

WEST KERN COMMUNITY COLLEGE DISTRICT AGENDA FOR REGULAR MEETING

July 9, 2025

Cougar Room

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

And

658 Knobhill Lane
Lake Havasu, AZ 86403

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 – Facility and Campus Signage Update/Tour
Board Goals SAP #4, #6, and #12
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
 - G. Public Employee Appointment/Employment, Government Code Section 54957
Title: Superintendent/President
5. RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTION
6. FLAG SALUTE
7. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
8. GENERAL COMMUNICATIONS
9. APPROVAL OF MINUTES – Regular Meeting Held June 11, 2025 and Special Meeting Held June 11, 2025

10. NEW BUSINESS

- A. Request for Approval – Taft College G-8 Allied Health Lab Remodel Project; \$212,490.00
- B. Request for Approval – CSEA Job Creation – Lead Career Education Coordinator
- C. Second Reading and Request for Approval – Proposed Revisions to Classified Collective Bargaining Agreement – Safety Shoe Requirement
- D. First Reading – Proposed Revisions to Classified Collective Bargaining Agreement – Appendix F – Benefits Highlights

11. CONSENT AGENDA (Items A – J)

- A. Request for Approval – Final Project Proposal (FPP) – Taft College Vocational Center
- B. Request for Approval – 2027-2031 Five-Year Capital Outlay Plan (5YCOP)
- C. Information Item – WKCCD Taft College Children’s Center 2024-25 Annual Program Self-Evaluation
- D. Request for Approval – MOU and Lease Agreement with West Kern Adult Education Network (WKAEN) for Construction Trades Adult Education Classes at 108 Village Way; WKCCD Reimbursement of Materials and Fees, WKAEN to Provide Labor
- E. Request for Approval – WKCCD 2025-26 Accident Insurance Renewal for Students/Intercollegiate Athletes; 8/1/25 – 7/31/26; \$80,837.00
- F. Request for Ratification – Consultant Agreement with Dr. Vicki Kimbrough as an Educational Consultant; 5/22/25 – 6/30/26; \$100.00 per Hour, Not to Exceed 500 Hours
- G. Request for Ratification – Services & Hosting Agreement with Coursedog, Inc.; Effective 7/1/25, 5 Year Agreement; First Year Cost Plus Implementation Costs \$74,672.00
- H. Request for Approval – Everlast Laser Welder Purchase Approval; \$13,097.16

- I. Request for Approval – Liftango, Carpool Software for TC Students, Staff and Faculty; 8/1/25 – 1/1/26; \$1,000.00 per Month
- J. Ratification of the June 2024 Vendor Check & Purchase Order Registers

12. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST

13. EMPLOYMENT (Action)

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

14. REPORTS:

- A. Financial Reports (For Information)
 - 1. Revenue Accounts (Account Level 1) FY 2023/24
 - 2. Expenditure Accounts (Account Level 1) FY 2023/24
 - 3. Expenditure Detail of \$10,000.00 or Greater, June 2025
 - 4. Student Organization and Special Accounts, June 2025
 - 5. Funds Deposited in County Treasury, June 2025
 - 6. Employee Travel Report – June 2025
- B. Trustee Reports
- C. Academic Senate Report
- D. Reports from Staff and Student Organizations

15. REPORT OF THE SUPERINTENDENT/PRESIDENT

16. NEXT MEETING DATE

The next regular meeting is scheduled for Wednesday, August 13, 2025, at 5:00 p.m.

17. CONTINUATION OF CLOSED SESSION (If Necessary)

18. ADJOURNMENT

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

REGULAR MEETING

June 11, 2025

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:09 p.m. by President Kathy Orrin. Secretary Mike Eveland and trustees Billy White and Jeremy Gregory were also in attendance. Trustee Dawn Cole was absent. Interim Superintendent/President Dr. Leslie Minor and Executive Secretary Sarah Criss were in attendance.

STUDY SESSION

Greg Bormann, Interim Vice President of Instruction, shared a PowerPoint update on the progress of Career Technical Education/Allied Health program development. The College facility that would host a potential Associate Degree in Nursing could be used for a variety of allied health fields. Administration is monitoring the ability to develop similar programs and certificates to increase enrollment and to recoup the initial investment to the facility remodel.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments.

ADJOURN TO CLOSED SESSION

At 5:40 p.m. it was moved by Trustee Gregory, seconded by Trustee White 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. 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
- G. Public Employee Appointment/Employment, Government Code Section 54957
Title: Superintendent/President

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 5:59 p.m., it was moved by Trustee White, 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

There was no public comment.

GENERAL COMMUNICATIONS

Communication from Merit Award honoree Daphne Katz was shared with the Board. Dr. Minor recognized Trustee White's upcoming birthday.

APPROVAL OF MINUTES

On a motion by Trustee White, seconded by Trustee Gregory and unanimously carried, the minutes of the Regular Meeting held May 14, 2025 were approved (copy attached to official minutes).

NEW BUSINESS

Request for Approval – 2025-26 West Kern Community College District Tentative Annual Budget

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

Request for Approval – Taft College Class of 2025 and Class of 2026 Hall of Fame Inductees

Dr. Rashitta Brown-Elize, Interim Vice President of Administrative Services, explained that the committee had such a large list of candidates that they chose to accept a few but to hold them for the class of 2026. On a motion by Trustee White, seconded by Secretary Eveland and unanimously carried, this item was approved (copy attached to official minutes).

First Reading – Proposed Revisions to Classified Collective Bargaining Agreement – Safety Shoe Requirement

Heather del Rosario, Vice President of Human Resources, said that this recommended revision would allow closed-toe shoe with a back covering to be worn at the Child Development Center.

Request for Approval – Change Order No. 1 – Taft College Marquee Sign Replacement; Credit of \$12,416.20

Mike Giacomini, Vice President of Administrative Services, explained that the project required less concrete than previously expected. This change order closes the project with a credit of unspent monies. On a motion by Trustee Gregory, seconded by Secretary Eveland and unanimously carried, the request was approved (copy attached to official minutes).

CONSENT AGENDA

- A. Request for Approval – New Program
Certificate of Achievement – California General Education Transfer Curriculum (Cal-GETC)

- B. Request for Approval – Course Revisions

Allied Health/Applied Technologies

CTRP	0510	Machine Shorthand Theory and Lab
CTRP	0631	60 WPM Machine Shorthand Speed Building Literary and Jury Charge
CTRP	0632	100 WPM Machine Shorthand Speed Building Literary and Jury Charge

CTRP	0633	140 WPM Machine Shorthand Speed Building Literary and Jury Charge
CTRP	0634	180 WPM Machine Shorthand Speed Building Literary and Jury Charge
CTRP	0641	60 WPM Machine Shorthand Speed Building 2-Voice
CTRP	0652	120 WPM Machine Shorthand Speed Building Literary and Jury Charge
CTRP	0653	160 WPM Machine Shorthand Speed Building Literary and Jury Charge
CTRP	0654	200 WPM Machine Shorthand Speed Building Literary and Jury Charge
CTRP	0661	80 WPM Machine Shorthand Speed Building 2-Voice
CTRP	0662	120 WPM Machine Shorthand Speed Building 2-Voice
CTRP	0663	160 WPM Machine Shorthand Speed Building 2-Voice
CTRP	0664	200 WPM Machine Shorthand Speed Building 2-Voice
CTRP	0760	Machine Shorthand Speed Building Dictation/Transcription
UDGE	3005	Research Methodology

Social Sciences Divisions

ECEF	1561	Literature and Storytelling in the Early Childhood Environment
ECEF	1581	Introduction to Infant Development – Infant, Family, and Society
ECEF	1582	Infant Massage
ECEF	1583	Using Infant Cues
ECEF	1584	Field Experience: Infant and Toddler Care and Education
ECEF	1611	Introduction to Children with Special Needs Birth to Age Eight
ECEF	1612	Curriculum and Intervention for Children with Special Needs
ECEF	1621	Administration I: Planning and Administering and Early Care and Education Program
ECEF	1653	Discipline Techniques for Preschool Children
ECEF	2021	Administration II: Personnel and Leadership in Early Care and Education Programs
ECEF	2051	Adult Supervision: Mentoring in a Collaborative Learning Setting
HIST	2000	Critical Thinking and the Historian's Craft
HIST	2231	History of the United States to 1877
HIST	2232	History of the United States Since 1877

B. Request for Approval – Distance Learning Courses

ECEF	1581	Introduction to Infant Development – Infant, Family, and Society
ECEF	1582	Infant Massage
HIST	2000	Critical Thinking and the Historian's Craft
HIST	2231	History of the United States to 1877
HIST	2232	History of the United States Since 1877
CTRP	0631	60 WPM Machine Shorthand Speed Building Literary and Jury Charge
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CTRP	0633	140 WPM Machine Shorthand Speed Building Literary and Jury Charge
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CTRP	0661	80 WPM Machine Shorthand Speed Building 2-Voice
CTRP	0662	120 WPM Machine Shorthand Speed Building 2-Voice
CTRP	0663	160 WPM Machine Shorthand Speed Building 2-Voice
CTRP	0664	200 WPM Machine Shorthand Speed Building 2-Voice
CTRP	0760	Machine Shorthand Speed Building Dictation/Transcription

- C. Request for Approval – Taft Union High School District and West Kern Community College District and Career Access Pathways 2024-2027 Partnership Agreement Amendment 1; 7/1/25 – 6/30/27
- D. Request for Approval – Minor Site Rotation Agreement with Omni Family Health Care
- E. Information Item – California State Preschool Contract #5131 FY2025-26 Project Number 15-6386-00-5; 7/1/25 – 6/30/26; Maximum Reimbursement Amount of \$1,055,878.00
- F. Request for Approval – 2025-26 Contract Education Agreement between WESTEC and WKCCD; 7/1/25 – 6/30/26; 300-400 FTES
- G. Request for Approval – Workforce Innovation and Opportunity Act AJCC Memorandum of Understanding
- H. Request for Approval – 2025-2026 Renewal of Statewide Association of Community Colleges (SWACC) Proforma for Property and Liability Insurance Coverage; 7/1/25 – 6/30/26; Approximately \$187,259.00
- I. Request for Approval – Consultant Agreement with Dr. Vicki Kimbrough for Medical Assisting Program Director; 5/22/25 – 6/30/26; \$100.00 per Hour
- J. Request for Approval – Consultant Agreement with Dr. Sharyn Eveland for Instructional Executive Leadership; 7/1/25 – 6/30/26; \$150.00 per Hour, Not to Exceed 500 Hours
- K. Request for Approval – Contract for Professional Services with Nicholas Consulting, LLC for 2025-2026; 7/1/25 – 6/30/26; \$150.00 per Hour; Not to Exceed 240 Hours
- L. Request for Approval – Professional Services Agreement with Strata Information Group; 7/1/25 – 6/30/26; Total Cost of \$31,350.00
- M. Request for Ratification – Instructure, Inc. Order Form for Transcript Services; 6/5/25 – 6/4/28; See Attached Fee Schedule
- N. Request for Approval – Consulting Services Agreement with Capitol Public Finance Group, LLC to Serve as the WKCCD Dissemination Agent; 7/1/25 – 6/30/28; See Attached Fee Schedule
- O. Request for Approval – Amendment to Foundation for California Community Colleges – The Vision Resource Center; Effective through 6/30/28
- P. Request for Approval – Amendment #2 to 2023-2026 Property and Casualty Claims Administration Services Agreement; 7/1/25 – 6/30/26; Fee Schedule Attached
- Q. Request for Ratification – Cougar Dorms Residence Hall B Water Line Replacement Project; \$16,200.00
- R. Request for Approval – Sierra School Equipment Veteran’s Center Relocation Project; \$12,968.73

- S. Request for Approval – Award Taft College Gym Concrete Project to MQS Construction, Inc.; \$11,500.00
- T. Request for Approval – AMS.NET, LLC. D/B/A MGT Impact Solutions, Cisco Threat Defense Renewal 2025-26, Quote #Q-00084530; 7/30/25 – 7/29/26; Year One Cost \$10,186.94
- U. Request for Approval – 2025-26 District Business Office Systems Agreement KCSOS AGT #26-237240; 7/1/25 – 6/30/26; Annual Cost of \$8,632.00
- V. Request for Approval – AMS.NET, LLC D/B/A MGT Impact Solutions, Cisco SMARTnet Support Renewal 2025-26, Quote #Q-00084514; 7/30/25 – 7/29/26; Year One Cost \$7,898.57
- W. Request for Approval – Product Lease Agreement with Quadient Leasing-Lease #N20032250; Sixty Month Lease; Total Cost Over 60 Months \$6,445.00
- X. Request for Approval – American Welding Society, Inc. (AWS) Online Educational Library Subscription Agreement; One Year Agreement; \$5,775.00
- Y. Request for Ratification – Facility Use Agreement with West Side Recreation and Parks District for the Natatorium; 6/9/25 – 7/31/25; \$4,800.00
- Z. Request for Approval – Data Center Generator Service Agreement with West Coast Energy Systems; 7/1/25- 6/30/28; \$4,210.00 First Year, \$2,880.00 Second and Third Years
- AA. Request for Ratification – Proposal for TC Orientation Video for Financial Aid in English and Spanish Versions by Nelsonmedia.com; \$2,800.00
- BB. Request for Approval – AMS.NET, LLC D/B/A MGT Impact Solutions, Singlewire Informacast Maintenance Subscription Renewal 2025-26, Quote #Q-00084351; 8/18/25 – 8/17/26; \$2,580.00
- CC. Request for Approval - Bill Nelson Media Group – Accessibility and Brand Compliance Updates for Distance Education Website Video; \$600.00
- DD. Information Item – CCFS-311Q for the 3rd Quarter Ended March 31, 2025
- EE. Request for Approval – Amendment to Agreement with Diligent Services to Update the Dates of Service; Effective 7/1/25
- FF. Ratification of the May 2024 Vendor Check & Purchase Order Registers

Trustee Gregory requested items J, R, and Z to be pulled for discussion. Secretary Eveland asked that Item K be removed so that he may abstain. Item J was noted to not have a maximum of hours; the Board requested that it be reviewed and corrected. Item R was confirmed to have gone through a complete bid process with the chosen bid coming in at a more competitive price. Item Z rents the Natatorium for the water aerobics summer course. On a motion by Trustee Gregory, seconded by Secretary Eveland and unanimously carried, items A and GG with the exception of Items J and K were approved (copies attached to official minutes). On a motion by Trustee Gregory, seconded by Trustee White and unanimously carried, Item K was approved.

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments.

EMPLOYMENT

On a motion by Trustee White, seconded by Secretary Eveland, 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
No: None
Abstain: None
Absent: Dawn Cole

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, May 2025
4. Student Organization and Special Accounts, May 2025
5. Funds Deposited in County Treasury, May 2025
6. Employee Travel Report – May 2025

Trustee Reports

The trustees recognized staff for the hosting of many graduation related events. It was noted that the events are well run and that staff have made the experience special for graduates and their families.

Trustee Gregory shared that the 2025 Taft Union High School valedictorian also graduated from the College this spring and the child of a College professor. He congratulated Spencer Cahoon on this honor. He also stated that he has worked with three colleges alongside his daughter recently. The effort shown by the Admissions and Records department has been far superior experience. Trustee Gregory shared his condolence with the Lubiniecki family and the College athletic department.

Trustee White thanked the Foundation for inviting him to participate in the Taft Chamber of Commerce golf tournament.

Secretary Eveland recently attended the Maricopa High School graduation and awards night with Dr. Minor to distribute Merit Academic Achievement awards to those who met the award criteria. He was pleased that the majority of the graduates plan to attend the College this fall. Secretary Eveland also shared an experience with his son in which the College staff were able to quickly and efficiently help to solve an issue.

President Orrin invited staff to attend the Chamber of Commerce's community fireworks show.

Administrative Services

Mike Giacomini, Vice President of Administrative Services, said that year end activities are underway in Fiscal Services and the Bookstore. The Café staff are using the slower time of summer to research meal planning for the upcoming year. Facilities projects are also being completed in summer for lower impact to the campus.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, is working on a series of orientation videos for students. She is continuing work to make marketing resources accessible. She also shared that she is the Interim President of Kiwanis.

Foundation

Dr. Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, said that the third year of allied health interns have begun their summer program at area hospitals. She was recently approached by Kern Health Systems who would like to pay and host interns at their facility next summer.

Student Services

Dr. Rashitta Brown Elize, Interim Vice President of Student Services, reported that Admissions and Records staff are verifying applicants who have enrolled in classes for fall and have seen a decline in fraudulent applications. She is working with staff to prepare an application for a rural, Hispanic serving institution grant opportunity. Dr. Brown Elize thanked staff for helping to bring the College in compliance with student sexual harassment training mandates.

Amber Garcia, Director of Financial Aid, thanked the Board for the approval of contracts from her department tonight. The department has disbursed over \$1 million in Pell grant funds to students taking courses this summer. Ms. Garcia assisted in a small summer bridge program and provided an update on the outreach efforts at Maricopa High School.

Human Resources

Heather del Rosario, Vice President of Human Resources, reminded the Board and staff of the Transition to Independent Living annual awards night and graduation that will be held at the end of the month.

Information and Institutional Effectiveness

Dr. Xiaohong Li, Vice President of Information and Institutional Effectives, told the Board that a draft of the Accreditation midterm report will be ready to share with campus stakeholders when faculty return in August. Staff are also preparing drafts of the Strategic Action Plan and the Tech Master Plan, which are both due to be updated and will be aligned with the new Educational Master Plan. Technology updates are being made while classrooms are available this summer.

Instruction

Greg Bormann, Interim Vice President of Instruction, just got back from a regional retreat for the Central Valley Motherlode CTE Regional Consortium. He said that his focus from the retreat information in on potential program expansion at the College.

SUPERINTENDENT REPORT

Dr. Minor shared information on a wide variety of events such as the Years of Service employee luncheon, the Associated Student Organization gavel passing ceremony, and several graduate recognition events. She supported the Chamber of Commerce at a car show and hosted a meeting with Kern Health Systems in collaboration with the Foundation. Dr. Minor and Secretary Eveland presented Merit Academic

Achievement awards to a few Maricopa graduates. The Kern County library reopened after a large remodel project completed.

Dr. Minor thanked staff and the Board for support in a few changes to the graduation ceremony. She recognized the event's organizers for their careful planning. Dr. Minor also recognized Admissions & Records Technician II Lisa Brettschneider as the current employee of the month. She was commended for her consistent positive and helpful attitude even while balancing the graduation season as well as reporting needs of the District.

CLOSED SESSION

There was no continuation of closed session.

NEXT MEETING

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

ADJOURNMENT

At 7:09 p.m., on a motion by Trustee Gregory, seconded by Trustee White and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Mike Eveland, Secretary

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

SPECIAL MEETING

June 11, 2025

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 4:03 p.m. by President Kathy Orrin. Secretary Mike Eveland and trustees Billy White and Jeremy Gregory were also in attendance. Trustee Dawn Cole was absent. Interim Superintendent/President Dr. Leslie Minor and Executive Secretary Sarah Criss were in attendance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There were no public comments.

PUBLIC COMMENT ON THE 2025/26 PROPOSED BUDGET

There were no public comments.

2025/26 BUDGET STUDY SESSION

Mike Giacomini, Vice President of Administrative Services, began the study session by recognizing the efforts of his staff to prepare the budget and presentation materials. Mr. Giacomini provided an overview of the state's \$226.4 billion budget.

Local budget figures do not include the state's 2.3% Cost of Living Allowance due to low enrollment figures. Selected categorically funded budgets will receive COLA in their funding but it will not be campuswide through the Student Centered Funding Formula. He noted that the budget utilizes deficit spending that will require staff to continue a focus on increasing enrollment. Fiscal updates from the state will be observed as it is expected that the state may defer payments and is facing uncertain economic forecasts.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments.

ADJOURN TO CLOSED SESSION

At 4:38 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. 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

G. Public Employee Appointment/Employment, Government Code Section 54957

Title: Superintendent/President

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 5:06 p.m., it was moved by Trustee White, seconded by Secretary Eveland and unanimously carried, to reconvene in Public Session. President Orrin announced that there was no action taken.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, June 11, 2025.

ADJOURNMENT

At 5:08 p.m., on a motion by Trustee White, seconded by Secretary Eveland and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Mike Eveland, Secretary

BOARD AGENDA ITEM

Date: June 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: July 9, 2025

Title of Board Item: Request for Approval of Taft College G-8 Allied Health Lab Remodel Project

Background: The District received grant funding for the creation and implementation of an Allied Health Nursing Program. Associated with the creation of this program is the necessity to create an appropriate instructional space. Phase 1 was completed last summer with the renovation of spaces in G-3, G-4, G-5, G-6, G-7, G-8, and G-9, appropriate for Allied Health programmatic use and relocation of traditional lab space. This project is Phase 2 for the creation of the nursing lab space in G-8.

The scope of work for this project is an interior remodel of the existing modular building G-8 for use as a nursing lab. This includes installation of new flooring and tack board walls, creation of simulation and control rooms and associated work, and the creation of designated lab stations and associated work, including electrical.


