250101	03/27/2025	03/27/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED		
1.	78	General Apportionment	11000-000-8612-00000		1,753,370.00	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		7,719.00	N
4.	78	BOG Fee Waivers Admin(BFAP 2%)	12551-353-8615-64600		2,368.00	N
5.	78	Common Course Numbering System	12928-310-8629-00000		73,044.00	N
6.	78	S.F.A.A.	12551-353-8625-64600		13,610.00	N
7.	78	S.F.A.A. One-Time	12931-353-8625-64600		6,650.00	N
8.	78	E.O.P.S.	12000-303-8622-64300		57,029.00	N
9.	78	NextUP	12916-321-8699-64900		20,319.00	N
10.	78	C.A.R.E.	12000-305-8624-64301		8,452.00	N
11.	78	D.S.P.S.	12000-311-8623-64200		34,199.00	N
12.	78	DSPS- Access to Print & Electr	12000-311-8660-64200		813.00	N
13.	78	CalWorks	12600-309-8627-64992		11,127.00	N
14.	78	Student Equity & Achievement	12000-319-8644-00000		143,361.00	N
15.	78	Equal Employment Opportunity	12571-411-8628-67300		10,959.00	N
16.	78	Veterans Resource Center	12000-318-8699-64800		2,428.00	N
17.	78	Strong Workforce Program-Local	12649-223-8647-00000		26,108.00	N
18.	78	Adult Education Block Grant	12603-125-8643-68900		84,147.00	N
19.	78	Mental Health Support	12655-351-8699-64400		13,324.00	N
20.	78	Basic Needs Centers	12677-320-8699-64900		17,277.00	N
21.	78	Undocumented Resources Liaison	12909-351-8699-00000		5,573.00	N
22.	78	LGBTQ+	12910-301-8699-64900		3,503.00	N
23.	78	Zero Textbook Cost Program	12912-202-8699-60100		27,600.00	N
24.	78	Perkins Grant	12560-223-8158-09565		16,460.00	N
25.	78	Adjustment: PY EPA	11005-000-8616-00000		28,314.00	N
TOTAL AMOUNT					2,396,093.00 *	
DISTRICT TOTAL					2,396,093.00 **	
GRAND TOTAL					2,396,093.00 ***	

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

USER NAME
Miriam Dagnino
SUBMIT DATE
Mar 28, 2025 02:34:17PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
656909

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$260,567.35**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$241,986.33	\$241,986.33
CHILD DEVELOPMENT	84496	0886	5490	\$15,915.27	\$15,915.27
CAFETERIA	84699	0886	5490	\$2,665.75	\$2,665.75

TOTAL DEPOSIT: **\$260,567.35**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK **ACCOUNT DEPOSITED:** General **CASH:** \$260,567.35 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$0.00 **CREDIT**
CARD: \$0.00
NOTES: DEPOSIT #250104

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250104 To 250104
Date entered from: 00/00/0000 To 99/99/9999

J48077 DC0100 L.00.01 03/28/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT	A/R
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
250104	03/28/2025	03/28/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED		
1.	78	Fees		11000-000-9526-00000	241,986.33	N
2.	78	CAFETERIA SALES		32000-422-8841-69400	2,665.75	N
3.	78	CIL & Fed Reimbursement		33429-310-8159-69250	4,265.29	N
4.	78	CC CHILD CARE FOOD		33429-310-8621-69250	236.52	N
5.	78	CC EARLY HEAD START		33700-310-8892-69200	11,413.46	N
				TOTAL AMOUNT	260,567.35 *	
				DISTRICT TOTAL	260,567.35 **	
				GRAND TOTAL	260,567.35 ***	

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

USER NAME
Miriam Dagnino
SUBMIT DATE
Mar 28, 2025 01:31:54PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
656897

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$5,618.64

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$5,618.64	\$5,618.64

TOTAL DEPOSIT: \$5,618.64

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK **ACCOUNT DEPOSITED:** General **CASH:** \$5,618.64 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$0.00 **CREDIT**
CARD: \$0.00
NOTES: DEPOSIT #250103

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250103 To 250103
Date entered from: 00/00/0000 To 99/99/9999

J48010 DC0100 L.00.01 03/28/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT	A/R
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
250103	03/28/2025	03/28/2025	WKCCD Deposit			
1.	78	Student Receipts		11000-000-9161-00000		
				ENTERED BY: MXDB UNAPPROVED	5,618.64	N
				TOTAL AMOUNT	5,618.64	*
				DISTRICT TOTAL	5,618.64	**
				GRAND TOTAL	5,618.64	***

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

USER NAME
Miriam Dagnino
SUBMIT DATE
Mar 28, 2025 01:25:25PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
656896

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$1,901.81

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$1,901.81	\$1,901.81

TOTAL DEPOSIT: \$1,901.81

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK **ACCOUNT DEPOSITED:** General **CASH:** \$1,901.81 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$0.00 **CREDIT**
CARD: \$0.00
NOTES: DEPOSIT #250102

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS

J48002 DC0100 L.00.01 03/28/25 PAGE 1

Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250102 To 250102
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT	A/R
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
250102	03/28/2025	03/28/2025	WKCCD Deposit			
1.	78	BOOKSTORE SALES		31000-423-8841-69100		
				ENTERED BY: MXDB UNAPPROVED	1,901.81	N
				TOTAL AMOUNT	1,901.81	*
				DISTRICT TOTAL	1,901.81	**
				GRAND TOTAL	1,901.81	***

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

USER NAME
Miriam Dagnino
SUBMIT DATE
Mar 31, 2025 10:50:19AM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
656987

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$105,860.16**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$99,303.16	\$99,303.16
RESTRICTED FUNDS	84097	0886	5490	\$1,510.00	\$1,510.00
TIL	84697	0886	5490	\$5,047.00	\$5,047.00

TOTAL DEPOSIT: **\$105,860.16**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK **ACCOUNT DEPOSITED:** General **CASH:** \$105,860.16 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$0.00 **CREDIT**
CARD: \$0.00
NOTES: Deposit #250105

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250105 To 250105
Date entered from: 00/00/0000 To 99/99/9999

J48474 DC0100 L.00.01 03/31/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS					
NUMBER	DATE	ENTERED	DESCRIPTION		
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-	AMOUNT A/R
250105	03/31/2025	03/31/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED	
1.	78	Enrollment	11000-000-9161-00000		99,303.16 N
2.	78	DH - Cont Education	12652-205-8892-12042		1,500.00 N
3.	78	Prgm Bllng- A. Crew	39000-314-8699-64991		3,032.28 N
4.	78	Prgm Bllng - A. Crew	39000-314-8699-64991		2,014.72 N
5.	78	Library Programs- I. Vasquez	12201-203-8892-61200		10.00 N
				TOTAL AMOUNT	105,860.16 *
				DISTRICT TOTAL	105,860.16 **
				GRAND TOTAL	105,860.16 ***