This project was advertised for bid on June 9th and 16th and closed on June 24, 2025. A total of five (5) bids were received, with Ken W. Smith Construction being the low responsive responsible bidder, totaling \$212,490.00. It is my recommendation that the Board of Trustees award the Taft College G-8 Allied Health Lab Remodel Project to Ken W. Smith Construction for a total of \$212,490.00.

Board Goal/Accreditation Standard: BOT Strategic Action Plan Goal numbers 1, 4, 6.

Terms (if applicable): Pursuant to the bid and contract documents.

Expense (if applicable): \$212,490.00

Fiscal Impact Including Source of Funds (if applicable): This project may be funded by using a combination of grant funding, categorical funds, and general funds.

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

BID TABULATION



Project Name: G-8 Allied Health Lab Remodel

Job Walk: Yes

Project No: TC 24-034

Proposals Rcvd at: Planet Bids

Owner: West Kern CCD / Taft College

Bids Requested: 06/09/25

Architect: AP Architects

Proposals Due: 06/24/25

Contractor	Base Bid	Allowance	Total Bid	Bid Bond	CSLB#	DIR #	Date RCVD	Remarks
Ken W Smith Construction	\$ 202,490.00	\$ 10,000.00	\$ 212,490.00	Yes	1047896	1000062893	06/24/25	
Black / Hall Construction	\$ 224,979.00	\$ 10,000.00	\$ 234,979.00	Yes	860638	1000005963	06/24/25	
JTS Construction	\$ 261,600.00	\$ 10,000.00	\$ 271,600.00	Yes	701750	1000002468	06/24/25	
Old Ironsides Construction	\$ 287,000.00	\$ 10,000.00	\$ 297,000.00	Yes	1073740	1001019748	06/24/25	
All American Building Services	\$ 296,000.00	\$ 10,000.00	\$ 306,000.00	Yes	921499	1000790148	06/24/25	

CONTRACT-AGREEMENT

THIS CONTRACT, made and concluded this _____ day of _____ 2025, A.D., by and between WEST KERN COMMUNITY COLLEGE DISTRICT, hereinafter referred to as the Owner, and _____ referred to as the Contractor.

WITNESSETH: That, whereas the Contractor heretofore made a proposal to do certain work for the said Owner, specified and described in certain drawings and specifications, and entitled as follows on the Bid Proposal:

TC – G-8 ALLIED HEALTH LAB REMODEL
TAFT COLLEGE
TAFT, CA

In strict accordance with drawings and specifications prepared therefore by AP Architects.

WHEREAS: The Contractor, before signing this Contract, has carefully read and examined in connection herewith said proposal and specifications and has carefully examined the site where said work is to be done, and has investigated the character of such work and the materials required to be furnished, and by reason of such reading, examination and investigation, the said Contractor agrees that he thoroughly understands the intent and meaning of this Contract and all component parts of said Contract and the requirements, covenants, stipulations and restrictions thereof;

NOE, THEREFORE, in consideration of the promises and of the payments hereinafter to be made by the Owner to and on account of said Contractor, and the understanding of said Contractor to do said work the parties hereto specifically covenant and agree that,

ARTICLE I

This Contractor shall receive and accept the following sum as full compensation for furnishing all materials and doing all the work contemplated and embraced in this Contract, and for furnishing all necessary tools, machinery, implements, apparatus and other means of construction; also all loss or damage arising out of the nature of the work to be done under said specifications, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered during the progress of said work, and before the acceptance thereof by said Owner, and shall be responsible for the consequences of his own negligence or carelessness or discontinuance of the work, and for well and faithfully completing the work in the manner and according to the drawings and specifications and all requirements of the Architect and/or Engineer and any and all parties having jurisdiction thereover, for the whole thereof, the following sum which represents the Contract Price:

_____ DOLLARS (\$ _____)

ARTICLE II - PAYMENTS

The Owner agrees, in consideration of the performance of this Contract, to pay the Contractor in the following manner:

- (a) Payments will be made only on the certificate of the Architect.
- (b) Monthly payments shall be made to the Contractor in amounts equal to ninety-five percent (95%) of the estimated value of the work done and the materials furnished and incorporated in the work during

TC – G-8 NURSING LAB REMODEL

the month preceding the date upon which such value is estimated plus ninety-five percent (95%) of the estimated value of all materials which, on the date of estimation of value, are suitably stored on the site for incorporation into the work; provided that no such monthly payment, or payment of any kind, shall theretofore have been made for any such work done or materials furnished and incorporated or materials suitably stored on the site. The aforesaid estimation of value shall be made by the Architect and noted by him upon the certificates furnished by him pursuant to paragraph (2) of this Article II.

- (c) Upon completion of the work, a sum sufficient to increase the total payments to ninety-five percent (95%) of the Contract Price, less an amount determined by Owner to be adequate to complete any unfurnished part of the work by another Contractor should the work not be completed within a reasonable time established by the Owner.
- (d) The project shall be accepted by the Board of Trustees who shall authorize after acceptance of the project the subsequent filing of the Notice of Completion. The final payment shall be made thirty-five (35) days from the date of recordation of the Notice of Completion, provided that: The Contractor shall furnish satisfactory evidence that all claims for labor and materials have been paid and that no claims shall have been presented to the Owner by any person or persons based upon any act or omission of the Contractor, and no Stop Notices or claims shall have been filed against said work or the property whereon it was done.

NOTE: No certificates given or payments made on account of any Contract shall constitute an acceptance of any equipment, material or work, which may subsequently be found to be defective.

ARTICLE III - TIME OF COMPLETION AND LIQUIDATED DAMAGES

The Contractor agrees to commence the work within fifteen (15) calendar days from the date of the Notice to Proceed and prior to receiving Notice to Proceed shall obtain Owner's approval of Insurance and Bonds as required in the supporting documents. Failure to obtain approval of the required documents, within the allotted time, shall not be cause for extension of the time of construction as set forth hereafter.

The Contractor further agrees to construct and execute all of the work described in said drawings, specifications, proposals, addenda and any and all other requirements, covenants, stipulations and restrictions, within 90 calendar days from and after the date of commencement, said date of commencement being agreed upon as the fifteenth (15th) calendar day following the date of Notice to Proceed or first day of construction on Project site, whichever is first. Architect shall issue actual start date to Contractor and Owner.

Both parties agree that the aforementioned stipulated contract period to be a reasonable time scale for completion of the work and Contractor will provide best endeavors to complete the work within the contract period.

If the Contractor shall neglect, fail or refuse to complete the work within the time herein specified, then the contractor does hereby agree, as a part consideration for awarding of this Contract to pay to the Owner the sum of:

Two Hundred Fifty Dollars - No Cents

DOLLARS (\$250.00)

per day plus such additional costs as may be incurred by the Architect because of such delays, not as a penalty but as liquidated damages for such breach of Contract as hereinafter set forth for each and every day that the Contractor shall be in default after the time stipulated in the Contract for completing the work.

The said amount is fixed and agreed upon by and between the Contractor and the Owner because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages the Owner would in such event sustain, and said amount is agreed to be the amount of damages which the Owner would sustain and said amounts shall be retained from time to time by the Owner from the current periodical estimates.

It is further agreed that time is the essence of each and every portion of this Contract and of the specifications

TC – G-8 NURSING LAB REMODEL

wherein a definite and certain length of time is fixed for the performance of any act whatsoever; and where under the Contract an additional time is allowed for the completion of any work, the new time limit fixed by such extension shall be of the essence of this Contract. Provided, that the Contractor shall not be charged with liquidated damages or any excess cost when the delay in completion of the work is due.

- (a) To any preference, priority or allocation order duly issued by the Government.
- (b) To unforeseeable cause beyond the control and without the fault or negligence of the Contractor, including but not restricted to acts of God, or of the public enemy, acts of the Owner, acts of another Contractor in the performance of the Contract with the Owner, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather (as defined in Construction Documents), and
- (c) To any delays of subcontractors occasioned by any of the causes specified in subsections (a) and (b) of this Article. Provided, further, that the Contractor shall, within seven (7) days from the beginning of such delay, notify the Owner, in writing, of the causes of delay, who shall ascertain the facts and extent of the delay and notify the Contractor within a reasonable time of its decision in the matter.

ARTICLE IV - DRAWINGS AND SPECIFICATIONS

This Contract, the drawings and the specifications have been prepared, and are intended to supplement one another. The drawings and specifications shall be deemed by this reference to be incorporated within this Contract, the drawings shall be deemed by this reference to be incorporated within the specifications, and the specifications shall be deemed by this reference to be incorporated with the drawings. In the event a conflict is found to exist between the drawings and specifications, the Architect shall interpret. In the event that the drawings and specifications, or either of them shall be found to conflict with this Contract, then the more restrictive, better quality and/or greater quantity shall govern. Omissions from this Contract of items of provisions present in the specifications or drawings or either of them shall not be deemed a conflict within the meaning of this Article.

ARTICLE V - CHANGES, ETC.

Should the Owner, at any time during the progress of the work desire any alterations, or deviations in, or additions to, or omissions from the Contract or the drawings or specifications, said Owner, or representative thereof, shall be at liberty to order them, in writing, and the same shall in no way affect or make void this Contract, but the amount thereof shall be added to, or deducted from, the amount of the Contract Price aforesaid, as the case may be, by a fair and reasonable valuation. This Contract, subject to the provisions of Article II (a) hereof, shall be deemed completed when the work is finished in accordance with the original drawings and specifications, as amended by such changes, whatever may be the nature or extent thereof.

No such changes, whatever may be the nature, or modification shall release or exonerate any surety or sureties upon any guarantee or bond given in connection with this Contract, if required.

ARTICLE VI - RULE OF PRACTICE

The rule of practice to be observed in this Contract shall be that upon the demand of either the Owner or the Contractor, the character or valuation of any and all changes, omissions, or extra work shall be agreed upon and fixed in writing, signed by the Owner and the Contractor, prior to execution.

ARTICLE VII - ACCEPTANCE OF THE WORK

The payment of the progress payments by the Owner shall not be construed as an absolute acceptance of the work done up to the time of such payments, except as to such matters as are open and obvious, but the

TC – G-8 NURSING LAB REMODEL

entire work, and at the time when it shall be claimed by the Contractor that the Contract and work is completed. Liability under the bonds is to continue for one (1) year from the date of notice of completion and bonds will not be released until such date. In the event any warranties and guarantees exceed the one (1) year, liability under the bonds shall continue until said warranties and guarantees expire.

ARTICLE VIII - FAILURE TO PROVIDE WORKMEN AND MATERIALS

If the Contractor at any time during the progress of the work should refuse or neglect, without the fault of the Owner, to supply sufficient amount of materials or enough workmen to complete the Contract within the time herein set forth, due allowance being made for the contingencies provided for herein, for a period of more than seven (7) days after having been notified by the Owner in writing to furnish the same, the Owner shall have the power to furnish and provide said materials and/or workmen to finish the said work, and the reasonable expense thereof shall be deducted from the amount of the Contract Price.

ARTICLE IX - PENALTIES

This Contractor shall forfeit, as a penalty to the said Owner, the sum of one hundred dollars (\$100.00) for each laborer, workman, or mechanic employed in the execution of this Contract, or any sub-contractor under him, for each calendar day during which such laborer, workman and/or mechanic is required or permitted to labor in violation of the State of California prevailing wage requirements, and said Owner, when making payments of money due under this Contract, shall withhold and retain there from all sums and amounts which have been forfeited pursuant to the herein said stipulation.

ARTICLE X - INSURANCE AND BONDS

Insurances and bonds, as set forth in the supporting contract documents, shall be maintained in effect during the period of this Contract.

ARTICLE XI - RELATION TO BID PROPOSALS

Be it further stipulated and agreed that said Owner does promise and agree to employ the said Contractor to provide the materials and do the work according to the terms and conditions herein contained and referred to, for the prices aforesaid, and herein contracts to pay the same at the time, in the manner and upon the conditions set forth above; and the said parties for themselves, their heirs, executors, administrators, successors, and assigns, do hereby agree to the full performance of the covenants herein contained.

It is further agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the bid proposal of said Contract, then this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

ARTICLE XII - ASBESTOS/PCB-CONTAINING PRODUCTS & LEAD PLUMBING ITEMS

Contractor agrees that lead plumbing domestic water items, asbestos, PCB-containing products or materials will not be used or substituted in performing work under the Agreement.

At the completion of work under the Agreement, Contractor will certify in writing to the Owner that to the best of Contractor's knowledge, no lead plumbing domestic water items, asbestos/PCB-containing products or materials were used or substituted in performing work under the Agreement.

ARTICLE XIII - COMPLIANCE WITH STORM WATER PREVENTION AND AIR POLLUTION CONTROL RULES

TC – G-8 NURSING LAB REMODEL

Contractor shall comply with all storm water prevention and air pollution control rules, regulations, ordinances, and statutes which apply to any work performed pursuant to the Contract, including any storm water prevention and pollution control rules, regulations, ordinances, and statutes specified in Section 11017 of the Government Code, as well as local requirements, County, City and local Storm Water Prevention and Air Pollution Control Districts. Contractor shall require all subcontractors to abide by these items.

ARTICLE XIV – ANTI-DISCRIMINATION IN EMPLOYMENT

In connection with the performance of work under this Contract, the Contractor agrees (as prescribed in Chapter 6 of Division 3 of Title II of the Government Code of the State of California, commencing at Section 12900 and by Labor Code Section 1735) not to discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender, or age. The aforesaid provisions shall include, but are not limited, the following: hiring, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms compensation, and selection for training, including apprenticeship. The Contractor agrees to post hereafter in conspicuous places, available for employees and applicants for employment, notices setting forth the provisions of this anti-discrimination clause. The Contractor further agrees to insert the foregoing provisions in all subcontracts entered into hereunder, except subcontracts for standard commercial supplies of raw materials.

ARTICLE XV - CONTRACTOR - EMPLOYEE REQUIREMENTS

By signing this Contract, the Contractor certifies he is aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workmen's compensation or to undertake self-insurance in accordance with the provisions of that code, and that he will comply with such provisions before commencing the performance of the work of this Contract.

In accordance with the provisions of Section 3700 of the Labor Code, every contractor will be required to secure payment of compensation to his employees.

The Contractor and Subcontractors under him shall comply with the provisions of Division 2, Part 7, Chapter 1, Article 2, Sections 1770-1780 with particular reference to the employment and use of apprentices and other provisions that require him to make travel and subsistence payments to each workman needed to execute the work, as such collective bargaining agreements filed in accordance with the Labor Code, and to pay not less than the minimum per diem wages as determined by the Director of the Department of Industrial Relations, on file in the principal office of the Owner.

Special attention is directed to Sections 1777.5, 1777.6 and 1777.7 of the California Labor Code and Title 8, California Code of Regulations Section 200 et. seq. Each contractor and/or subcontractor must, prior to commencement of the public works contract, contact the Division of Apprenticeship Standards, 455 Golden Gate Avenue, San Francisco, or one of its branch offices regarding apprentices and specifically the required ratio thereunder. Responsibility for compliance with this section lies with the prime Contractor. During the performance of this Contract, the Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin.

ARTICLE XVI - NOTICES

All notices herein provided to be given or which may be given by either party to the other shall be deemed to have been fully given when made in writing and deposited with the United States Postal Service, Registered or Certified, and postage prepaid and addressed as follows:

To Owner: WEST KERN COMMUNITY COLLEGE DISTRICT
Attention: Leslie Minor, Ph.D.

TC – G-8 NURSING LAB REMODEL

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

To Contractor:

The address to which the notices shall or may be mailed as aforesaid to either party shall or may be changed by written notice given by such party to the other, as hereinbefore provided, but nothing herein contained shall preclude the giving of any such notice by personal service.

IN WITNESS WHEREOF, the parties to these presents have hereunto set their hands the year and date first herein written.

_____	WEST KERN COMMUNITY COLLEGE DISTRICT
CONTRACTOR	OWNER
By _____	By _____
Authorized Signature	Authorized Signature
	Leslie Minor, Ph.D.
Date _____	Date _____

END OF SECTION 006003

TC – G-8 ALLIED HEALTH LAB REMODEL

BID PROPOSAL

02/29/16

Bids will be received via the Taft College Vendor Portal bid posting located on <https://vendors.planetbids.com/portal/66036/bo/bo-search> on **Tuesday, 6/24/25, up until 3:00pm.**

Submitted to:
Board of Trustees
West Kern Community College District

Submitted by:
Ken W. Smith Construction, Inc.
Name of Firm

Bakersfield, California

Board Members:

Having carefully examined the Advertisement for Bids, Instructions to Bidders, General Conditions to the Contract, Supplementary Conditions, Special Conditions, Specifications and Drawings entitled - **TC – G-8 ALLIED HEALTH LAB REMODEL** – Taft College - located in Taft, California, as well as the premises and the conditions affecting the work, including Addendum (a) No (s) 1, 2, inclusive, the Undersigned proposes to furnish all material and labor called for by all documents for the "entire work", in accordance with said documents for the sum of:

BASE BID

1. Two Hundred Two Thousand Four Hundred Ninety Dollars \$ 202,490.00
Base Bid amount [written in words]
2. **\$10,000.00** Owner's allowance (to be used at Owner's discretion)
The undersigned agrees to add to the Base Bid an Owners allowance (to be used at its discretion) in accordance with specification section 012100 "Allowances"
Two Hundred Twelve Thousand Four Hundred Ninety Dollars \$ 212,490.00
1+2 = Total Bid Amount [written in numbers]

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

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

The undersigned agrees, if awarded the Contract, to complete it within 90 calendar days plus any extensions of time, as provided for in the General Conditions of the Contract; failing to complete the work within the above stipulated time, he agrees to be bound by the conditions as set forth in the Supplementary Conditions, Article 17, and Instructions to Bidders - Section 002113.

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

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

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

TC - G-8 ALLIED HEALTH LAB REMODEL

I declare, under penalty of perjury, that information provided and representations made in this bid are true and correct and that this declaration was executed on 6/24/2025, at Bakersfield,
(date) (city)

Kern, California.
(county)

Respectfully submitted,

Ken W. Smith Construction, Inc.
Name of Firm

Corporate Seal
If Applicable

Corporation
Individual Partnership, Corp. **

By Ken W. Smith

Address 10721 Rio Mesa Drive
Bakersfield, CA 93308

Phone(661) 393-0708

Fax(702) 974-1774

1047896 12/31/2026
License Type & Number/Exp. date

1000062893 6/30/2026
DIR Registration # & Exp. date

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

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

TC - G-8 ALLIED HEALTH LAB REMODEL

BID BOND

Be advised that we, KEN W. SMITH CONSTRUCTION, INC.

as Principal ("Principal") and OLD REPUBLIC SURETY COMPANY

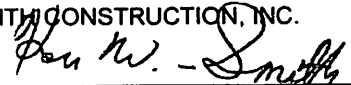
a corporation duly licensed to transact business under the laws of the State of California as Surety ("Surety") are firmly bound to WEST KERN COMMUNITY COLLEGE DISTRICT as Obligee ("Obligee") in the sum of \$ TEN PERCENT OF GREATER AMOUNT BID (10%) for the payment of which the Principal and the Surety bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, by this Bond.

The Principal has submitted a bid for TC - G-8 ALLIED HEALTH LAB REMODEL.

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

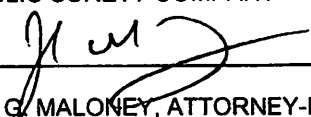
The Surety, for value received, stipulates and agrees that its obligations and its bond shall not be impaired or affected by an extension of the time within which the Obligee may accept such bid; and Surety waives notice of any time extension.

Dated: 5/24/2025

KEN W. SMITH CONSTRUCTION, INC.
PRINCIPAL
By: 

Title: KEN W. SMITH, PRESIDENT

Dated: JUNE 18, 2025

OLD REPUBLIC SURETY COMPANY
SURETY
By: 
Title: JOHN G. MALONEY, ATTORNEY-IN-FACT

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

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

State of California

County of SAN DIEGOOn JUNE 18, 2025

Date

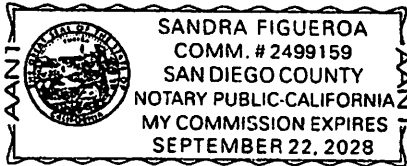
before me, SANDRA FIGUEROA, NOTARY PUBLIC

Here Insert Name and Title of the Officer

personally appeared JOHN G. MALONEY

Name(s) of Signer(s)

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



Place Notary Seal and/or Stamp Above

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

WITNESS my hand and official seal.

Signature

Signature of Notary Public

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)Signer's Name: JOHN G. MALONEY☐ Corporate Officer – Title(s): _____☐ Partner – ☐ Limited ☐ General☐ Individual ☒ Attorney in Fact☐ Trustee ☐ Guardian of Conservator☐ Other: _____

Signer is Representing: _____

Signer's Name: _____

☐ Corporate Officer – Title(s): _____☐ Partner – ☐ Limited ☐ General☐ Individual ☐ Attorney in Fact☐ Trustee ☐ Guardian of Conservator☐ Other: _____

Signer is Representing: _____



OLD REPUBLIC SURETY COMPANY

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

John G. Maloney, Helen Maloney, Mark D. Iatarola of Escondido, CA

its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, **(other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, or black lung bonds)**, as follows:

ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
- (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
- (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 29th day of September, 2022.

OLD REPUBLIC SURETY COMPANY

Karen J. Haffner
Assistant Secretary



Alan Pavlic
President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 29th day of September, 2022, personally came before me, Alan Pavlic and Karen J. Haffner, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



Kathryn R. Pearson
Notary Public

My Commission Expires: September 28, 2026

(Expiration of notary's commission does not invalidate this instrument)

CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.



70 2082

Signed and sealed at the City of Brookfield, WI this 18TH day of JUNE, 2025.

Karen J. Haffner
Assistant Secretary

ORSC 22262 (3-06)

Maloney & Assoc Ins Services

NON-COLLUSION AFFIDAVIT

TC – G-8 ALLIED HEALTH LAB REMODEL

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

State of California)
) ss.
County of Kern)

Ken W. Smith, being duly sworn, deposes and says:

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

Ken W. Smith Construction, Inc.
(Firm Name)

Ken W. Smith
(Printed Name - Authorized Agent)

Ken W. Smith
(Signature - Authorized Agent)

Subscribed and sworn to before me on June 24th, 2025.

[Signature]
Notary Public

NOTARY SEAL

CALIFORNIA JURAT

GOVERNMENT CODE § 8202

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

State of California

County of Kern



Subscribed and sworn to (or affirmed) before me on

this 24th day of June, 20 25, by
Date Month Year

(1) Ken W Smith

(and (2) _____),
Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence to
be the person(s) who appeared before me

Signature _____
Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or
fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Non-Collusion Affidavit

Document Date: 06/24/2025 Number of Pages: 1

Signer(s) Other Than Named Above: _____

TC – G-8 ALLIED HEALTH LAB REMODEL

**PUBLIC WORKS CONTRACTOR REGISTRATION LAW (SB-854) AND
PREVAILING WAGE COMPLIANCE CERTIFICATION:**

TC – G-8 ALLIED HEALTH LAB REMODEL

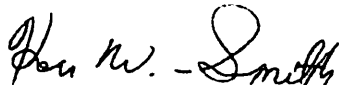
To: WEST KERN COMMUNITY COLLEGE DISTRICT
29 Cougar Court
Taft, CA 93268

In submitting this proposal, I hereby certify that I will conform to the State of California Public Works Contract Requirements regarding wages; benefits; on-site audits with 48-hour notice; payroll records; registration with the DIR per SB-854 guidelines and, apprentice and trainee employment requirements. I will submit CPR's online electronically as prescribed by the Labor Commissioner.

Ken W. Smith Construction, Inc.

Contractor

(type or print)



Contractor's signature

6/24/2025

Dated

TC – G-8 ALLIED HEALTH LAB REMODEL

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

TC – G-8 ALLIED HEALTH LAB REMODEL

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

Labor Code Section 3700 provides:

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

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

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

Dated: 6/24/2025

CONTRACTOR Ken W. Smith Const., Inc.

By: Ken W. Smith

Title: President

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

END OF SECTION 004113

BOARD AGENDA ITEM

Date: July 1, 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: July 9, 2025

Title of Board Item:

Request for Approval: CSEA Job Creation – Lead Career Education Coordinator

Background:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, or as delegated to the lead negotiators for both parties, the parties have reached a consensus regarding implementation and salary placement of the Lead Career Education Coordinator position and related job description, effective July 1, 2025.

The parties agree to implement a new position entitled Lead Career Education Coordinator at range 15 on the Classified Salary Schedule, as recommended by the CSEA Bargaining Team. The Lead Career Education Coordinator job description is attached as Exhibit A.

Board Goal/Accreditation Standard:

Standard 3.1

Terms (if applicable):

NA

Expense (if applicable):

Salary & benefits for range 15 on the classified salary schedule.

Fiscal Impact Including Source of Funds (if applicable):

Position will be categorically funded 100%.

Approved: 

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

Memorandum of Understanding

**California School Employees Association and its
Taft College Chapter #543
And**

West Kern Community College District

Job Description Creation – Lead Career Education Coordinator

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

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, or as delegated to the lead negotiators for both parties, the parties have reached a consensus regarding implementation and salary placement of the Lead Career Education Coordinator position and related job description, effective July 1, 2025.

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

- 1) The above recitals are true and correct.
- 2) The parties agree to implement a new position entitled Lead Career Education Coordinator at range 15 on the Classified Salary Schedule, as recommended by the CSEA Bargaining Team. Lead Career Education Coordinator job description is attached as Exhibit A.
- 3) Except as set forth in the Agreement, all other terms and conditions of the CBA shall remain unchanged.
- 4) This MOU does not establish a precedent or create a past practice in regard to the subject matters set forth herein.
- 5) The terms of this MOU may not be cited or relied upon for any other purpose in any other administrative or judicial matter or forum.
- 6) This Agreement will become effective after ratification by the CSEA members and the District's Governing Board.

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

Greg Hawkins, President
California School Employees Association Chapter #543

Dated: _____

Dated: _____

Andrea Juarez, Labor Relations Representative
California School Employees Association


Board Approval:

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

First Presentation: _____, 2025

Second Presentation/Approval: _____, 2025

EXHIBIT A

	Position:	Lead Career Education Coordinator	Position Control:	
	Department:	TIL	Unit:	Classified
	Direct Supervisor:	Assistant Director, Career Education	Grade:	15
	Date Revised:	June 25, 2025	Hour per Week:	
	Approval Date:		Months per year:	12

DISCLAIMER

This program is categorically funded and continued employment is contingent on adequate availability of funds.

SUMMARY DESCRIPTION


Under general supervision, the Career Education Coordinator supports the implementation and delivery of the vocational and employment components of the Transition to Independent Living (TIL) Program. This position provides direct support to students by facilitating employment readiness, job placement, and community integration activities. Responsibilities include assisting with vocational assessments, supporting students in work-based learning environments, helping with job preparation activities, and coordinating with employers. The coordinator may also assist instructors with classroom and program support, maintain accurate student records, and ensure student safety and well-being in both campus and community settings.

REPRESENTATIVE DUTIES

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

- Assist in the implementation and development of the vocational/employment component of the Transition to Independent Living Program.
- Complete initial vocational assessment and periodic evaluation of students.
- Serve as a resource for students in their vocational program, referring to appropriate vocational resources.
- Support students in community employment and internships.
- Assist with employer check-ins and student check-ins
- Model appropriate workplace social behavior providing guidance and feedback as needed to ensure student success.
- Provide on-the-job training support and job readiness training.
- Participate in career workshops and employment training.

EXHIBIT A

	Position:	Lead Career Education Coordinator	Position Control:	
	Department:	TIL	Unit:	Classified
	Direct Supervisor:	Assistant Director, Career Education	Grade:	15
	Date Revised:	June 25, 2025	Hour per Week:	
	Approval Date:		Months per year:	12

- Assist with pre-vocational activities, such as; onboarding, including completion of payroll related forms and I-9 verification, HRIS system training and guidance, and mandatory employment related training.
- Assisting with resume building, reference gathering, cover letters and job search.
- Assist students in developing self-advocacy skills, including communication with peers, managers, and community members.
- Responsible for the safety and welfare of students assigned to the program.
- Use electronic records management software to maintain accurate student records including attendance and hours worked.
- Assist students with the development of interview skills, including running mock interviews and post interview debriefs to assist in skill development and confidence building.
- Report emergencies, both on campus and within the workplace, following established procedures.
- Document and report special incidents to appropriate agencies and staff.
- Administer First Aid and CPR, if necessary.
- Report abuse/harassment to appropriate agencies/staff.
- Complete appropriate help desk tickets as needed for minor repairs and maintenance of office equipment or facilities.
- Transport students, as assigned, following established procedures and ensuring student safety is paramount.
- Perform related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job in order to successfully perform the assigned duties.

Personal

- Willingness to assist students to develop their full potential and promote good relationships.
- Dependable
- Punctual

EXHIBIT A

	Position:	Lead Career Education Coordinator	Position Control:	
	Department:	TIL	Unit:	Classified
	Direct Supervisor:	Assistant Director, Career Education	Grade:	15
	Date Revised:	June 25, 2025	Hour per Week:	
	Approval Date:		Months per year:	12

- Detail oriented.
- Ability and desire to establish and maintain cooperative working relationships in the performance of duties.
- Show initiative, poise, good judgment and tact.
- Maintain confidentiality.
- Flexible and willing to assume other assignments as the need arises.
- Possess the sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.

Education and Experience

Minimum Qualifications

- Associate degree or equivalent **and** twelve (12) months of experience working with adults with intellectual and developmental disabilities, **OR**
- High school diploma or equivalent plus three (3) years of experience working with adults with intellectual and developmental disabilities.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.

Preferred Qualifications

- 2 years of experience working with adults with intellectual and development disabilities 2 years of experience using Microsoft Word and Microsoft Excel.
- 2 years experience with programs that support people with intellectual and developmental disabilities, i.e. Social Security, Medi-Cal, and Regional Center.
- Pursuit of degree or training in Disabilities Studies or related field.
- Ability to develop rapport with students having intellectual and developmental disabilities.
- Ability to and willingness to assist students and promote good relationships.
- Ability to demonstrate fairness and patience in the performance of duties.
- Ability to use tact and good judgment regarding interactions with students.

License or Certifications

- Valid California Drivers license.
- First Aid and CPR certifications.

EXHIBIT A

	Position:	Lead Career Education Coordinator	Position Control:	
	Department:	TIL	Unit:	Classified
	Direct Supervisor:	Assistant Director, Career Education	Grade:	15
	Date Revised:	June 25, 2025	Hour per Week:	
	Approval Date:		Months per year:	12

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment

The Transition to Independent Living program is an educational residence hall experience for intellectually and developmentally disabled adults staffed 24 hours per day, seven days a week and may be closed during college academic breaks. Instruction is offered in meal preparation, money management, shopping and housekeeping, use of appliances, safety, communication, transportation, personal care and interpersonal relationships. The program is primarily on the Taft College campus.

Physical

- Ability to work at a desk, a conference table, or in meetings of various configurations.
- Ability to stand and circulate for extended periods of time.
- Ability to see for purposes of reading laws, codes, rules, policies, other printed matter, and observing students.
- Ability to hear and understand speech at normal levels.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to lift and carry 50 pounds.
- Ability to reach in all directions.

SUPERVISION


Direct supervision is received from the Assistant Director of Career Education, with guidance provided by the CIL Director. May take or give work directions on projects as assigned. This position has no supervisory duties.

EXHIBIT A

	Position:	Lead Career Education Coordinator	Position Control:	
	Department:	TIL	Unit:	Classified
	Direct Supervisor:	Assistant Director, Career Education	Grade:	15
	Date Revised:	June 25, 2025	Hour per Week:	
	Approval Date:		Months per year:	12

BOARD AGENDA ITEM

Date: June 5, 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: July 9, 2025

Title of Board Item:

Second Reading: Proposed revisions to Classified Collective Bargaining Agreement- Safety Shoe Requirement.

Background:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding the revision of Article 16.1.1 Safety Shoe Requirement.

The parties agree to amend Article 16.1.1, titled 'Safety Shoe Requirement,' by removing Section 1.a, effective July 1, 2025. The revised language for the applicable section is attached as Exhibit 1. The attached MOU outlines the details of the change to the relevant section of the CSEA Collective Bargaining Agreement.

Board Goal/Accreditation Standard:

ACCJC Standard 4.3

Board Goal-Strategic Action Plan #9

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

**Memorandum of Understanding
between
California School Employees Association and its
Taft College Chapter #543
And
West Kern Community College District**

Revision to Article 16.1.1 Safety Shoe Requirement

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

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding the revision of Article 16.1.1 Safety Shoe Requirement.

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

- 1.The above recitals are true and correct.
- 2.The parties hereby agree to amend Article 16.1.1, titled 'Safety Shoe Requirement,' by removing Section 1.a, effective July 1, 2025. The revised language for the applicable section is attached as Exhibit 1.
- 3.Except as set forth in the Agreement, all other terms and conditions of the CBA shall remain unchanged.
- 4.This MOU does not establish a precedent or create a past practice in regard to the subject matters set forth herein. The terms of this MOU may not be cited or relied upon for any other purpose in any other administrative or judicial matter or forum.
- 5.This Agreement will become effective after ratification by the CSEA members and the District's Governing Board.

Leslie Minor

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

Dated: 06/02/2025

Greg Hawkins

Greg Hawkins, President
California School Employees Association Chapter #543

Dated: _____

Andrea Juarez

Andrea Juarez, Labor Relations Representative
California School Employees Association

Board Approval:

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

First Presentation: _____, 2025

Second Presentation/Approval: _____, 2025

- 14.4 **Vacation Payout and Rollover:** If an employee has more than fifteen (15) unused vacation days as of June 30, he/she shall be compensated for the extra unused days at the rate of pay in effect at the time the vacation was earned.
- 14.5 **Waiting Period for Vacation Use:** No vacation leave may be taken during the first 90 days of employment with the District. No vacation leave may be used before it has been credited.
- 14.6 **Payout at Termination:** Upon separation from employment, vacation time accrued and not used will be paid at the employee's salary rate in effect at the time the vacation was earned.

ARTICLE 15: TRAINING

- 15.1 **Reimbursement for District Required Training:** Should the District require a unit member's participation in any form of in-service training program, the unit member shall be reimbursed for the total cost of tuition, fees or books, if any, when such costs are incurred as a result of District directed participation.

ARTICLE 16: EMPLOYEE EXPENSES AND MATERIALS

- 16.1 **Uniforms and Related Expenses:** The District shall purchase, lease or reimburse unit members the complete cost of the purchase or lease of uniforms, identification badges, emblems, cards or safety garments or equipment when a unit member is required to wear or carry such items by the District as a condition of continued employment.

- 16.1.1 **Safety Shoe Requirement:** Those employed by the Children's Center will be required to wear footwear during all working hours that meet the following criteria:

1) Non-slip, fully enclosed footwear, meaning:

~~a. Lace-up or other buckle feature to secure on the foot;~~

~~b.a.~~ Fully closed toe and heel;

~~c.b.~~ Non-slip sole.

The District will provide up to \$50 per employee per year in reimbursement for the purchase of safety footwear that meets the requirements listed. Reimbursement will be done via the District's established reimbursement policy.

- 16.2 **Use of Personal Tools:** The District shall fully compensate a bargaining unit member for the documented loss or damage, excluding normal wear and tear,

to personal tools required to be used by the District in the performance of the unit member's duties provided that:












MOU CSEA Shoe Policy Language

Final Audit Report

2025-06-04

Created:	2025-05-29
By:	Jessica White (jwhite@taftcollege.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWZ_pq5-IUvyRsg69iq6Vkh7OpdGU5X1k


"MOU CSEA Shoe Policy Language" History

-  Document created by Jessica White (jwhite@taftcollege.edu)
2025-05-29 - 3:31:40 PM GMT- IP address: 207.233.123.254
-  Document emailed to Leslie Minor (lminor@taftcollege.edu) for signature
2025-05-29 - 3:32:21 PM GMT
-  Email viewed by Leslie Minor (lminor@taftcollege.edu)
2025-06-02 - 10:52:15 PM GMT- IP address: 207.233.123.254
-  Document e-signed by Leslie Minor (lminor@taftcollege.edu)
Signature Date: 2025-06-02 - 10:52:47 PM GMT - Time Source: server- IP address: 207.233.123.254
-  Document emailed to Andrea Juarez (ajuarez@csea.com) for signature
2025-06-02 - 10:52:49 PM GMT
-  Email viewed by Andrea Juarez (ajuarez@csea.com)
2025-06-02 - 11:51:33 PM GMT- IP address: 75.113.148.141
-  Document e-signed by Andrea Juarez (ajuarez@csea.com)
Signature Date: 2025-06-02 - 11:53:43 PM GMT - Time Source: server- IP address: 75.113.148.141
-  Document emailed to Greg Hawkins (GHAWKINS@TAFTCOLLEGE.EDU) for signature
2025-06-02 - 11:53:45 PM GMT
-  Email viewed by Greg Hawkins (GHAWKINS@TAFTCOLLEGE.EDU)
2025-06-04 - 2:04:48 PM GMT- IP address: 104.47.55.254
-  Document e-signed by Greg Hawkins (GHAWKINS@TAFTCOLLEGE.EDU)
Signature Date: 2025-06-04 - 2:05:02 PM GMT - Time Source: server- IP address: 207.233.123.254
-  Agreement completed.
2025-06-04 - 2:05:02 PM GMT



BOARD AGENDA ITEM

Date: June 24, 2025

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

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

Subject: Information Item

Board Meeting Date: July 9, 2025

Title of Board Item:

First Reading: Proposed revisions to Classified Collective Bargaining Agreement- Appendix F-Benefits Highlights

Background:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding retiree insurance benefits for retirees over 65.

The parties agree, effective January 1, 2026, that Appendix F, Benefit Highlights, shall be modified to include a short summary of the plan benefits and costs provided by Anthem. The current Benefits Highlights is attached as Exhibit 1 and the revised Benefits Highlights is attached as Exhibit 2.

Board Goal/Accreditation Standard:

Standard III.D.16

Terms (if applicable):

NA

Expense (if applicable):

The District will incur no additional financial obligation.

Fiscal Impact Including Source of Funds (if applicable):

The change in insurance benefits for retirees aged 65 and older is expected to yield approximately 23.04% in cost savings for the District compared to continuing with the current provider.

Approved: 

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

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

RETIREE INSURANCE BENEFITS

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

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding retiree insurance benefits for retirees over 65.

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

1. The above recitals are true and correct.
2. The parties agree, effective January 1, 2026, that Appendix F, Benefit Highlights, shall be modified to include a short summary of the plan benefits and costs provided by Anthem. The current Benefits Highlights is attached as Exhibit 1 and the revised Benefits Highlights is attached as Exhibit 2.
3. Except as set forth in this Agreement, all other terms and conditions of the CBA shall remain unchanged.
4. This agreement does not establish a precedent or create a past practice in regard to the subject matters set forth herein. The terms of this agreement may not be cited or relied upon for any other purpose in any other administrative or judicial matter or forum.
5. This agreement will become effective after ratification by the CSEA members and the District's Governing Board.

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

Greg Hawkins, President
California School Employees Association Chapter #543

Dated: _____

Dated: _____

Andrea Juarez, Labor Relations Representative
California School Employees Association

Board Approval:

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

First Presentation: _____, 2025

Second Presentation/Approval: _____, 2025

Benefit Highlights

WEST KERN COMMUNITY COLLEGE 04493
Effective January 1, 2023 to December 31, 2023

This is a short summary of your plan benefits and costs. See your Summary of Benefits for more information. Or review the Evidence of Coverage for a complete description of benefits, limitations, exclusions and restrictions.

Prescription drugs

	Your cost	
Initial coverage stage	Network pharmacy (30-day retail supply)	Mail service pharmacy (90-day supply)
Tier 1: Preferred Generic	\$5 copay	\$10 copay
Tier 2: Preferred Brand	\$15 copay	\$30 copay
Tier 3: Non-preferred Drug	\$30 copay	\$60 copay
Tier 4: Specialty Tier	\$30 copay	\$60 copay
Coverage gap stage	After your total drug costs reach \$4,660, the plan continues to pay its share of the cost of your drugs and you pay your share of the cost	
Catastrophic coverage stage	After your total out-of-pocket costs reach \$7,400, you will pay the greater of \$4.15 copay for generic (including brand drugs treated as generic), \$10.35 copay for all other drugs, or 5% coinsurance	

Retiree plan prospects must meet the eligibility requirements to enroll for group coverage. This information is not a complete description of benefits. Contact the plan for more information. Limitations, copayments, and restrictions may apply. Drug lists (formulary), pharmacy network, premium and/or copayments/coinsurance may change each plan year.

Y0066_GRPDPBH_2023_M

UHEX23PD0011260_000



Prescription Drug Summary of Benefits: 01/01/2026 – 12/31/2026

Formulary E4, 5-15-30-30 (with Senior Rx Plus)

West Kern Community College District

The benefits and description of covered services within this summary are pending CMS approval and subject to change.

About this Plan:

Anthem BC Health Insurance Company gives you the tools and resources to make the best decisions for your health, like this summary of benefits. It's a snapshot of your plan's covered benefits and services and what they cost. This Summary of Benefits doesn't list every service we cover or every limitation or exclusion. For more details about your benefits and services, please review your *Evidence of Coverage* (EOC). You can access your EOC online by logging into the member portal at www.anthem.com/CA, or you can call Member Services with any questions you may have.

This plan offers coverage in our Centers for Medicare & Medicaid Services (CMS) defined geographic service area of all 50 states, Washington, DC, and all United States territories.

How much is the monthly premium?

Contact your group plan sponsor/union for more information on your plan premium.

Questions?

Call our **Member Services Team** for answers or plan details and provide them with this group specific code .

Prospective Members, please contact your benefit administrator. When you enroll in the plan you will receive information that tells you where to go online to view your *Evidence of Coverage*.