WEST KERN COMMUNITY COLLEGE DISTRICT

Travel Period: 03/01/25-03/31/25

Employee	Event/Purpose	Location	Travel Start Date	Travel End Date	Estimated Cost	Processing Date
Roth, Rebecca	CDTC Advisory Committee	Orange County, CA	3/6/2025	3/7/2025	\$ -	12/6/2024
Bandy, Kanoe	3C2A Annual Convention	Sacramento, CA	3/24/2025	3/28/2025	\$ 2,049.80	1/15/2025
Sundgren, Lori	Building Bridges Conference	Bakersfield, CA	3/28/2025	3/28/2025	\$ -	1/15/2025
Daugherty, Devin	Policy Summit 2025	Sacramento, CA	3/4/2025	3/5/2025	\$ 1,076.11	1/21/2025
Kulzer-Reyes, Kelly	Master Plan for Developmental Services	Sacramento, CA	3/11/2025	3/14/2025	\$ -	1/31/2025
Daley, Pearl	3C4A Annual Convention	Sacramento, CA	3/24/2025	3/27/2025	\$ 1,559.29	2/7/2025
Minor, Leslie	CCLC CEO Symposium	Monterey, CA	3/12/2025	3/15/2025	\$ 2,238.84	2/7/2025
Garcia, Amber	CCC All Director's/CCCSFAAA Conference	Monterey, CA	3/3/2025	3/6/2025	\$ 3,293.20	2/7/2025
Jensen, Amber	Financial Aid 101 CCCSFAAA	Monterey, CA	3/3/2025	3/6/2025	\$ 1,341.00	2/7/2025
Acosta, Marlene	Financial Aid Wellness - CCCSFAAA Conference	Monterey, CA	3/3/2025	3/6/2025	\$ 2,235.30	2/7/2025
Valadez, Jose	CCAMD MESA Directors Summit	Long Beach, CA	3/5/2025	3/7/2025	\$ 1,623.57	2/10/2025
Sundgren, Lori	So CA Writing Center Assoc Conf	Point Loma, CA	3/21/2025	3/23/2025	\$ 775.89	2/10/2025
Redd, Brett	CISOA Conference	Burlingame, CA	3/3/2025	3/3/2025	\$ 1,880.40	2/12/2025
Li, Xiaohong	Tech Summit CTO Cert Program Class	Burlingame, CA	3/2/2025	3/6/2025	\$ 1,771.53	2/12/2025
Smith, Terri	CCL Deans and Directors Meeting	Sacramento, CA	3/13/2025	3/14/2025	\$ 523.27	2/20/2025
Lagmay, Romeo	Conference Coaches Meeting	Rancho Cucamonga, CA	3/14/2025	3/15/2025	\$ -	2/26/2025
Lytle, Steve	Field Trip	Wind Wolves	3/11/2025	3/11/2025	\$ 37.10	2/26/2025
White, Lexi	CSU Channel Islands Field Trip	Channel Islands, CA	3/12/2025	3/12/2025	\$ 59.00	2/26/2025
Oja, Michelle	Spring Regional Curriculum Meeting	Merced, CA	3/14/2025	3/16/2025	\$ 810.96	2/26/2025
Berry, Wendy	Field Trip	Wind Wolves	3/17/2025	3/17/2025	\$ 100.00	2/26/2025
Roth, Rebecca	CDTC Advisory Committee	Mission Viejo, CA	3/6/2025	3/7/2025	\$ -	2/26/2025
May, James	Wallace Creek at San Andreas Fault	San Andreas Fault	3/12/2025	3/12/2025	\$ 50.00	3/5/2025
Cahoon, Nathan	CVHEC Conference	Fresno, CA	3/28/2025	3/28/2025	\$ 173.60	3/5/2025
Sundgren, Lori	Central Valley Higher Ed Consortium	Fresno, CA	3/28/2025	3/28/2025	\$ 147.00	3/5/2025
Hernandez, Jovanni	Transition Resource Fair for Outreach	Rancho Cucamonga, CA	3/6/2025	3/6/2025	\$ 36.00	3/5/2025
Maiocco, Vince	Durango High School Baseball Tournament	Las Vegas, NV	3/17/2025	3/19/2025	\$ -	3/5/2025
Dodson, John	Bakersfield Jobs Fest 2025	Bakersfield, CA	3/12/2025	3/12/2025	\$ -	3/14/2025
Roth, Rebecca	UPK Advisory Meeting	Virtual	3/11/2025	3/11/2025	\$ -	3/14/2025
Lagmay, Romeo	Leadership Conference	Sacramento, CA	3/26/2025	3/28/2025	\$ 3,414.34	3/14/2025
Li, Xioahong	CCCCO Vision-Aligned Reporting 2025 Convening	San Jose, CA	3/20/2025	3/21/2025	\$ 53.00	3/20/2025
Oja, Michelle	Trans Day of Visibility	Bakersfield, CA	3/29/2025	3/29/2025	\$ 56.38	3/20/2025
Bandy, Kanoe	CVC Board of Directors Meeting	Visalia, CA	3/19/2025	3/19/2025	\$ 44.00	3/25/2025
Minor, Leslie	CVC Board of Directors Meeting	Visalia, CA	3/19/2025	3/19/2025	\$ -	3/25/2025
Getty, Shelley	CVHEC Math 1705 Meeting	Fresno, CA	3/28/2025	3/28/2025	\$ 194.60	3/25/2025
Almanza, Ivan	Lennox - HVAC Freon Training	Bakersfield, CA	3/19/2025	3/19/2025	\$ -	3/25/2025