Prescription Drug Summary of Benefits: 01/01/2026 – 12/31/2026

Stage 1 Annual Deductible Stage

In this stage, you pay a set amount. Once you reach this amount, your plan begins to pay its share of the cost.

Deductible: \$0

Stage 2 Initial Coverage Stage

Below is your payment responsibility from the time you meet your deductible, until the amount paid by you for covered prescriptions reaches your Drug Plan Maximum Out of Pocket of \$2,100.

Retail Pharmacy	Standard Network Pharmacy		Mail-Order Pharmacy
	per 30-day supply (Specialty limited to a 30-day supply)	per 90-day supply	per 90-day supply
Tier 1: Generics	\$5	\$10	\$10
Tier 2: Preferred Drugs	\$15	\$30	\$30
Tier 3: Non-Preferred Drugs	\$30	\$60	\$60
Tier 4: Specialty Drugs	\$30 (Limited to a 30-day supply)	N/A	\$30 (Limited to a 30-day supply)

Stage 3 Catastrophic Coverage Stage

Your payment responsibility changes after the cost you have paid for covered drugs reaches your Drug Plan Maximum Out of Pocket of \$2,100.

Retail and Mail-Order Pharmacies	Up to a 90-day supply (Specialty limited to a 30-day supply)
All Part D Covered Prescription Drugs	\$0

- **Important Message About What You Pay for Vaccines:** All Advisory Committee on Immunization Practices (ACIP) recommended Part D vaccines are covered at no cost to you.
- **Important Message About What You Pay for Insulin:** You won't pay more than \$35 for a one-month supply of each insulin product covered by your plan, no matter what cost-sharing tier it is on.

Extra Covered Drugs Benefits Chart

Pharmacy	Retail Pharmacy	Mail-Order Pharmacy
	per 30-day supply	per 90-day supply
Cough and Cold Vitamins and Minerals	See Drug List for complete list of drugs covered	
Tier 1: Generics	\$5	\$10
Tier 2: Preferred Drugs	\$15	\$30
Tier 3: Non-Preferred Drugs	\$30	\$60
Erectile Dysfunction (ED)	Immediate dose ED drugs Immediate dose formats are limited to 6 per 30 days.	
Tier 1: Generics	\$5	\$10
Tier 2: Preferred Drugs	\$15	\$30
Tier 3: Non-Preferred Drugs	\$30	\$60

Pharmacy	Retail Pharmacy	Mail-Order Pharmacy
	per 30-day supply	per 90-day supply
Other Non-Part D Coverage	Copay or coinsurance	
Contraceptive Devices	\$15 per Covered Device	\$15 per Covered Device

This document reflects cost shares only.

This information is not a complete description of benefits. Contact the plan for more information.

Limitations, copayments, coinsurance, and restrictions may apply.

Benefits, premiums and/or copayments/coinsurance may change upon renewal or on January 1 of each year.

The formulary, pharmacy network, and/or provider network may change at any time. You will receive notice when necessary.

Out-of-network/non-contracted providers are under no obligation to treat members, except in emergency situations. For a decision about whether we will cover an out-of-network service, we encourage you or your provider to ask us for a pre-service organization determination before you receive the service. Please call our customer service number or see your *Evidence of Coverage* for more information, including the cost-sharing that applies to out-of-network services.

Medicare & You 2025 resource: For more information, we encourage you to read Medicare & You 2025. This booklet is mailed to people with Medicare every year in the fall. It has a summary of Medicare benefits, rights, and protections. It also includes answers to the most frequently asked questions. If you don't have a copy of this booklet, request one at www.medicare.gov. Or call **1-800-MEDICARE (1-800-633-4227)**, 24 hours a day, seven days a week. TTY users should call **1-877-486-2048**.

BOARD AGENDA ITEM

Date: June 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: July 9, 2025

Title of Board Item: Final Project Proposal (FPP) – Taft College Vocational Center

Background:

The State Chancellor's Office has requested that colleges submit updated FPP's annually, pending potential funding. The Vocational Center project is a high-priority project, pending available funding sources per our Master Facilities Plan and Five-Year Capital Outlay Plan. The Vocational Center Project is comprised of 24,107 assignable square feet (ASF), consisting of 20,037 ASF laboratory space, 2,370 ASF office space, 400 ASF meeting space, and 1,300 ASF of other/miscellaneous space. The Center will provide permanent space for vocational programs as well as our current Dental Hygiene Program. The building is planned to be constructed on the current site of the old Cafeteria/Veterans Center/Testing Facility, which is now offline.

Board Goal/Accreditation Standard:

BOT Strategic Action Plan Goal numbers 1, 4, 6, and 13. BOT Fiduciary Role Goal number 1.

Terms (if applicable): Not applicable.

Expense (if applicable): Not applicable.

Fiscal Impact Including Source of Funds (if applicable):

The total estimated budget for this project is \$34,249,416, comprised of \$17,073,689 in local funds (construction \$14,331,876 and equipment \$2,741,814) and \$17,175,726 in state funds.

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

Approval Page
Final Project Proposal
Budget Year 2025-26

District: West Kern Community College District

Project Location: Taft College
(College or Center)

Project: Vocational Center

The district proposes funds for inclusion in the state capital outlay budget (check items):

☒ Preliminary Plans ☒ Working drawings ☒ Construction ☒ Equipment

District Certification

Contact Person: Justin Madding, Director of Facilities & Planning **Telephone:** 661.763.7768

E-Mail Address: jmadding@taftcollege.edu **Fax:** 661.763.7769

Approved for submission: _____ **Date:** _____
(Chancellor/President/Superintendent Signature)

District Board of Trustees Certification

The Governing Board of the District approves the submission of this application to the Board of Governors of the California Community Colleges and promises to fulfill the succeeding list of Project Terms and Conditions.

President of the Board of Trustees signature *date* _____
Secretary of the Board of Trustees signature *date*

Attach a copy of the Board Resolution which substantiates approval of the application and promises to fulfill the Project Terms and Conditions.

Chancellor's Office Certification

Submit proposal to:
Facilities Planning and Utilization
Chancellor's Office
California Community Colleges
1102 Q Street, 4th Floor(Ste. 6549)
Sacramento, CA 95811-6549

Reviewed by: _____

Date Completed: _____

FUSION

JCAF32 Cost Estimate Summary

DISTRICT West Kern Community College District			CAMPUS Taft College		
Project Name: Vocational Center		Date Prepared: 6/25/2025		Estimate CCI: 8823	
Prepared By: Richard Treece		Estimate EPI: 5455		CHS Ref. #:	
				Budget Ref. #:	
	Total Cost	State Funded	District Funded		
			Supportable	Non Supportable	
1. SITE ACQUISITION (CCI: 8823)	\$0	\$0	\$0	\$0	\$0
2. PRELIMINARY PLANS (CCI: 9654)	\$1,403,189	\$1,403,189	\$0	\$0	\$0
2 - A. Architectural Fees for Preliminary Plans	\$733,452				\$0
2 - B. Project Management for Preliminary Plans	\$261,947				\$0
2 - C. Division of the State Architect Plan Check Fee	\$205,505				\$0
2 - D. Preliminary Test (Soils Test, Geotech Report, Hazardous Material, Etc.)	\$91,253				\$0
2 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$111,032				\$0
3. WORKING DRAWINGS (CCI: 9654)	\$913,073	\$913,073	\$0	\$0	\$0
3 - A. Architectural Fees for Working Drawings	\$838,231				\$0
3 - B. Project Management for Working Drawings	\$0				\$0
3 - C. Division of the State Architect Plan Check Fee	\$0				\$0
3 - D. Community Colleges Plan Check Fee	\$74,842				\$0
3 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$0				\$0
(Total PW may not exceed 13% of construction)	\$0				\$0
4. CONSTRUCTION - HARD COSTS (CCI: 8823)	\$26,194,728	\$13,321,866	\$12,872,862	\$0	\$0
4 - A. Utility Service	\$1,084,863				\$0
4 - B. Site Development - Service	\$768,761				\$0
4 - C. Site Development - General	\$1,315,591				\$0
4 - D. Site Development - Other	\$113,838				\$0
4 - E. Reconstruction	\$0				\$0
4 - F. New Construction (Building) (w/Group 1 equip)	\$22,450,202				\$0
4 - G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$449,004				\$0
4 - H. Other	\$12,469				\$0
5. CONTINGENCY (CCI: 8823)	\$1,309,736	\$667,966	\$641,771	\$0	\$0
5. Contingency	\$1,309,736				\$0
6. ARCHITECTURAL AND ENGINEERING OVERSIGHT (CCI: 8823)	\$523,895	\$261,947	\$261,947	\$0	\$0
6. Architectural and Engineering Oversight	\$523,895				\$0
7. TESTS AND INSPECTIONS (CCI: 8823)	\$639,086	\$319,543	\$319,543	\$0	\$0
A. Tests	\$261,947				\$0
B. DSA Inspections	\$377,139				\$0
8. CONSTRUCTION MANAGEMENT (CCI: 8823)	\$523,895	\$288,142	\$235,753	\$0	\$0
8. Construction Management	\$523,895				\$0
9. TOTAL CONSTRUCTION (Items 4 through 8) (CCI: 8823)	\$29,191,339	\$14,859,464	\$14,331,876	\$0	\$0
Total Construction Costs	\$29,191,339				\$0
10. FURNITURE AND GROUP II EQUIPMENT (EPI: 5455)	\$2,741,814	\$0	\$2,741,814	\$0	\$0
10 - A. Furniture and Group II Equipment	\$2,741,814				\$0
11. Total Project Costs (Items 1, 2, 3, 9, and 10)	\$34,249,416	\$17,175,726	\$17,073,689	\$0	\$0
12. Project Data	Gross Square Feet	Assignable Square Feet	ASF:GSF Ratio	Unit Cost Per ASF	Unit Cost Per GSF
New Construction	0	24,107	0%	\$931.27	\$0.00
Reconstruction	0	0	0%	\$0.00	\$0.00
13. Anticipated Time Schedule					
Start Preliminary Plans	7/15/2027	Advertise Bid for Construction	4/14/2029		
Start Working Drawings	1/15/2028	Award Construction Contract	7/14/2029		
Complete Working Drawings	9/14/2028	Advertise Bid for Equipment	7/15/2030		
DSA Final Approval	3/14/2029	Complete Project and Notice of Completion	3/15/2031		
14.	State Funded	District Funded		District Funded Total	
		Supportable	Non Supportable		
Preliminary Plans	\$1,403,189	\$0	\$0	\$0	\$0
Working Drawings	\$913,073	\$0	\$0	\$0	\$0
Construction	\$14,859,464	\$14,331,876	\$0	\$14,331,876	
Equipment	\$0	\$2,741,814	\$0	\$2,741,814	
Total Costs	\$17,175,726	\$17,073,689	\$0	\$17,073,689	
% of SS Costs	50.15%	49.85%	Project Total	\$34,249,416	
Points % Calc	49.49%	50.51%	SS Total	\$34,249,416	

Report Generated: 6/25/2025

BOARD AGENDA ITEM

Date: June 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: July 9, 2025

Title of Board Item: 2027-2031 Five-Year Capital Outlay Plan (5YCOP)

Background:


Authorization is sought to submit the 2027-2031 Capital Outlay Plan. The governing board of each community college district is required to prepare and submit to the California Community College Chancellor's Office (CCCCO) a plan for capital construction for a five-year period commencing with the next proposed year of funding. The Five-Year Construction Plan is an annual summary of current and proposed capital outlay projects. The plan gives the CCCCCO a complete picture of the capital improvement projects for the District, enabling the CCCCCO to make informed decisions regarding project priorities for State funding. The projects outlined in the Five-Year Construction Plan are consistent with the District's Facilities Master Plan. Please see the attached District Projects Priority Order from the Five-Year Construction Plan for your review.

Board Goal/Accreditation Standard: BOT Strategic Action Plan Goal numbers 1, 4, 6, and 13. BOT Fiduciary Role: District Sustainability goal number 1.

Terms (if applicable): 2027-2031

Expense (if applicable): Not applicable.

Fiscal Impact Including Source of Funds (if applicable): Not applicable.

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

FUSION**District Projects Priority Order (2025-2031)**

Planning

West Kern Community College District (690)

No. Project			Schedule of Funds							
Campus	Source	Total Cost	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	
4 Vocational Center										
Taft College					Phases P,W		Phases C,E			
Occupancy: 2030-31	STATE:	\$17,175,681			\$2,316,257	\$14,859,424				
Net ASF: 15,137	DISTRICT:	\$17,073,650			\$0	\$17,073,650				
5 Field Sports										
Taft College					Phases P,W		Phases C,E			
Occupancy: 2031-32	STATE:	\$29,379,848			\$2,643,969	\$26,735,879				
Net ASF: 16,767	DISTRICT:	\$26,088,805			\$1,042,100	\$25,046,705				
6 Institutional Support Spaces										
Taft College					Phases P,W		Phases C,E			
Occupancy: 2032-33	STATE:	\$2,378,783				\$152,156	\$2,226,627			
Net ASF: -2,672	DISTRICT:	\$3,057,530				\$197,087	\$2,860,443			
7 Technology Center										
Taft College					Phases P,W		Phases C,E			
Occupancy: 2033-34	STATE:	\$26,154,100				\$1,636,616	\$24,517,484			
Net ASF: 8,812	DISTRICT:	\$595,188				\$0	\$595,188			
GRAND TOTALS			2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	
	STATE:	\$75,088,412	\$0	\$0	\$2,316,257	\$17,503,393	\$26,888,035	\$3,863,243	\$24,517,484	
	DISTRICT:	\$46,815,173	\$0	\$0	\$0	\$18,115,750	\$25,243,792	\$2,860,443	\$595,188	

FY2027 - FY2031 FIVE YEAR CAPITAL OUTLAY PLAN
(FY2027 - 2028) FIRST YEAR FUNDING

West Kern Community College District

Prepared in reference to the Community College Construction Act of 1980

and

approved on behalf of the local governing board for submission to
the office of the Chancellor, California Community Colleges

Signed _____

Leslie Minor, PhD

(Chief Executive Officer or their designee)

Title _____ Interim Superintendent/President

Date _____ 06/25/2025

Contact _____ Justin Madding

Telephone _____ 661-763-7768

Date Received at Chancellor's Office:

Chancellor's Office Reviewed by:

Notice of Approval

BOARD AGENDA ITEM

Date: June 23, 2025

Submitted by: Meghan Hall-Silveira, Program Director

Area Administrator: Mike Giacomini, Vice President of Administrative Services

Subject: Information Item



Board Meeting Date: July 9, 2025

Title of Board Item: WKCCD Taft College Children's Center 2024-25 Annual Program Self-Evaluation

Background:

WKCCD -Taft College Children's Center follows a July through June Academic School Year and is required to submit an annual self-evaluation to the State Department of Education and the State Department of Social Services. Its purpose is to ensure an efficient and effective childcare and development system that meets the needs of children, families, and our community.

Board Goal/Accreditation Standard:

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

Board Fiduciary Role: #2

Board Effectiveness: #1

Terms (if applicable): N/A

Expense (if applicable): N/A

Fiscal Impact Including Source of Funds (if applicable):

Non-compliance could lead to "Error Rates" and unknown fiscal charges.

Approved: _____



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

Program Self-Evaluation Narrative Summary

CSPP

FY 2024–2025

The FY 2024–25 Program Self-Evaluation (PSE) reflects a comprehensive review of the Full-Day, Part-Day, and Part-Day/Full-Day California State Preschool Program (CSPP). The evaluation highlights the program's strong alignment with state requirements and identifies focused areas for continued growth.

Key Areas Meeting Requirements

The program consistently meets or exceeds state standards across critical operational and instructional areas.

Family Enrollment and Eligibility (EED 01 & 02): Enrollment processes are compliant, with proper documentation, confidentiality practices, and prioritization protocols supported by ongoing staff training.

Developmental Monitoring and Instruction (EED 15): The DRDP 2015 is implemented effectively, with timely assessments used to inform instructional strategies.

Health, Nutrition, and Social Services (EED 08 & 14): Nutritional services meet CACFP/USDA guidelines, reflect family input for cultural relevance, and include appropriate referrals with documented follow-up.

Qualified Staff and Development (EED 17 & 18): All teaching staff meet credential requirements. The program offers individualized coaching and uses QRIS partnerships for continuous professional growth.

Administrative and Fiscal Operations (EED 20–24): Inventory, fiscal reporting, and annual audit processes comply with clear documentation, and regular oversight.

Areas Identified for Improvement

While the program demonstrates broad compliance, the following areas warrant strategic focus to enhance program quality and impact:

Community Involvement (EED 09): There is a need to deepen partnerships with local organizations and improve communication channels for resource sharing with families.

Staff-Child Ratios (EED 12): Although ratios are maintained, the program should continue reinforcing daily monitoring and implementing flexible staffing protocols to support consistency.

CLASS Implementation (EED 13): The program needs to increase the number of classroom observations, aiming to complete at least 15%, and strengthen the use of the CLASS Environment tool across all settings.

Environment Rating Scale Requirements: Attention is needed to ensure mats are spaced out properly at nap time, handwashing signs are posted, and there's a good mix of structured and free play every day.

Parent Survey Participation (EED 16): Survey response rates have improved from last year. We will continue efforts to increase participation through language accessibility and clearer communication about the survey's purpose are essential.

Next Steps

The program will prioritize completing CLASS observations, refining family engagement strategies based on recent survey feedback, and continuing staff development planning with QRIS support. Additionally, official PSE documentation will be submitted to the California Department of Education (CDE) within the required timeline.

BOARD AGENDA ITEM

Date: June 18, 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: July 9, 2025

Title of Board Item: Request for Approval of MOU and Lease Agreement with West Kern Adult Education Network (WKAEN) for Construction Trades Adult Education Classes at 108 Village Way

Background: This item is a renewal of the MOU and Lease Agreement with West Kern Adult Education Network for use of 108 Village Way for Construction Trades Adult Education Classes.

The West Kern Adult Education Network has established a curriculum for the Building and Construction Trades, which includes cabinetry, millwork, woodworking, engineering, heavy construction, mechanical systems installation and repair, and residential and commercial construction.

The purpose of this MOU and Lease Agreement between WKCCD and WKAEN is for WKCCD to provide WKAEN with a residential site and materials for instructional use for construction-related adult education classes. In return, WKCCD will benefit from improvements to the premises as a result of completed projects from construction-related adult education classes.

Board Goal/Accreditation Standard: BOT Strategic Action Plan Goal numbers 2, 4, and 6.

Terms (if applicable): Please see attached MOU and Lease Agreement, including Appendix A with exemplar scope of work (SOW).

Expense (if applicable): WKCCD to reimburse WKAEN for costs of materials and fees, including architectural and permitting fees. WKAEN to provide labor.

Fiscal Impact Including Source of Funds (if applicable): This is a general fund expenditure.

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

MEMORANDUM OF UNDERSTANDING and LEASE AGREEMENT
between
WEST KERN COMMUNITY COLLEGE DISTRICT (WKCCD)
and
WEST KERN ADULT EDUCATION NETWORK (WKAEN)

Lessor: West Kern Community College District

Lessee: West Kern Adult Education Network

1. **PARTIES.** This Memorandum of Understanding and Lease Agreement dated to be effective as of _____, 2025, is made by West Kern Community College District (herein called the “Lessor” and sometimes herein called “WKCCD”) and West Kern Adult Education Network (herein called “Lessee” and sometimes herein called “WKAEN”).
2. **BACKGROUND.** The purpose of this agreement between WKCCD and WKAEN is for WKCCD to provide WKAEN a residential site and materials for instructional use for construction-related adult education classes. In return, WKCCD will receive the benefit of improvements to the PREMISES as a result of completed projects from the construction-related adult education classes.
3. **PREMISES.** Lessor does hereby lease to the Lessee and Lessee hereby leases from Lessor the premises described below, upon the terms and conditions stated herein. WKAEN shall have full access to land space and buildings of the WKCCD property located at 108 Village Way, Taft, California, 93268.
4. **RESPONSIBILITIES.**
 - a. WKCCD is responsible to:
 - i. Lease the PREMISES to WKAEN for instructional use for construction-related adult education classes.
 - ii. Upon invoice, reimburse WKAEN for costs of materials in association with the construction-related adult education classes conducted at the PREMISES within 30 days of receipt of invoice.
 - b. WKAEN is responsible to:
 - i. Lease the PREMISES from WKCCD for instructional use for construction-related adult education classes.
 - ii. Conduct construction-related adult education courses including construction/renovation projects at the PREMISES.
5. **USE.** Lessee is a contracting agency authorized to establish, maintain, or operate adult education services. Lessor has permitted Lessee to use the Premises as provided in this Agreement solely for the delivery of adult education services. Lessee shall use the Premises as an instructional facility for its adult education construction programs. The Premises shall be developed in accordance with local building and planning department regulations. All staffing, equipment, and supplies for programs conducted by the

WKAEN shall be the sole responsibility of the WKAEN. WKCCD will reimburse WKAEN the costs of construction materials for approved projects. The supervision of all participants in Lessee's Programs on the Premises shall be the sole and exclusive responsibility of WKAEN personnel.

6. **CONSTRUCTION, ALTERATIONS AND IMPROVEMENTS.** Subject to paragraph 6a below, no improvements or alterations of the premises, including structural and non-structural alterations, shall be made without the prior written consent of the Lessor. Lessor's consent will not be unreasonably delayed or withheld.
 - a. **Construction and Alterations.** Upon execution of this Agreement, Lessee may make approved improvements and alterations to the premises to be consistent with Lessee's use thereof. Lessee shall not be responsible for any costs required to complete the changes and improvements, including, but not limited to, the costs of plan preparation by an architect and engineer and all necessary permits, licenses, entitlements, and the cost of materials, with the exception of the cost of labor. Lessee shall bill Lessor for reimbursement of costs on a monthly basis. Prior to any construction on the Premises, Lessee shall obtain all necessary permits, licenses, and entitlements. Lessee shall indemnify, defend (upon written request of the Lessor) and hold the Lessor harmless against all claims, costs, causes of action, attorney's fees, damages and liability arising out of or caused by (1) the activities of Lessee, its employees, agents, directors, subcontractors, invitees, and students in connection with the construction of improvements or alterations to the premises and (2) Lessee's failure to comply with its obligations described in this paragraph. Lessee is responsible for any damage incurred to the Premises as a result of Lessee's use. Please see Appendix A attached hereto outlining the proposed construction, alterations, and improvements arising from the Lessee's course curriculum.
7. **INSURANCE.** Lessee shall maintain General Liability Insurance in the amount of \$1,000,000.00, including public liability, property damage and fire insurance, which policy shall name WKCCD as an additional insured and shall hold harmless Lessor and all its agents, officers, and employees against claims and liabilities for bodily injury and property damage arising from acts and events occurring at or upon the Premises or otherwise arising out of the act or omission of Lessee, its employees, agents, subcontractors or invitees. Lessee shall maintain Workers' Compensation coverage during the term of the agreement. Lessee and Lessor agree to mutually waive Rights of Subordination against each other, with respect to the Agreement and use of the premises. The Lessor must approve any exception to these requirements.
8. **INDEMNITY.** Lessee shall indemnify, protect, defend, and hold harmless Lessor, its agents, officers, and employees from and against any and all claims for damages or other liability to any program participant, non-participant, or third party, including costs of suit and any legal services necessarily incurred in connection therewith, which may arise out of any act or omission of WKAEN, its officers, employees, agents, project participants, and other invitees and students of WKAEN while present on the Premises or the school

site on which the Premises are located or otherwise in connection with Lessee's activities on the Premises.

9. **RIGHT OF INSPECTION.** Lessor and such agents as Lessor may designate, may enter upon the Premises at all times and intervals for the purpose of inspecting, maintaining, repairing, and altering the Premises in a manner consistent with the purpose of this Agreement and with reasonable commercial practices in the management of property. However, such access shall be obtainable only upon reasonable notice and accompaniment by an authorized WKAEN employee if entry is during non-business hours, except in an emergency where immediate access is required in order to avoid injury to person or property.
10. **ORDINANCES AND STATUTES.** Lessee shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force or which may hereafter be in force, pertaining to the Premises and their use, occasioned by or affecting the use thereof by Lessee.
11. **GOVERNING LAW, VENUE.** This Agreement shall be construed and enforced in accordance with the laws of the State of California. If either Lessor or WKAEN initiates an action to enforce the terms hereof or declare rights hereunder, the parties agree that the venue thereof shall be the County of Kern, State of California.
12. **SUCCESSORS.** All terms and provisions of this Agreement shall extend to be binding upon, and inure to the benefit of heirs, executors, administrators, successors, and assigns of the respective parties hereto.
13. **ABANDONMENT OF PREMISES.** Except as otherwise provided in this Agreement, Lessee shall not vacate or abandon the Premises at any time during the term hereof, and if Lessee shall abandon or vacate the Premises, or be dispossessed by process of law, or otherwise, any personal property belonging to Lessee left upon the premises shall be deemed to be abandoned. At the option of the Lessor, the personal property deemed abandoned shall be removed from the Premises.
14. **TERM.** The Agreement shall be for a one (1) year period commencing July 1, 2025 and terminating on June 30, 2026.
15. **RENT.** Lessor shall provide land space for a monthly fee of \$0.00, for the facilities described herein.
16. **TERMINATION.**
 - a. Either party may terminate this Agreement if the other party commits a material breach of its terms and fails to cure the breach within 30 days after receiving written notice of the breach. In addition, Lessee may terminate on 60 days' written notice in the event Lessee's State licensing is revoked or suspended, and may terminate on 90 days' written notice in the event Lessee submits written evidence of loss of funding for its programs.

A material breach of the Agreement by Lessee includes, but is not limited to, the following:

- i. If Lessee fails to comply with the insurance requirements of Section 7.
 - ii. If Lessee fails to use the Land Space exclusively for the delivery of Adult Education, the District shall, in that instance, be entitled to immediate possession of the real property in addition to any damages or remedies to which District may be entitled under the Agreement.
 - iii. If Lessee fails to comply with any indemnification requirements under this Agreement.
 - iv. If a petition in bankruptcy is filed by or against Lessee or if Lessee is adjudged insolvent by any court, or if a trustee or receiver or liquidator of any property of Lessee is appointed in any suit or proceeding, or if Lessee makes an assignment for the benefit of creditors or takes the benefit of any bankruptcy or insolvency act, or liquidates its business for any cause whatsoever, or if anything similar happens to Lessee in any jurisdiction. Termination in such a case is effective as of the date of the filing of the petition, adjudication, appointment, assignment, or declaration, or commencement of liquidation.
- b. Upon expiration or termination of this Agreement, Lessee shall promptly remove its equipment or other property of Lessee upon or within the Land Space at no expense to District. Lessee shall repair any damage to the District's facilities or grounds resulting from the removal. If Lessee fails to remove any property within 90 days of termination, District may, in its discretion, either (1) dispose of the property as District sees fit and may hold Lessee liable for any costs of removal and disposal, or (2) retain the property as District's own property.
17. **WAIVER.** The parties hereto agree that failure of Lessor or Lessee to enforce any term and/or provision hereof shall not be deemed to constitute a waiver of other provisions of this Agreement.
18. **ATTORNEY'S FEES.** In case a suit should be brought for recovery of said premises, or for any sum due hereunder, or because of any act which may arise out of the possession of the premises, by either party, the prevailing party shall be entitled to all costs incurred in connection with such actions, including a reasonable attorneys' fees.
19. **NOTICES.** All notices under this agreement shall be in writing and shall be deemed given when delivered personally, when sent by fax (with prompt confirmation by mail), four business days after mailed by certified mail (return receipt requested), or one business day after being sent by a recognized overnight courier, to the parties at the following addresses (or at such other address for a party as shall be specified by like notice): If to

Lessor, to:
West Kern Community College District
c/o Mike Giacomini
29 Cougar Court
Taft, CA 93268
Phone: (661) 763-7811
Email: mgiacomini@taftcollege.edu

Lessee, to:
West Kern Adult Education Network
c/o Stacy Falgout, Director
915 N. 10th Street
Taft, CA 93268
Phone: (661) 745-4315
Email: sfalgout@westkernlearn.org

20. **SUBLEASE AND ASSIGNMENT.** Except as provided in this section, Lessee shall not assign or sublease any rights or delegate any duties under this Agreement without the written consent of Lessor. Any purported assignment or sublease without written consent shall be void.

21. **HOLDING OVER.** Any holdover after the expiration of this Agreement shall be construed as a month-to-month tenancy at the monthly rental payable for the last month this Agreement is in effect, otherwise in accordance with the terms hereof as applicable.

22. **ENTIRE AGREEMENT.** This document, including any attachments, constitutes the entire agreement between the parties and may not be modified unless done in writing and signed by both parties.

Lessor: West Kern Community College District

Signature: _____

Print: Leslie Minor, Ph.D.

Title: Interim Superintendent/President

Date: _____

Lessee: West Kern Adult Education Network

Signature: _____

Print: _____

Title: _____

Date: _____

Appendix A

Lessee shall use the Premises as an instructional facility for its adult education construction programs. Scope of work may include, but is not limited to, the following:

DEMO / Replace

- Front doors
- Doorbell button and relay
- HVAC vents
- Bathroom fixtures
- Windows with dual pane energy efficient windows
- Blinds, all
- Vertical blinds in the On-Suite bedroom with Blackout curtains
- Lighting fixtures, remove ceiling fans and replace with decorative overhead lighting
- Flooring, all
- Restroom tiles, showers, toilets, counters
- Refinish all cabinets, sand prime, finish
- Install water softener
- Water heater
- Exterior fixtures
- Re-shingle roof, underlayment, plywood, and fascia as needed
- Replace wooden fence gates
- Repair block wall & cap
- Replace garage door opener
- Remove stipple ceiling / acoustic ceiling, (popcorn ceiling) throughout the house; repair/mitigate water spots in the ceiling
- Exterior paint
- Interior paint
- Insulate garage and finish (drywall) garage interior
- Stucco repairs at front of house
- Patio curtain removal
- Service Fireplace and ensure operational
- Service HVAC system

SUBMITTALS: Lessor to select final colors/finishes. Lessee to provide materials for selection.

BOARD AGENDA ITEM

Date: June 26, 2025

Submitted by: Dr. Rashitta Brown Elize, Interim Vice President of Student Services RBE

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

Subject: Request for Approval

Board Meeting Date: July 9, 2025

Title of Board Item:

WKCCD 2025-2026 Accident Insurance Renewal for Students/Intercollegiate Athletes

Background:

Student Insurance provides accidental insurance coverage with ANTHEM Blue Cross and AIG for all TC students, athletes, and children enrolled and registered in the TC daycare facility on campus.

Board Goal/Accreditation Standard:

TC commitment to the safety and welfare of our students, athletes and daycare children.

Terms (if applicable):

August 1, 2025 to July 31, 2026


Expense (if applicable):

\$80,837.00

Fiscal Impact Including Source of Funds (if applicable):

The annual renewal for accident medical insurance has been budgeted for fiscal year 2025-2026 with the VP Administrative Services District Budget.

Approved: _____


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



June 26, 2025

Melissa Blanco
Administrative Assistant, VP of Student Services
Taft College- Student Services
29 Cougar Court
Taft, CA 93268

Re: Taft Student/Athlete Accident Base and Catastrophic Plans

Dear Melissa:

Thank you for renewing the accident & catastrophic coverage for the 2025-2026 year. We sincerely appreciate your business. Please see the following proposal for your review and signature:

Eligible Persons:

- All enrolled, registered, and supervised Students while attending regularly scheduled classes at the college, club activities, or traveling to and from college-sponsored events.
- All enrolled, registered, and supervised Athletes while attending regularly scheduled classes at the college, club activities, or traveling as a group to and from college-sponsored events. Coverage includes travel to and from practice or competition.
- All children enrolled and registered, students while in and about the childcare facility on campus. Coverage includes "mommy and me" classes provided by the college.

Sports Included:

- **Class 1 Sports:** Soccer
- **Class 2 Sports:** Baseball, Softball, Basketball, Golf & Volleyball

Basic Plan Limits:

BASIC COVERAGE & LIMITS	
Type of Coverage	Accident Medical Insurance – Full Excess
Benefit Duration	365 days from date of injury
Per Accident Deductibles	Zero Dollar
BASIC ACCIDENT MAXIMUMS	
Students / Athletes	\$50,000 / \$25,000
Emergency Illness	\$500
Dental Benefit	\$2,000
Durable Medical Equipment	\$2,000
Physical Therapy	Up to 24 visits maximum
Acupuncture	\$25 per visit; up to 12 visits maximum
Accidental Death & Dismemberment	\$10,000
Accidental Death & Dismemberment	\$500,000 aggregate maximum

Catastrophic Plan Limits:

CATASTROPHIC COVERAGE & LIMITS	
Catastrophic Coverage:	Students and Intercollegiate Athletes
Coverage Limits:	\$1,000,000 / 10-Year Benefit Period
Per Accident Deductibles:	Students \$50,000 / Athletes \$25,000



Basic and Catastrophic Carriers:

Base Accident Insurance Carrier: Anthem

TPA Services: Anthem

Catastrophic Insurance Carrier: Crum & Forster

TPA Services: AG Administrators

2025- 2026 Premium:

Base Accident Premium: \$76,000

Catastrophic Premium: \$4,837

Thank you for your business and opportunity to serve Taft students! If you need anything additional, please let me know.

Regards,

Michael Conway
Sr. Vice-President
CA License 0E72133
Student Insurance, the Student Division of Venbrook Group, LLC



Signature Page:

Signature of Authorized School Representative

Date

Print Name and Title of Authorized School Representative

Michael Conway

6/26/25

Signature of Authorized Student Insurance Representative

Date

Michael Conway

Print Name and Title of Authorized Student Insurance Representative



**STUDENT
INSURANCE**

A VENBROOK COMPANY

We empower schools to boldly
move forward.



TAFTCOLLEGE

2025/2026 Student Accident Plan

June 23, 2025

Agenda



- Introductions and Organizational Overview
- The Student Insurance Difference
- Utilization Review
- Proposed Renewal and Market Options
- Value Added Programs
- Next Steps
- Q&A

Venbrook Student Insurance – Commitment to Allan Hancock College

A National Leader in Student Health

Serving 1.2M+ students through trusted carrier partnerships and a 70-year track record of delivering reliable, student-first insurance solutions.

1950

Year Established

1.2 M

Students we serve

Representing

80

schools as customers



Our Products

- Student Health Insurance Plans (SHIP)
- International Student Insurance Plans
- Sports/Accident Plans
- Dental and Vision Plans
- Behavioral Health Solutions
- SportsGait Concussion Coverage
- Employee Benefits
- Property & Casualty Insurance
- Pet Insurance

Our Capabilities

- Advocacy, Expertise, and Innovation
- Pro-Active Account Management
- Consultative Benefit Analysis
- Predictive Insights & Utilization Review
- Enrollment & Claims Admin
- Peer Benchmarking
- On-Campus Support
- RFP Management and Market Analysis
- Local Philanthropy & Giving Campaigns

Your Venbrook Student Insurance Team

Industry Experts. Student-Focused. Results-Driven.



Diverse, experienced team solely focused on student health



Decades of combined expertise across underwriting, service & strategy



Deep knowledge of compliance, pricing, and plan design



Proven ability to deliver best-in-class products and cost-efficiency



Committed to delivering white-glove service to every client



Michael Conway
SVP, Student Insurance
(858) 361-6550
mconway@studentinsuranceusa.com

- Executive sponsor
- Leads the SI team & strategy



Jessica MacDonald
VP, Sales - Student Insurance
(617) 388-4168
jmacdonald@studentinsuranceusa.com

- New product expert
- Leads growth initiatives and onboarding



Justin Vaughn
Account Executive
(501) 940-8063
jvaughn@studentinsuranceusa.com

- Plan oversight & management
- Day to Day contact for college/university



Dashaye Clarke
Account Manager
(310) 405-0676
dclarke@studentinsuranceusa.com

- Day-to-day contact for students
- Manages enrollment & student questions

Partnership Highlights

Taft College & Venbrook Student Insurance

Our Goal: Continue to evolve in the Student Market through exemplary service & student-centric, “new and notable” innovation to best serve Taft College our other CA community college customers

4,000+

Students on campus

150+

Athletes served



Sydney App (for students)

Students will now have access to Anthem's Sydney app, including being able to:

- Access ID Card
- Chat with a Customer Service Representative
- Search for a Provider
- View Benefits and Policy Details
- Manage claims



Employer Portal

Customers will have access to Anthem, specifically to:

- Check student eligibility
- View claims statuses
- Upload claims and authorization forms



Electronic Billing

Anthem will now accept electronic billing from in-network and out-of-network providers



On-Campus Support

Vice President of Wellbeing, Jennifer Green, provides on-campus training programs for injury and health/wellness initiatives.

Utilization Review

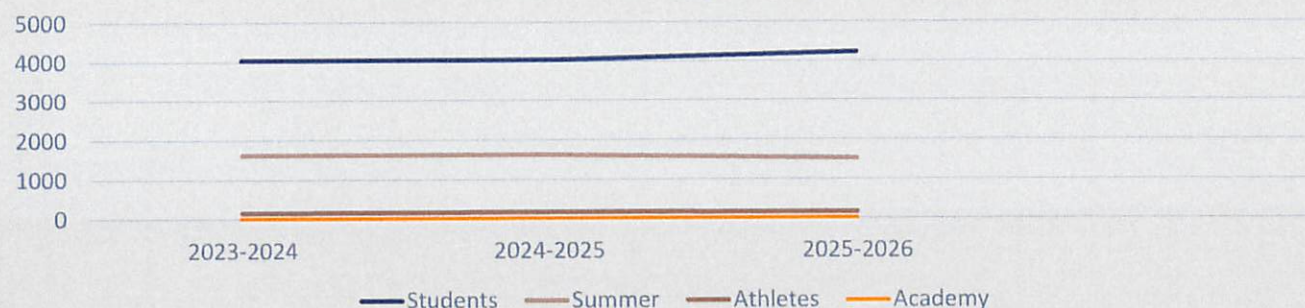
Historical Census Data

Student Type	2023-2024	2024-2025	2025-2026
Students	4,043	4,043	4,228
Summer	1,618	1,618	1,515
Community	0	0	0
Class 1 – Athletes	58	58	63
Class 2 – Athletes	92	92	94
Academy	0	0	0
Total	5,811	5,811	5,900

Enrollment has been consistent year over year

Slight increase in athletes for 2024/2025

Census Trajectory



Historical Plan Performance

2024-2025*					
Basic Premium	Catastrophic Premium	Concussion	Total Premium	Basic Paid Claims	Loss Ratio
\$63,000	\$4,837	\$0	\$67,837	\$16,728.38*	27%

*Anthem Data is immature; 8/1/2024-2/28/2025

Prior Plan Years					
Plan Year	Basic Premium	Catastrophic Premium	Total Premium	Basic Paid Claims	Loss Ratio (Basic)**
2023-2024	\$51,832	\$4,837	\$56,669	\$51,561	99%
2022-2023	\$51,044	\$4,837	\$55,881	\$30,757	60%
2021-2022	\$48,215	\$4,837	\$53,052	\$28,562	59%

**Three-year MLR is 73.39%

Target MLR for Taft College is approximately 40%. Taft's three-year MLR is approximately 73%.

Count and Paid Claims by Class

Counts by Class			
Class	2022-2023	2023-2024	2024-2025*
Class 1 - P	56	152	50
Class 1 - C	21	27	2
Class 2 - P	40	115	3
Class 2 - C	14	39	20
Class - O	9	47	0
Total by years	140	380	75
Grand Total All Years	595		

Approved / Paid Claims by Class			
Class	2022-2023	2023-2024	2024-2025*
Class 1 - P	\$7,870.19	\$18,870.35	\$8,134.64
Class 1 - C	\$12,472.97	\$8,008.29	\$1,497.05
Class 2 - P	\$3,490.09	\$3,098.90	\$837.84
Class 2 - C	\$1,994.47	\$17,529.57	\$6,258.85
Class - O	\$5,376.07	\$3,613.71	\$0.00
Total by years	\$31,203.79	\$51,120.82	\$16,728.38
Grand Total All Years	\$99,052.99		

Class Identifiers		
Class1 Sports (High Risk):	Football, Soccer, Wrestling, Surfing, Gymnastics, Snow Skiing	
Class 2 Sports (Lower Risk):	All Other Sports	
Practice (P) - Athletes	Competition (C) - Athletes	On-Campus (O) - Students

Claims went up 40% from 2022/2023 to 2023/2024.

Top Provider Claims: 2022-2024

Top 10 Provider Utilization				
Billing Provider Name	Provider Setting	Distinct Claim ID Count	Total Paid	In / Out of Network
REGENTS OF THE UNIVERSITY OF CALIFORNIA	Professional	229	\$70,601.30	In Network
BAHAMAS SURGERY CENTER LLC	Facility Outpatient	13	\$16,825.69	In Network
REGENTS OF THE UNIVERSITY OF CALIFORNIA	Ancillary	85	\$6,236.02	In Network
STAR PHYSICAL THERAPY OF SANTA MARIA, INC.	Professional	30	\$2,100.00	In Network
CHADAM ASSOCIATES INC	Professional	50	\$2,066.09	In Network
REGENTS OF THE UNIVERSITY OF CALIFORNIA	Professional	6	\$1,487.01	Out of Network
LONG BEACH MEMORIAL MEDICAL	Facility Outpatient	1	\$1,194.56	In Network
APPLEGATE, GREGORY R	Professional	1	\$879.35	In Network
DYNASPLINT SYSTEMS, INC	Ancillary	5	\$870.00	In Network
CEP AMERICA - CALIFORNIA	Professional	1	\$754.01	In Network
Totals		589	\$152,787.64	

Source: Milliman Data 8/1/22 - 2/28/25

All the utilization is in-network, which is driving significant savings to the plan.

Plan Discount Savings Analysis

Plan Year	Total Billed Charges	Deductible/		Other Insurance Discount Amount	Other Insurance Paid Amount	Anthem Plan Paid	(%) Savings
		Coinsurance	Discount Amount				
2022-2023	\$280,994.91	\$523.00	\$97,836.71	\$140,726.67	\$12,989.74	\$31,203.79	11%
2023-2024	\$250,445.00	\$1,679.01	\$143,295.52	\$37,751.38	\$16,598.27	\$51,120.82	20%
2024-2025*	\$58,487.78	\$0.00	\$35,305.75	\$4,003.78	\$2,449.87	\$16,728.38	29%
Total	\$1,470,748.32	\$824.34	\$328,521.32	\$887,213.79	\$63,991.34	\$191,575.23	13%

*Anthem Data is immature; 8/1/2024-2/28/2025

Anthem discounts continue to provide significant savings to the plan, with nearly \$200K the past three years.

Renewal Options

Proposed Renewal 2025-2026

2024-2025*					
Basic Premium	Catastrophic Premium	Concussion	Total Premium	Basic Paid Claims	Loss Ratio
\$63,000	\$4,837	\$0	\$67,837	\$16,728.38*	27%

*Anthem Data is immature; 8/1/2024-2/28/2025

2025-2026 Renewal Options					
Carrier	Basic Premium	Catastrophic Premium	Concussion	Total Premium	Overall Variance %
Anthem	\$76,000	\$4,837	\$0	\$80,837	19%
Berkley	DTQ	N/A	N/A	N/A	N/A
Wellfleet	\$77,619	\$4,837	\$0	\$82,456	22%
Everest	\$83,360	\$4,837	\$0	\$88,197	24%

Venbrook Student Insurance Recommendation:

Renew with Anthem / SAIN.

- Target Loss Ratio for this program is 40% and the 3-year Medical Loss Ratio (MLR) for Taft College is over 70%.

Value Added Programs

Added Value Programs for Students

Additional voluntary programs for your students at www.studentinsuranceusa.com

Renter's Insurance

- Multiple A Rated carriers in each state, ensuring best coverage, pricing, and availability
- No underwriting questions- all renters approved for coverage at same price
- Immediate proof of coverage
- Unique coverages for bed bugs, biohazard, ID theft, and pet damage
- Competitive compensation



Pet Insurance

- Use any veterinarian in the U.S. or Canada
- No enrollment fee, cancel anytime
- Comprehensive coverage, including sick visits and dental care
- Exam fees are included, which saves you around \$50-\$250 per sick visit.
- Breed-specific issues covered
- Not all providers cover hereditary conditions linked to breed. We do.



Behavioral Health

Opyn: Therapy anytime, anywhere for your students. Whether it's stress, anxiety, depression, or sudden loss, Opyn Live can help. Your students can easily speak with a licensed therapist when they need it most.

Kindly Human: Connecting through shared experiences. Pre-clinical mental health support through Peer connections. Peers are students who have come from all walks of life and have a desire to support others by sharing their own life experiences.



Travel Assistance

Global Medical Assistance: Referrals, prescription replacement assistance & hospital admission coordination.

Global Travel Assistance: Emergency travel arrangements, lost travel documents, lost luggage assistance, legal referrals & translator services.

Global Medical Transportation: Emergency medical evacuation, repatriation, transport of family member, escort of dependent child & return of mortal remains.

Accidental Death & Dismemberment (AD&D)

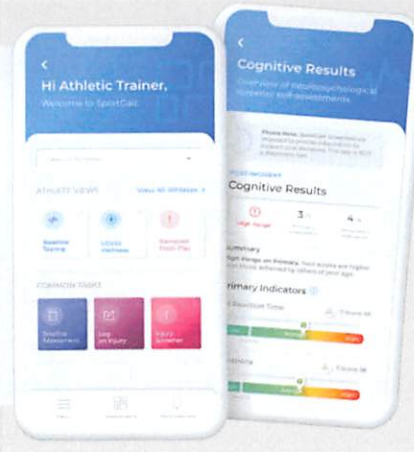


SportsGait Concussion Details



Preserving the game,
while **making it safer.**

Our ever-evolving platform incorporates research validated and up-to-date evaluations. SportGait assists clinicians by providing research supported accurate measurements and intuitive tracking of patient recovery.



SportGait¹ is a digital platform that can be accessed via your personal smartphone app.

- Baseline test takes about 10 minutes in length and is a multi-faceted approach involving neurocognitive and neurobehavioral function assessments.
- Research shows measures included significantly outperform the previous industry standards in their respective spaces.
- The platform assessments include:
 - Neurocognitive
 - BioKinetoGraphing
 - Gait Analysis
 - Balance
 - Vestibular Ocular Motor Screening
 - Mental Health
 - Various sideline assessments
 - Injury journal with guided return-to-play progression.

1. SportGait and Heads Together Health are now NeuroTech Insights. To learn more about this exciting merger, click [HERE](#)

Next Steps / Timeline

- Confirm renewal by 7/1 Plan onboarding dates
- Launch campus training and communications

Post Implementation Feedback

Category	Issue(s) / Status
Policy	Covered benefits were listed as exclusions in the policy upon release (i.e. sports)
Enrollment	Initial file in Fall was submitted after plan effective date; consider issuing earlier to avoid disruption; Risk: students withdrawing before effective date
Enrollment	Wellfleet loaded enrollment by semester dates; must load annually and make updates when final rosters are submitted to avoid lapses in coverage
Marketing/Promotion	Good feedback from students attending sessions; liked 1:1 meetings to review benefits. Anything additional?
Invoicing	Wellfleet's website was down for 60+ days due potential security issues delaying invoicing
Benefits	Discuss benefit maximum on behavioral health visits. Any other feedback?
Network	Any feedback on Cigna network?
Health Center	Any feedback from staff?
Value Add Programs	Discuss greater visibility to programs with students through marketing, e-mails, etc.

Thank you

Protecting students isn't optional. It's essential.

With Venbrook, you get a partner who believes students deserve the best.

Student Accident Insurance Network (S.A.I.N.) Program



Coverage	Membership Benefits	Anthem Exclusive Accident Plan
<ul style="list-style-type: none"> • Coverage under the S.A.I.N. program extends to children in the colleges' childcare facilities whose parents are enrolled in the college. • Limited coverage is extended to "official visitors" to the college who are injured while on the premises. • 100% of the Plan treatment is covered and provided by the Anthem Blue Cross Preferred Provider Network (subject to plan deductible). • The plan provides accidental death benefits and dental injury benefits. 	<ul style="list-style-type: none"> • All participating colleges' claims experiences are pooled together, better-averaging claims with a more stable premium rate structure. • Typically, student and athletic insurance programs base their premium rates on the individual college's claims experience, accounting for violent swings in premiums from year to year. • The S.A.I.N. program's effect minimizes rate changes by leveling the experience over a larger number of insured persons. 	<ul style="list-style-type: none"> • S.A.I.N. is an exclusive national accident insurance program with Anthem for community colleges and 4 year universities in California. Our exclusive partnership provides competitive pricing, a national recognized network, and unsurpassed care to our students.

Anthem.



Student Landscape: Student Athletes

As a follow-up to two NCAA student-athlete well-being studies conducted in 2020, student-athletes continue to report elevated levels of mental health concerns.

The data indicated rates of mental exhaustion, anxiety, and depression have seen little change since fall 2020 and remain 1.5 to two times higher than identified before the COVID-19 pandemic.

When responding to mental health support questions, 69% of women's sports participants and 63% of men's sports participants agreed or strongly agreed that they know where to go on campus if they have mental health concerns.

Under the NCAA constitution, each member school is charged with facilitating an environment that reinforces physical and mental health within athletics by ensuring access to appropriate resources and open engagement with respect to physical and mental health.

But when asked if they would feel comfortable seeking support from a mental health provider on campus, less than half of women's sports and men's sports participants answered that they would agree or strongly agree with that statement (48% and 46%, respectively).

Continuing outreach efforts on campus is one way to try to change the disconnect between knowing where to go if mental health issues arise and feeling comfortable seeking that assistance.

Source: <https://www.ncaa.org/news/2022/5/24/media-center-mental-health-issues-remain-on-minds-of-student-athletes.aspx>

Date: June 16, 2025

Submitted by: Greg Bormann, Interim Vice President of Instruction

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

Subject: Request for Ratification

Board Meeting Date: July 9, 2025

Title of Board Item:

Consultant Agreement with Dr. Vicki Kimbrough as an Educational Consultant

Background:

With this contract for professional services, Dr. Vicki Kimbrough will provide program oversight and administration as well as develop and manage clinical training and partnerships. Dr. Kimbrough will also develop and monitor all program activities to ensure compliance with regulatory requirements.

Board Goal/Accreditation Standard:

SAP 4

Terms (if applicable):

May 22, 2025 – June 30, 2026

Expense (if applicable):

\$100 per Hour (not to exceed 500 hours)

Fiscal Impact Including Source of Funds (if applicable):

CTE Funds.

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 Vickie Kimbrough ("Independent Contractor"). The agreement is effective 5/22/2025

Recitals

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

Medical Assisting Program Director

(and as may be more particularly described in paragraph 3 of terms below).

2. Independent Contractor is an Independent Contractor especially trained and experienced in providing the services described in recital #1 above.
3. The parties have agreed that the Independent Contractor will provide the personal professional services as specified in this Agreement as an Independent Contractor, as available, and not as an employee of the District.

Terms

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Recitals Approved.** The above recitals are true and correct.
2. **Length of Agreement.** Independent Contractor shall provide the services 5/22/2025 through 6/30/2026 All work shall be performed at the discretion of the contractor unless otherwise agreed.
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:
Provide program oversight and administration. Develop and manage clinical training and partnerships. Act as a liaison to ensure community stakeholder engagement. Develop and monitor all program activities to ensure compliance with regulatory requirements and academic standards
4. **Compensation.** Independent Contractor shall be paid the sum of \$ 100 per hour not to exceed 500 hours.
5. **Hold Harmless Agreement.** Any amounts paid under this Agreement constitute the total compensation for all services rendered by Independent Contractor. The Independent Contractor agrees to pay all Social Security and other income taxes which may accrue by reason of this Agreement, and to indemnify, defend, and hold the

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

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

7. **Travel Expenses/Mileage Reimbursement.** The District shall reimburse Independent Contractor for travel expenses/mileage approved in advance at the established rate paid to District employees.

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 30 days prior written notice of such termination.

Executed at Taft California, on the dates shown below.

Date of WKCCD Board Approval:

West Kern Community College District:

Independent Contractor:

By: _____

(Signature)

Dr. Leslie Minor

(Printed Name)

Interim Superintendent/President

(Title)

(Signature)

(Printed Name)

(Email)

Date: June 17, 2025

Submitted by: Greg Bormann, Interim Vice President of Instruction

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

Subject: Request for Ratification

Board Meeting Date: July 9, 2025

Title of Board Item:

Services & Hosting Agreement with Coursedog Inc.

Background:

Coursedog is an academic operations platform that helps colleges build efficient curriculum processes and creates online catalogs with digitized forms and workflows. This technology would allow for enhanced curriculum management through streamline processes. Coursedog integrates with our current student learning outcome software, Insights. Coursedog is offering a 9% discount for the annual software subscription and a 6.4% implementation discount. The special pricing reflects a one time payment of \$259,675.

Board Goal/Accreditation Standard:

SEP 4

Terms (if applicable):

July 1, 2025 – for 5 years

Expense (if applicable):

\$74,672 for the first year including implementation.

Year 2: \$42,923

Year 3: \$45,069

Year 4: \$47,322

Year 5: \$49,689

Fiscal Impact Including Source of Funds (if applicable):

AB1111 funds will be used.

Approved: _____


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

Coursedog, Inc.

228 Park Ave S
PMB 70159
New York, NY 10003



COURSEDOG, INC. SERVICES & HOSTING AGREEMENT

This Services and Hosting Agreement (this “Agreement”) is entered into as of **July 15, 2025** (the “Effective Date”), by and between **COURSEDOG, INC.**, a Delaware corporation having an address at 228 Park Ave S. PMB 70159, New York City, New York 10003 (the “Company”), and **Taft College**, an educational institution having an address at 29 Cougar Ct, Taft, CA 93268 (the “Customer”).

1. Definitions. For purposes of this Agreement, the following terms will have the following meanings:

- a. **“Customer Materials”** means all data, information, and other materials provided by Customer in connection with the Server Programs and/or the Service.
- b. **“Data Protection Laws”** means all applicable laws relating to the processing of the Customer Materials.
- c. **“Derivative Work”** means a new or modified work that is based on or derived from a preexisting work, including, without limitation, a work that, in the absence of a license, would infringe the copyright in such preexisting work or that uses trade secrets or other proprietary information with respect to such preexisting work.
- d. **“Documentation”** means the standard documentation for the Server Programs, as generally provided by Company to its customers, including, without limitation, all user manuals, reference manuals, handbooks, and other documentation therefor.
- e. **“End User”** means any employee, consultant, contractor, or affiliate of Customer who uses the Service and/or the Server Programs.
- f. **“Intellectual Property Rights”** means, on a worldwide basis, any and all now known or hereafter known tangible and intangible statutory and common law rights associated with (a) patents and patent applications; (b) works of authorship, including, without limitation, copyrights, copyright applications, copyright registrations, and “moral rights”; (c) the protection of trade and industrial secrets and confidential information; (d) Trademarks (as defined herein); (e) all other intellectual and industrial property rights of every kind and nature and however designated, whether arising by operation of law, contract, license or otherwise; and (f) divisions, continuations, renewals, and re-issuances of any of the foregoing, now existing or acquired in the future.
- g. **“Server Programs”** means (a) the object code form of those portions of Company’s software that are both designed to be installed and used on a server and provide the functionalities described under “Server Programs” in Exhibit A; (b) the Documentation; and (c) any Updates.

- h. **“Service”** means the services described in Exhibit A, including, without limitation, the service by which software products and services, including, without limitation, the Server Programs, hosted on servers controlled by Company (or a third-party Company contracts with to provide such services), and, as applicable, its designees, are made available through the Internet for remote use by End Users pursuant to the terms and conditions of this Agreement.
- i. **“Trademarks”** means (a) the trademarks, trade names, and service marks used by a party, whether registered or unregistered; (b) the respective stylistic marks and distinctive logotypes for such trademarks, trade names, and service marks; and (c) such other marks and logotypes as either party may designate from time to time in writing.
- j. **“Updates”** means the object code forms of any modifications, error corrections, bug fixes, new releases, or other updates of or to the Server Programs that may be provided or otherwise made available hereunder by Company to Customer during the Term.

2. Grant of License; Restrictions; Data Security.

- a. **Grant of License in Server Programs.** Subject to the terms and conditions of this Agreement and the timely payment of all fees hereunder, Company hereby grants to Customer a non-exclusive, non-transferable (except pursuant to Section 13b), non-sublicensable, non-assignable, limited right and license, during the Term, to access and use the Service Programs as made available by Company through the Service solely in accordance with the Documentation and solely for Customer’s own internal business use and purposes. End Users may only access and use the Server Programs with valid password(s) granted to Customer by Company pursuant to Section 3b. Except as set forth in this Section 2a, no other right or license of any kind is granted by Company to Customer hereunder with respect to the Server Programs. Customer will not permit any unauthorized person to use or gain access to the Service or the Server Programs.
- b. **Restrictions.** Customer hereby acknowledges and agrees that it will not use the Service for any purpose other than the purpose for which Company has developed the Service, and that it will use the Server Programs and the Service in accordance with all applicable laws, rules, and regulations. Except as expressly provided in Section 2a, Customer will not, and except with Company’s prior written consent will not permit any End User or third party to: (i) copy all or any portion of the Server Programs or the Service, (ii) decompile, disassemble or otherwise reverse engineer (except to the extent expressly permitted by applicable law) the Server Programs or the Service, or any portion thereof, or determine or attempt to determine any source code, algorithms, methods, or techniques used or embodied in the Server Programs or Service or any portion thereof, (iii) modify, translate, or create any Derivative Works based upon the Server Programs or the Service, (iv) distribute, disclose, market, rent, lease, assign, sublicense, pledge, or otherwise transfer the Server Programs or the Service, in whole or in part, to any third party, (v) remove or alter any copyright, Trademark, or other proprietary notices, legends, symbols, or labels appearing on or in the Server Programs or the Service or appropriate Company’s Trademark for its own use, (vi) perform, or release the results of, benchmark tests or other comparisons of the Server Programs or the Service with other software or materials, (vii) use the Service in any way that causes, or may cause, damage to the Service or the Server Programs or impairment of the availability or accessibility of the Service, (viii) use the Service in any way that is unlawful, illegal, fraudulent or harmful, or in connection with any unlawful, illegal, fraudulent or harmful purpose or activity, (viii) use the Server Programs for any purpose other than in accordance with the terms and conditions of this

Agreement. In the event of any violation of this Section 2b, Company may immediately terminate this Agreement, and shall be entitled to equitable relief in accordance with Section 7d.

- c. **Data Security and Privacy.** Company will use commercially reasonable efforts and industry accepted methods to insure the reliability and security of the Service. Company is not responsible for unauthorized access to the Customer Materials or the unauthorized use of the Services. Customer is solely responsible for the use of the Service by End Users, any person to whom Customer has allowed access to the Service, and any person who gains access to the Customer Materials as a result of Customer's failure to use reasonable security precautions, even if Customer did not authorize such use. Customer warrants to Company that it has the legal right to disclose the Customer Materials it discloses to Company in connection with this Agreement and the use of the Service. It is not anticipated that Company will have any access to student information or other information covered by the Family Educational Rights and Privacy Act ("FERPA"). At Customer's reasonable request and expense, Company will participate in any audits or inspections conducted by Customer or an auditor designated by Customer in respect of the compliance with Data Protection Laws under this Agreement. If any changes to any Data Protection Laws result in Customer or Company not being in compliance with such law in relation to the processing of the Customer Materials pursuant to this Agreement, then the parties will use their best commercial efforts to agree to such changes as may be necessary to remedy such noncompliance.

3. Deliverables and Services.

- a. **Delivery of Documentation.** Company will (a) deliver the Documentation to Customer according to the delivery terms and conditions set forth in Exhibit A; and (b) assist Customer in the set-up process for accessing and using the Server Programs and/or the Service.
- b. **Customer Passwords.** Company will provide Customer with passwords which Customer must use to access and use the Server Programs and/or the Service. Customer will receive one (1) "Administrator Password" that may be used by Customer's qualified End Users, in accordance with the Documentation, to access certain Customer account information and to obtain and issue individual "User Passwords" for each individual End User who will be accessing the Server Programs and/or the Service. Company and/or its suppliers or licensors will control the issuance of each Administrator Password and Customer will control the issuance of each User Password. Customer (a) hereby acknowledges that it bears sole responsibility for protecting all Administrator Passwords and User Passwords granted in connection with this Agreement; (b) will not provide any such information to any third party; and (c) will remain fully responsible and liable for (and Company will not be responsible or liable for) any unauthorized use of any Administrator Password or User Password.
- c. **Hosting.** During the Term, Company and/or its designees will host and maintain the Server Programs and the Service, and provide access thereto, subject to the terms and conditions of this Agreement, including Exhibit B attached hereto. Company and/or its designees will use commercially reasonable efforts to provide, in connection with the foregoing obligations, system security and backup sources of power; backup of Customer Materials stored on the Service and installation of Server Program Updates and other fixes.
- d. **Updates, Maintenance, and Technical Support.** During the Term, Company will make Updates available to Customer as they are made generally available by Company to its other customers, as well as

maintenance and technical support, in accordance with the terms and conditions set forth in Exhibit A. Any Update provided or made available by Company hereunder will be deemed part of the Server Programs and will be subject to the terms and conditions of this Agreement.

- e. **Further Customer Obligations.** Customer will be solely responsible for accessing the Server Programs and the Service, and for any and all costs and fees in connection with accessing and using the Server Programs and/or the Service, including, without limitation, Internet service provider fees, telecommunications fees, and the costs of any and all equipment used by Customer in connection with the Server Programs and/or the Service. Customer acknowledges that Company shall have no obligation to assist Customer in using or accessing the Server Programs or the Service except as expressly set forth in this Agreement. Customer will be responsible for obtaining and maintaining any equipment and ancillary services necessary to connect to, access, or otherwise use the Service; maintaining the security of such equipment; and all uses of Customer's accounts or equipment with or without Customer's knowledge or consent. Notwithstanding the foregoing, the Company shall have the right to access the Instance (through a support login or otherwise) with permission settings equivalent to the Customer's Super Administrator role configuration in the Instance in order to fully test and provide support to Customer during the Term and Customer agrees to not limit or block such access by Company.

- 4. **Evaluation.** During the Term, Customer may provide Company with written reports ("Reports") which will describe in detail: (a) any errors and difficulties discovered with respect to the Server Program or the Service; (b) the characteristic conditions and symptoms of such errors and difficulties, such that Company may recreate such errors and difficulties; and (c) suggestions, if any, for modification or improvements to the Licensed Software or the Service. All Reports, and all other results and reports of Customer's testing and evaluation of the Server Programs and the Service, will be and remain the sole property of Company. In addition, Company is under no obligation to review or implement suggestions or requests, if any, set forth in the Reports.

5. Fees; Payment; Taxes.

- a. **Fees and Nonpayment.** Customer shall pay to Company license fees ("License Fees") and service fees ("Service Fees" and, collectively with License Fees, the "Fees") in the amounts and according to the terms and conditions set forth in Exhibit A. In the event any Fees remain overdue for thirty (30) days or longer, Company may, without notice, immediately restrict access of Customer to the Server Programs and/or the Service. The following contact provided by the university will receive (and be responsible for managing) all invoices, notices of nonpayment, and other payment-related correspondence (this is generally an individual, procurement office, or another shared inbox):

Name:

Email:

- b. **Interest.** Any amounts payable by Customer to Company hereunder which remain overdue for thirty (30) days or longer shall be subject to interest equal to the lesser of one and one-half percent (1.5%) per month and the maximum amount permitted by law, calculated on a daily basis.
- c. **Taxes.** All prices set forth in this Agreement are in U.S. Dollars and are exclusive of any applicable taxes. Customer shall pay, indemnify, and hold Company harmless from all import and export duties, customs

fees, levies, or imposts, and all sales, use, value added, or other fees, governmental charges, or taxes of any nature (other than taxes on Company's income).

- d. **Group Purchase.** In the event Customer is an agency of a political subdivision of the state in which it is located, or is a member of a higher education purchasing cooperative, Company hereby offers to the other colleges or universities within the same state system or purchasing cooperative (each an "Affiliate Institution"), as licensee, the opportunity to establish an institution specific license with Company under substantially similar terms and conditions as this Agreement. Adjustments may be made to the Term of an Affiliate Institution's license as operational provisions specific to the needs of the Affiliate Institution, such as delivery timing. In order to be effective, any such license shall be confirmed in writing by a separate written agreement between the Affiliate Institution and Company.
- e. **Campus Acquisitions.** This Agreement relates only to Customer's existing campus(es). If Customer builds, acquires or merges with, new campuses, this Agreement may be amended to include the licensing of such additional campuses. Fees will be negotiated at the time of request for expansion of the license to additional campuses.

6. **Proprietary Rights.** As between Company and Customer, Company and its licensors own and retain all right, title and interest, including, without limitation, all Intellectual Property Rights, in and to the Server Programs and the Service and any portions thereof, including, without limitation, any copy or Derivative Work of the Server Programs or Service (or any portion thereof) and any Updates thereto. Customer agrees to take any action reasonably requested by Company to evidence, maintain, enforce, or defend the foregoing. Customer will not take any action to jeopardize, encumber, limit, or interfere in any manner with Company's or its licensors' ownership of and rights with respect to the Server Programs or Service, or any Derivative Work or Update thereof or thereto. Customer will have only those rights in and to the Server Programs and Service and any Derivative Work or Update thereto as are expressly granted to it under this Agreement.

7. **Confidential Information.**

- a. **Confidential Information.** Customer acknowledges that, in the course of using the Server Programs and Service and exercising its rights under this Agreement, it may obtain confidential information relating to the Server Programs, the Service, or Company and its vendors or other licensors (collectively, "Confidential Information"). Such Confidential Information will, as between Customer and Company, belong solely to Company and will include, without limitation, the Server Programs and the Service (including any and all Derivative Works and Updates), all Administrator Passwords, User Passwords, Reports, the existence of and terms of this Agreement, trade secrets, know-how, inventions (whether or not patentable), techniques, processes, programs, ideas, algorithms, formulas, schematics, testing procedures, software design and architecture, computer code, internal documentation, design and functional specifications, product requirements, problem reports, performance information, documents, and other technical business, product, marketing, third party customer, and financial information, plans, and data.
- b. **Use and Disclosure Restrictions.** Customer hereby acknowledges and agrees that the Confidential Information constitutes and contains valuable proprietary information and trade secrets of Company, and embodies substantial creative efforts and confidential information, ideas, and expressions. Customer agrees: (a) to protect the Confidential Information from unauthorized dissemination and use; (b) to use the Confidential Information only for the performance of Customer's obligations and in

connection with the exercise of Customer's rights hereunder; (c) not to disclose any Confidential Information, or any part or parts thereof, to any of its End Users, agents, or contractors other than those End Users who are using the Server Programs and the Service, are aware of the confidentiality obligations imposed by this Section 7, and have entered into written confidentiality agreements with Customer that require such End Users to comply with confidentiality obligations no less restrictive than the requirements set forth in this Section 7; (d) not to disclose or otherwise provide to any third party, without the prior written consent of Company, any Confidential Information or any part or parts thereof; (e) to undertake whatever action is necessary to prevent or remedy (or authorize Company to do so in the name of Customer) any breach of Customer's confidentiality obligations set forth herein or any other unauthorized disclosure of any Confidential Information by its current or former employees, agents, or contractors; (f) not to remove or destroy any proprietary or confidential legends or markings placed upon or contained within the Server Programs or the Service, or on any other Confidential Information provided to Customer by Company; and (g) not to develop any other materials, products, or services containing any of the concepts or ideas contained in the Server Programs or Service or any other Confidential Information.

- c. **Exclusions.** The foregoing restrictions pertaining to the Confidential Information will not apply with respect to any Confidential Information that: (a) was or becomes publicly known through no fault of Customer; (b) was known by Customer before receipt from Company, as evidenced by Customer's contemporaneous written records; (c) becomes known to Customer without confidential or proprietary restriction from a source other than Company that does not owe a duty of confidentiality to Company or any other party with respect to such Confidential Information; or (d) is independently developed by Customer without the use of the Confidential Information, as evidenced by Customer's contemporaneous written records. In addition, Customer may use or disclose Confidential Information to the extent (i) expressly approved by Company in writing; and (ii) Customer is legally compelled to disclose such Confidential Information, provided, however, prior to any such compelled disclosure Customer will cooperate fully with Company in protecting against any such disclosure and/or obtaining a protective order narrowing the scope of such disclosure and/or use of the Confidential Information.
- d. **Equitable Relief.** Customer acknowledges and agrees that, due to the unique nature of the Confidential Information, there can be no adequate remedy at law to compensate Company for the breach of this Section 7 or of Section 2; that any such breach will allow Customer or third parties to compete unfairly with Company resulting in irreparable harm to Company that would be difficult to measure; and, therefore, that upon any such breach or threatened breach thereof, Company will be entitled to injunctive and other appropriate equitable relief (without the necessity of proving actual damages or of posting a bond), in addition to whatever remedies it may have at law, hereunder, or otherwise.

8. Ownership.

- a. **Company Ownership.** Customer acknowledges and agrees that Company owns all right, title, and interest in and to the Service, Service Programs, and Documentation (collectively, "Company Technology") (except for any software licensed by third parties to Company), and that Customer does not acquire any right, title, or interest in or to the Company Technology, except as expressly set forth in this Agreement. Customer further acknowledges and agrees that the Company Technology, and all copies of the Service Programs and Documentation in any form provided by Company or made by Customer are the sole property of Company and/or its suppliers. Customer has no right, title, or interest

in or to the Service Programs or Documentation, or copies thereof, except as provided in this Agreement, and further shall secure and protect all Company Technology consistent with the maintenance of Company's proprietary rights therein. No remarketing, redistribution, or other commercialization of the Company is authorized hereunder. The Company Technology may not be sold, leased, assigned, loaned or otherwise transferred or provided to a third party. Customer will not remove, obscure, or alter Company's copyright notice, Trademarks, or other proprietary rights notices affixed to or contained within any Company software, documentation, or output.

- b. **Customer Ownership.** Company acknowledges and agrees that Customer owns all right, title, and interest in and to the Customer Materials, and that Company does not acquire any right, title, or interest in or to the Customer Materials, except as expressly set forth in this Agreement. No remarketing, redistribution, or other commercialization of the Customer or the Customer Materials is authorized hereunder. Company may not sell, lease, assign, loan or otherwise transfer or provide the Customer Materials to a third party.

9. Representations & Warranties.

- a. **Mutual Representations.** Each party represents and warrants to the other party that the execution, delivery and performance of this Agreement (a) is within its corporate powers; (b) has been duly authorized by all necessary corporate action on such party's part; and (c) does not and will not contravene or constitute a default under, and is not and will not be inconsistent with, any judgment decree or order, or any contract, agreement, or other undertaking, applicable to such party.
- b. **Limited Warranty.** Subject to the limitations set forth in this Agreement, Company represents and warrants to Customer that the Server Programs, when used in accordance with the Documentation, will throughout the Term substantially conform to the functional specifications in such Documentation as delivered to Customer. If Customer finds what it reasonably believes to be a failure of the Server Programs to substantially conform to the functional specifications in the Documentation, and provides Company with a written report that describes such failure in sufficient detail to enable Company to reproduce such failure, Company will use commercially reasonable efforts to correct or provide a workaround for such failure at no additional charge to Customer. COMPANY MAKES NO WARRANTY THAT ACCESS TO OR USE OF THE SERVICE SHALL BE UNINTERRUPTED OR ERROR-FREE. NO ORAL OR WRITTEN INFORMATION OR ADVICE PROVIDED BY COMPANY, ITS AGENTS, OR ITS EMPLOYEES, WILL CREATE ANY WARRANTY OR IN ANY WAY INCREASE THE SCOPE OF THE WARRANTIES EXPRESSLY PROVIDED IN THIS AGREEMENT. This Section 9b states the entire liability of Company and the sole and exclusive remedy of Customer with respect to any express or implied warranties hereunder or otherwise in connection with this Agreement.
- c. **Exclusive Warranty.** THE EXPRESS WARRANTY SET FORTH IN SECTION 9b CONSTITUTES THE ONLY WARRANTY MADE BY COMPANY WITH RESPECT TO THE SERVER PROGRAMS, THE SERVICE, AND ANY OTHER SUBJECT MATTER OF THIS AGREEMENT. COMPANY MAKES NO OTHER, AND HEREBY DISCLAIMS ALL OTHER, REPRESENTATIONS, WARRANTIES, AND CONDITIONS OF ANY KIND, WHETHER EXPRESS, IMPLIED (EITHER IN FACT OR BY OPERATION OF LAW), OR STATUTORY, WITH RESPECT TO THE SERVER PROGRAMS, THE SERVICE, OR ANY OTHER SUBJECT MATTER OF THIS AGREEMENT. COMPANY EXPRESSLY DISCLAIMS ALL WARRANTIES OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT, AND ALL WARRANTIES THAT MAY ARISE FROM COURSE OF DEALING, COURSE OF PERFORMANCE, OR USAGE OF TRADE. COMPANY DOES NOT

WARRANT THAT ANY USE OF OR ACCESS TO THE SERVER PROGRAMS OR THE SERVICE WILL BE ERROR-FREE OR SECURE, OR THAT OPERATION OF THE SERVER PROGRAMS OR THE SERVICE WILL BE UNINTERRUPTED, AND HEREBY DISCLAIMS ANY AND ALL LIABILITY IN CONNECTION THEREWITH. This Section 9c shall be enforceable to the fullest extent allowed by applicable law.

- d. **Defects Not Covered by Warranties.** Company will have no obligations under Section 9b to the extent any nonconformance or failure of, or error in, the Server Programs is caused by: (a) use of any attachment, feature, hardware, software, or device in connection with the Server Programs or the Service; (b) transportation, neglect, or misuse of the Server Programs or the Service, or any use of the Server Programs or the Service not in accordance with this Agreement and/or the Documentation; (c) alteration, modification, or enhancement of the Server Programs or the Service, except as may be performed by Company; or (d) failure to provide a suitable installation or use environment for all or any part of the Server Programs or the Service.

10. Indemnification.

- a. **Indemnity Obligations of Company.** Company will defend any action brought against Customer to the extent it is based on a third party claim that use by Customer of the Server Programs as furnished hereunder, which use is in accordance with the terms and conditions of this Agreement, directly infringes any valid United States patent, copyright, or trade secret. Company will pay any liabilities, costs, damages, and expenses (including reasonable attorney's fees) finally awarded against Customer in such action that are attributable to such claim, provided: (a) Customer notifies Company in writing of any such claim within ten (10) days of learning of such claim; (b) Company has sole control of the defense and all related settlement negotiations; and (c) Customer cooperates with Company, at Company's expense, in defending or settling such claim (provided that Company shall not enter into any settlement or other compromise that materially adversely affects Customer without Customer's written approval, not to be unreasonably withheld, delayed, or conditioned). In addition to the foregoing, Customer agrees to promptly notify Company of any known or suspected infringement or misappropriation of Company's proprietary rights of which Customer becomes aware. Should the Server Programs or the Service become, or be likely to become, in Company's opinion, the subject of any claim of infringement, Company may, at its option: (i) procure for Customer the right to continue using the potentially infringing materials; (ii) replace or modify the potentially infringing materials to make them non-infringing; or (iii) terminate this Agreement and refund to Customer a pro-rated portion of any License Fees paid hereunder.
- b. **Exclusions.** Company will have no liability for, and Customer shall indemnify, defend, and hold Company harmless from and against, any claim based upon: (a) the use, operation, or combination of the Server Programs or the Service with non-Company programs, data, equipment, or documentation if liability would have been avoided but for such use, operation, or combination; (b) use of other than the then-current, unaltered version of the Server Programs or Service; (c) Customer's or its agents' or End Users' activities after Company has notified Customer that Company believes such activities may result in infringement; (d) any modifications to or markings of the Server Programs or the Service that are not specifically authorized in writing by Company; (e) any third party software; (f) any Customer Materials; or (g) Customer's breach or alleged breach of this Agreement. Customer will pay any liabilities, costs, damages, and expenses (including reasonable attorney's fees) finally awarded against Company in such action that are attributable to such claim provided: (i) Company notifies Customer in writing of any such

claim within ten (10) days of learning of such claim; (ii) Customer has sole control of the defense and all related settlement negotiations (provided that Customer will not enter into any settlement or other compromise that materially adversely affects Company without Company's written approval, which will not be unreasonably withheld, delayed, or conditioned); and (iii) Company cooperates with Customer, at Customer's expense, in defending or settling such claim. This Section 10 states the entire liability of Company and the exclusive remedy of Customer with respect to infringement of any intellectual property or other rights, whether under a theory of warranty, indemnity, or otherwise.

11. Limitation of Liability.

- a. **Limited Remedy.** TO THE EXTENT ALLOWED BY APPLICABLE LAW, IN NO EVENT WILL COMPANY OR ITS SUPPLIERS OR LICENSORS BE LIABLE FOR ANY LOSS OF PROFITS, LOSS OF BUSINESS, LOSS OF USE OR DATA, OR INTERRUPTION OF BUSINESS, OR FOR INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES OF ANY KIND OR OTHER ECONOMIC LOSS ARISING FROM OR RELATING TO THIS AGREEMENT OR THE SUBJECT MATTER HEREOF, EVEN IF COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, HOWEVER CAUSED, AND NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY OR LIMITATION OF LIABILITY.
- b. **Maximum Liability.** Notwithstanding anything in this Agreement to the contrary or the failure of essential purpose of any limited remedy or limitation of liability, Company's entire liability arising from or relating to this Agreement or the subject matter hereof, under any legal theory (whether in contract, tort, indemnity or otherwise), will not exceed the amounts actually received by Company from Customer hereunder within the three (3) month period immediately preceding the action that gave rise to the liability.

12. Term and Termination.

- a. **Term.** The period of this Agreement (the "Initial Term") will commence on the Effective Date and continue for an initial period of 5 years. Any subsequent renewal of the Initial Term of this Agreement will be negotiated in good faith on a case-by-case basis (collectively the "Term").
- b. **Termination for Default.** If either party materially defaults in any of its obligations under this Agreement, the non-defaulting part, at its option, shall have the right to terminate this Agreement by written notice to the other party unless, within thirty (30) calendar days after receiving written notice of such default, the defaulting party remedies the default, or, in the case of a default which cannot with due diligence be cured within a period of thirty (30) calendar days, the defaulting party institutes within the thirty (30) day period substantial steps necessary to remedy the default and thereafter diligently prosecutes the same to completion. Notwithstanding anything herein to the contrary, in the event Customer breaches Section 2b and/or Section 7 of this Agreement, Company may immediately terminate this Agreement upon written notice to Customer. Customer will notify Company within twenty-four (24) hours of Customer's becoming aware of any breach (other than by Company) of the terms and conditions of this Agreement, including, without limitation, any breach of Sections 2b or 7.
- c. **Termination for Bankruptcy.** Either party may terminate this Agreement if the other party (a) becomes insolvent; (b) fails to pay its debts or perform its obligations in the ordinary course of business as they mature; (c) is declared insolvent or admits in writing its insolvency or inability to pay its debts or perform its obligations as they mature; or (d) becomes the subject of any voluntary or involuntary

proceeding in bankruptcy, liquidation, dissolution, receivership, attachment, or composition, or makes a general assignment for the benefit of creditors, provided that, in the case of an involuntary proceeding, the proceeding is not dismissed with prejudice within sixty (60) days after the institution thereof. In the event of termination under this Section 12c, Company and Customer agree that the rights granted to Customer under this Agreement are rights in “intellectual property” within the scope of Section 101 (or its successors) of the United States Bankruptcy Code (the “Code”). Customer will have the rights set forth herein with respect to the Server Programs. In addition, Customer, as a licensee of intellectual property rights hereunder, will have and may fully exercise all rights available to a licensee under the Code, including, without limitation, under Section 365(n) or its successors. In the event of a case under the Code involving Company, Customer will have the right to obtain (and Company or any trustee for Company or its assets will, at Customer’s written request, deliver to Customer) a copy of all embodiments (including, without limitation, any work in progress) of any intellectual property rights granted hereunder, including, without limitation, embodiments of any Server Programs or any other intellectual property necessary or desirable for Customer to use or exploit any Server Program or to exercise its rights hereunder. In addition, Company will take all steps reasonably requested by Customer to perfect, exercise and enforce its rights hereunder.

- d. **Effect of Termination.** Upon the expiration or termination of this Agreement, all rights and licenses granted to Customer hereunder will immediately terminate. Within ten (10) days after any termination or expiration of this Agreement, (a) Customer will, at its sole expense, return to Company (or destroy, at Company’s sole election) all Documentation and Confidential Information (and all copies and extracts thereof) then in the possession or under the control of Customer and its current or former employees; and (b) Company will, at its sole expense, return to Customer (or destroy, at Customer’s sole election) all Customer Materials and other confidential information of Customer then in the possession or under the control of Company and its employees or agents. Each party will furnish an affidavit signed by an officer of such party to the other party certifying that, to the best of its knowledge, such delivery or destruction has been fully effected. In the event Customer terminates this Agreement for Company’s breach or alleged breach of this Agreement, Company will provide Customer, at Company’s sole expense, with assistance in making a smooth transition of all Customer Materials and other Customer data to a successor service or solution chosen by Customer. Termination of this Agreement by any party will not act as a waiver of any breach of this Agreement and will not act as a release of either party from any liability for breach of such party’s obligations under this Agreement. Neither party will be liable to the other for damages of any kind solely as a result of terminating this Agreement in accordance with its terms. Either party’s termination of this Agreement will be without prejudice to any other right or remedy that it may have at law or in equity, and will not relieve either party of breaches occurring prior to the effective date of such termination. The provisions of Sections 1, 2b, 5, 6, 7, 8, 9, 10, 11, 12d, 13 and Exhibit A (with respect to amounts accrued but not yet paid), shall survive the expiration or any termination of this Agreement.

13. General Provisions.

- a. **Notices.** Any notice, request, demand or other communication required or permitted hereunder will be in writing, will reference this Agreement, and will be deemed to be properly given: (a) when delivered personally; (b) three (3) days after having been sent by registered or certified mail, return receipt requested, postage prepaid; or (c) two (2) business days after deposit with a nationally recognized overnight express courier, with written confirmation of receipt. All notices shall be sent to the address

set forth below (or to such other address as may be designated by a party by giving written notice to the other party pursuant to this Section 13a):

If To Customer:	If to Company:
Taft College	Coursedog Inc.
29 Cougar Ct	228 Park Avenue S
	PMB 70159
Taft, CA 93268	New York, NY 10003
Attn:	Attn: Ian Whear

- b. **Assignment.** This Agreement may not be assigned, in whole or in part, whether voluntarily, by operation of law, or otherwise, by Customer without the prior written consent of Company. Subject to the preceding sentence, the rights and liabilities of the parties hereto are binding on, and will inure to the benefit of, the parties and their respective successors and permitted assigns. Any attempted assignment other than in accordance with this Section 13b will be null and void.
- c. **Governing Law, Jurisdiction, and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of New York, without reference to its conflicts of law provisions. This Agreement shall not be governed by the United Nations Convention on Contracts for the International Sale of Goods, the application of which is hereby expressly excluded.
- d. **Arbitration.** Company and Customer agree that, should any dispute of any nature arise between them during the Term of this Agreement, they will first attempt in good faith to resolve any such dispute amicably through discussion and negotiation. If a dispute cannot be resolved informally, the parties will exchange their views in writing and will meet and confer in person or by telephone and attempt in good faith to resolve the dispute prior to commencing any legal action. If the foregoing process fails, then any controversy or claim arising out of or relating to this Agreement (other than actions for injunctive relief) will be settled by arbitration before a single arbitrator in New York City, New York, in accordance with the then-prevailing Commercial Arbitration Rules of the American Arbitration Association (or such other body as is mutually agreed upon by the parties), and applying New York state law, or if applicable, U.S. federal law. Such arbitration will be conducted on an expedited basis and in confidence. The arbitrator will be well acquainted with the Internet and software industries, and will not have the power to impose or award indirect, consequential, exemplary, or punitive damages. Notwithstanding the foregoing, either party may seek injunctive or other equitable relief in a court of competent jurisdiction pending the outcome of such arbitration. Judgment upon the award rendered by such arbitration may be entered in any court having jurisdiction.
- e. **Construction.** This Agreement has been negotiated by the parties and their respective counsel. This Agreement will be interpreted fairly in accordance with its terms and without any construction in favor of or against either party.
- f. **Attorney's Fees.** If any legal action, including, without limitation, an action for arbitration or injunctive relief, is brought relating to this Agreement or the breach hereof, the prevailing party in any final judgment or arbitration award, or the non-dismissing party in the event of a dismissal without prejudice, will be entitled to the full amount of all reasonable expenses, including all court costs, arbitration fees and actual attorney fees paid or incurred in good faith.

- g. **Waiver.** The waiver by either party of a breach of or a default under any provision of this Agreement, will be in writing and will not be construed as a waiver of any subsequent breach of or default under the same or any other provision of this Agreement, nor will any delay or omission on the part of either party to exercise or avail itself of any right or remedy that it has or may have hereunder operate as a waiver of any right or remedy.
- h. **Severability.** If the application of any provision of this Agreement to any particular facts or circumstances is held to be invalid or unenforceable by an arbitration panel or a court of competent jurisdiction, then (a) the validity and enforceability of such provision as applied to any other particular facts or circumstances and the validity of other provisions of this Agreement will not in any way be affected or impaired thereby; and (b) such provision will be enforced to the maximum extent possible so as to effect the intent of the parties and reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.
- i. **Relationship of the Parties.** Nothing contained in this Agreement will be deemed or construed as creating a joint venture, partnership, agency, employment, or fiduciary relationship between the parties. Neither party, nor either party's agents, have any authority of any kind to bind the other party in any respect whatsoever, and the relationship of the parties is, and at all times will continue to be, that of independent contractors.
- j. **Force Majeure.** Except for the payment of monies due hereunder, neither party will be responsible or have any liability for any delay or failure to perform to the extent due to unforeseen circumstances or causes beyond its reasonable control, including, without limitation, acts of God, earthquake, fire, flood, embargoes, labor disputes, pandemics and strikes, riots, war, error in the coding of electronic files, Internet, cloud provider or other network "brownouts" or failures, power failures, novelty of product manufacture or other unanticipated product development problems, and acts of civil and military authorities; provided that such party gives the other party prompt written notice of the failure to perform and the reason therefor and uses its reasonable efforts to limit the resulting delay in its performance.
- k. **Public Announcements.** Customer will cooperate with Company so that Company may issue a press release concerning this Agreement; provided, however, Company may not release any such press release without the prior approval of Customer (which will not be unreasonably withheld or delayed). Company will have the right to use Customer's name as a customer reference, and to use Customer's Trademarks (with Customer's approval) on Company's customer lists. Customer will cooperate with Company on a quote testimonial on why they decided to work with Company and if requested, shall participate in a webinar and/or a case study regarding business results.
- l. **Export Controls.** Customer will abide, and contractually require all End Users to abide, by all applicable export laws and regulations in its use of the Server Programs and the Service. None of the Server Programs, and no part of the Service, may be downloaded or otherwise exported or re-exported (a) into any country for which the United States has a trade embargo; or (b) to anyone on the U.S. Treasury Department's list of Specially Designated Nationals or the U.S. Commerce Department's Table of Denial Orders. Customer represents and warrants that it is not located in, under the control of, or a national or resident of any such country or on any such list.

- m. **Captions and Section Headings.** The captions and Section and paragraph headings used in this Agreement are inserted for convenience only and will not affect the meaning or interpretation of this Agreement.
- n. **Counterparts.** This Agreement may be executed in one or more counterparts, with the same effect as if the parties had signed the same document. Each counterpart so executed will be deemed to be an original, and all such counterparts will be construed together and will constitute one Agreement.
- o. **Modification; Subsequent Terms.** No amendment or modification of any provision of this Agreement will be effective unless in writing and signed by a duly authorized signatory of Company and Customer. To the extent that the terms and conditions of the Exhibits hereto or Exhibits to subsequent amendments or modifications of or to the Agreement differ from those herein, those subsequent terms will control the interpretation and any conflict resolution thereof.
- p. **Entire Agreement; Amendment.** This Agreement, including the Exhibit(s) attached hereto, constitutes the entire agreement between the parties concerning the subject matter hereof, and supersedes (a) all prior or contemporaneous representations, discussions, proposals, negotiations, conditions, agreements, and communications, whether oral or written, between the parties relating to the subject matter of this Agreement; and (b) all past courses of dealing and industry custom.

IN WITNESS WHEREOF, the parties have caused this Services and Hosting Agreement to be executed by duly authorized representatives of the parties as of the Effective Date.

TAFT COLLEGE

COURSEDOG, INC.

By: _____

By: _____

Name: _____

Name: Ian Whear

Title: _____

Title: Chief Financial Officer

Date: _____

Date: _____

EXHIBIT A: SERVER PROGRAMS, SERVICES, LICENSE, & SERVER FEES

14. Server Programs. The following software products will be included in the Server Programs. Please refer to the attached Statement of Work for in depth information on each product and the integrations associated as well as Section 16 for additional information about pricing and payment terms. Five (5) years are included in the table for convenience and are only applicable based on the Initial Term in Section 12:

Product Name	Included? (Y/N)	Annual Recurring Service Fee(s)				
		Year 1	Year 2	Year 3	Year 4	Year 5
Curriculum Management	Y	\$30,659	\$32,192	\$33,802	\$35,492	\$37,266
Catalog Management	Y	\$10,220	\$10,731	\$11,267	\$11,831	\$12,422
Total		\$40,879	\$42,923	\$45,069	\$47,322	\$49,689
Service Start Date		07/15/25	07/15/26	07/15/27	07/15/28	07/15/29
Service End Date		07/14/26	07/14/27	07/14/28	07/14/29	07/14/30

15. Services. Company will provide certain installation, implementation, and training Services as follows:

- a. Company will install the Server Programs on standard specified systems, such installation to include the following types of tasks: (i) integration with the campus single sign-on (SSO) techniques and databases, and (ii) set up and deployment, creation of workflows to match campus processes.
- b. Company will implement the solution, which includes the following types of tasks: (i) adjusting the Server Programs to Customer's formatting, (ii) providing output formats and rules, (iii) providing data entry forms, (iv) supporting on-screen presentation of structured information, (iv) depending on Customer's choice of deployment options, either deployed support or hosted support of the solution, for the initial delivery period not to exceed 12 months, (v) while Company typically performs a wide range of customization, the scope and depth of customization is at Company's sole discretion.
- c. The Company has a remote train-the-trainer model for End User roll-out and broader adoption beyond the Customer's implementation team/resources. This translates to the Company providing deep, consultative training and implementation strategy support during the initial onboarding experience (i.e. functional/staff leads are trained on the Server Programs and configuration settings in tandem with the configuration/implementation sessions). Typically, the implementation sessions include at least 9 hours of in-app configuration training. Once the implementation and testing periods are concluded the Customer's implementation team should be fully trained on all aspects of the Service and able to administer training and roll-out for the broader base of End Users independently. As part of the onboarding process the Company will provide the institution with user training guides, assets and access to our external knowledge base in order to facilitate End User enablement.

16. Implementation; Service Fees; Discounts.

- a. **Implementation Fee(s):** a one-time upfront **\$33,793** fee.
- b. **Annual Service Fee(s):** annual payment in accordance with the schedule in Section 14. The Service shall be delivered as of the Effective Date and each Year in the schedule represents a service period starting from the Effective Date.

- c. All payments are due within the later of: (i) thirty (30) days of the Effective date and each subsequent annual anniversary, or (ii) thirty (30) days after Customer's receipt of an invoice from the Company.

Invoice Due Date	Invoice Amount	Description
August 15, 2025	\$259,675	Years 1 - 5 <i>Annual Platform Fee + Implementation Service Fee</i>

EXHIBIT B: TECHNICAL SUPPORT & HOSTING SERVICE LEVEL AGREEMENT

This Exhibit B describes the hosting services, installation assistance, and software maintenance and support services that Company will provide for Customer.

17. Other Exhibit B Definitions.

- a. **“Error”** means any failure of the Server Programs or the Service, as applicable, (i) to conform in any material respect with the Documentation.
- b. **“Error Correction”** means a bug fix, patch, or other modification or addition that brings the Server Programs or the Service, as applicable, into conformity with the Documentation.
- c. **“Priority A Error”** means an Error that renders the Server Programs or the Service, as applicable, inoperative or causes a complete failure of the Server Programs or the Service, as applicable.
- d. **“Priority B Error”** means an Error that substantially degrades the performance of the Server Programs or the Service, as applicable, or materially restricts Customer’s or any End Users’ use of the Server Programs or the Service, as applicable.
- e. **“Priority C Error”** means an Error that causes only minor impact on Customer’s or any End Users’ use of the Server Programs or the Service, as applicable.

18. Error Reporting and Resolution.

- a. **Error Reporting.** Company will provide Customer with a support ticket submission help center for customer support that will be monitored and responsive by Company support resources during normal business hours (8:30 AM to 5:30 PM CST) for the reporting of Errors, excluding nationally recognized holidays.
- b. **Service Error Resolution.** Customer will report all Errors in the Service to Company in sufficient detail, with sufficient explanation of the circumstances under which the Error occurred or is occurring, and will reasonably classify the Error urgency using Company Priority designations (Urgent, High, Medium, Low). IT requirements are low with some hours during implementation on field mapping, SSO and integration testing. After launch updating SSO tokens and redirects is needed is largely the only need for IT resources. Company will use commercially reasonable efforts to correct any Error in the Service reported by Customer in accordance with the priority level actually assigned by Company.
- c. **Priority A Errors.** In the event of a Priority A Error in the Service, Company will, within one (1) hour of receiving Customer’s report, confirm response and begin verification of the Error. Upon verification, Company will use commercially reasonable efforts to provide a workaround for the Service Error within twenty-four (24) hours after receiving Customer’s report of such Error, and an Error Correction within forty-eight (48) hours of receiving Customer’s report. In the event Company requires additional time to correct the Service Error, Company will promptly notify Customer of such and Company and Customer will use their best efforts to determine a mutually agreeable approach to resolving such Error. Company will provide Customer with periodic reports on the status of the Service Error Correction.

- d. **Priority B Errors.** In the event of a Priority B Error in the Service, Company will, within four (4) hours of receiving Customer's report, commence verification of the Error. Upon verification, Company will use commercially reasonable efforts to provide a workaround for the Service Error within forty-eight (48) hours after receiving Customer's report of such Error and an Error Correction within seventy-two (72) hours of receiving Customer's report. In the event Company requires additional time to correct the Service Error, Company will promptly notify Customer of such and Company and Customer will use their best efforts to determine a mutually agreeable approach to resolving such Error. Company will provide Customer with periodic reports (no less frequently than once every eight (8) hours) on the status of the Service Error Correction.
- e. **Priority C Errors.** In the event of a Priority C Error in the Service, Company will, within one (1) business day of receiving Customer's report, commence verification of the Error. Upon verification, Company will use commercially reasonable efforts to provide a workaround for the Service Error within seventy-two (72) hours after receiving Customer's report of such Error. Error Corrections for Priority C Errors will be Error Corrected via the Company's standard release / development cycle. In the event Company requires additional time to correct the Service Error, Company will promptly notify Customer of such and Company and Customer will use their best efforts to determine a mutually agreeable approach to resolving such Error. Company will provide Customer with periodic reports on the status of the Service Error Correction.

19. Hosting. Customer acknowledges that, as of the Effective Date, the Services provided by Company will be performed within the hosted Company Amazon Web Services account environment. In any event, Company will ensure that the Service and all Server Programs will be hosted and operated in a secure fashion and will be available no less than ninety-nine and five-tenths percent (99.5%) of the time (exclusive of scheduled downtime and maintenance), based on a monthly rolling average. Upon learning of any Service interruption, Company will devote all available resources to remedying such interruption. Company will provide Customer with prompt notice of any Service interruption or potential Service interruption, as well as periodic updates during any Service interruption regarding Company's progress in remedying that interruption and the estimated time in which the Service will be restored to normal, uninterrupted operation. Company's obligations under this Section III will be in addition to and exclusive of any of Company's Error resolution obligations hereunder.



Date: June 3, 2025

Submitted by: Greg Bormann, Interim Vice President of Instruction

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

Subject: Request for Approval

Board Meeting Date: July 9, 2025

Title of Board Item:

Everlast Laser Welder Purchase Approval

Background:

The Welding Program is seeking to enhance instructional capacity by incorporating advanced equipment aligned with industry standards. The Everlast Redsabre 2000X Laser Welder with Wire Feeder (EV-LRS2000X) offers modern laser welding capabilities.

Two quotes have been obtained from two different vendors:

- One for the EV-LRS2000X in the amount of \$12,099.00 (excluding tax)
- One for a comparable model from a different vendor in the amount of \$45,900.00 (excluding tax)

Board Goal/Accreditation Standard:

SAP 4 & 6

Terms (if applicable):

N/A

Expense (if applicable):

\$12,099.00 (\$13,097.16 with taxes)

Fiscal Impact Including Source of Funds (if applicable):

Approved: _____



Dr. Leslie Minor, Acting Superintendent/President



J.W. Goodliffe & Son, Inc.
1250 Route 28 Suite 306
Branchburg, NJ 08876-3482
Phone (888) 328-9890
Return Fax # (908) 671-5168

QUOTATION

Date: June 3rd, 2025

Everlast REDSABRE 2000X Laser Welder w/Wire Feeder EV-LRS2000X Price:
\$12,099.00ea

We are pleased to quote on the following welding supply requirements:

Prices quoted do not include taxes or standard ground shipping for orders under \$99 (excluding AK & HI). If you are tax exempt, we ask that you provide us with the email address associated with the account and your tax-exempt certificate that way we can mark your account as tax exempt.

Quote information provided valid until June 5th 2025

Cyberweld provides written quotes as a courtesy only. Due to rapid cost fluctuation in our industry, we can no longer commit to or hold pricing/promotion for longer than 48 hours. All orders are to be placed on our website using credit/debit card or PayPal. If you wish to pay via wire transfer or ACH please call our customer service team at 888.328.9890 for assistance. Please be advised we do not accept PO's, Net terms or personal/business checks as payment. Thank you for the privilege of quoting your business.

888-328-9890

Cyberweld® is a registered service mark of: J.W. Goodliffe & Son, Inc.



Division of Fresno Oxygen

5150 ROSEDALE HWY
BAKERSFIELD, CA 93308

Quote

For Inquires Contact:

Phone: (661) 322-9353

Fax: (661) 634-9001

www.BarnesWeldingSupply.com

5/9/2025

Quote # : 15048984

Page: 1

Customer: TAFT COLLEGE WELDING

Customer #: 85528

Address: 29 COUGAR COURT
TAFT, CA 93268

Terms: NET 60 DAYS

Ship Method: SALES REP

PO #: QUOTE - MILLER LASER

Salesperson: JOSH BRADLEY

Item Number	Qty	UOM	Description	Unit Price	Extended
030 SPECIAL	1.00	EA	MLR 951000109 MILLER OPTX 2KW LASER PKG	45900.000	\$45,900.00
Subtotal					45,900.00
Discount					0.00
Freight					0.00
Delivery					0.00
Total Tax					3,786.75
Grand Total					\$49,686.75

Prices valid for 30 days.*
*Restrictions may apply.
Barnes Welding Supply

DATE: _____ SIGNATURE: _____

DATE: _____ SIGNATURE: _____

BOARD AGENDA ITEM

Date: June 25, 2025

Submitted by: Myisha Cutrona, Student Life and Basic Needs RBE

Area Administrator: Dr. Rashitta Brown Elize, Interim Vice President of Student Services

Subject: Request for Approval

Board Meeting Date: July 9, 2025

Title of Board Item:

Liftango, Carpool Software for TC Students, Staff, and Faculty

Background:

To mitigate the transportation barrier for students, the office of student life and basic needs would like to use a carpool software to facilitate ride sharing between TC students, faculty, and/or staff. This app will be specific to the Taft College community, using a route-matching algorithm to initiate connections amongst the TC users.

Users will be required to log into the app using their Taft College email address only.

Board Goal/Accreditation Standard:

SAP #3

Terms (if applicable):

August 1, 2025 – January 1, 2026

Expense (if applicable):


\$1000/month for 6 months

\$6000 for the term.

Fiscal Impact Including Source of Funds (if applicable):

Basic Needs funds

Approved: _____


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



Carpool Software as a Service Agreement

PARTIES

- 1 **Liftango, Inc.**, a Delaware corporation, with a place of business at 6265 Highway 9, Felton CA ("Supplier" or "Liftango").
- 2 West Kern Community College District, Taft College with a place of business at 29 Cougar Court, Taft, CA, 93268 (**Client**)

SECTION A: AGREEMENT AND KEY DETAILS

AGREEMENT

The Supplier is in the business of providing technology and services to facilitate safe, effective and responsible ridesharing. The Client requires the provision of such technology and services to facilitate ride sharing for its users (e.g. employees or members of its community). Carpooling by Client's users will reduce car use helping to reduce parking pressure and commute emissions. The Supplier agrees to provide, and the Client agrees to subscribe to Supplier's Software as a Service offering, and related services, on the terms of the Agreement.

The Agreement comprises:

- ▲ Section A (Agreement, Key Details and Special Conditions, including this cover page and the signature clauses);
- ▲ Section B (General Terms);
- ▲ Section C (Service Level Agreement).

For the avoidance of doubt, any Key Details and Special Conditions in Section A, and Section C override the terms in Section B to the extent of any inconsistency.

KEY DETAILS

Item	Detail																																																												
Start Date	On the date both parties sign the Agreement																																																												
Initial Term End Date	12 months post Start Date																																																												
Service Details	<p>Description:</p> <p>The Supplier's carpooling technology and services enables clients to facilitate a ridesharing service to their users, allowing users to connect with other users traveling to client sites and arrange the sharing of rides - with the aim of reducing single occupancy vehicle journeys, car parking space demand and emissions.</p> <p>Services:</p> <ul style="list-style-type: none">● Provide and maintain a mobile-based application ride sharing software solution for Client users (the Liftango App);● Provide and maintain all software and back-end hardware to support the operation of the Liftango App;● Provide a web-based administration platform that provides Client with ability to manage service and support users;● BRONZE level support for the program as outlined below with special inclusion of "Access to Real-time data dashboard" <p>Liftango's support tiers</p> <table><thead><tr><th>Features</th><th>Gold</th><th>Silver</th><th>Bronze</th></tr></thead><tbody><tr><td>Set up the application based on information shared by client team.</td><td>✓</td><td>✓</td><td>✓</td></tr><tr><td>Customizable communications content for marketing</td><td>✓</td><td>✓</td><td>✓</td></tr><tr><td>24/7 Support</td><td>✓</td><td>✓</td><td>✓</td></tr><tr><td>Access to support portal</td><td>✓</td><td>✓</td><td>✓</td></tr><tr><td>Access to real-time data dashboard</td><td>✓</td><td>✓</td><td>Monthly Reporting Only</td></tr><tr><td>Service website (if required)</td><td>✓</td><td>✓</td><td>○</td></tr><tr><td>Support in designing initial incentives for the employee base</td><td>✓</td><td>✓</td><td>○</td></tr><tr><td>Account Management meetings to monitor success</td><td>Bi-weekly</td><td>Monthly</td><td>Quarterly</td></tr><tr><td>Review of incentives</td><td>Monthly</td><td>Quarterly</td><td>Annual</td></tr><tr><td>Review of marketing content</td><td>Monthly</td><td>Quarterly</td><td>Annual</td></tr><tr><td>Number in person visits per year to support in marketing / hosting tabling events for staff per network</td><td>2</td><td>4-2 included 1 extra visit for Steamboat under the Silver Package</td><td>0</td></tr><tr><td>Additional zone discount</td><td>15%</td><td>10%</td><td>5%</td></tr><tr><td>Custom reporting for the client, including access to their personal dashboard</td><td>✓</td><td>○</td><td>○</td></tr><tr><td>Customized marketing material</td><td>✓</td><td>○</td><td>○</td></tr></tbody></table>	Features	Gold	Silver	Bronze	Set up the application based on information shared by client team.	✓	✓	✓	Customizable communications content for marketing	✓	✓	✓	24/7 Support	✓	✓	✓	Access to support portal	✓	✓	✓	Access to real-time data dashboard	✓	✓	Monthly Reporting Only	Service website (if required)	✓	✓	○	Support in designing initial incentives for the employee base	✓	✓	○	Account Management meetings to monitor success	Bi-weekly	Monthly	Quarterly	Review of incentives	Monthly	Quarterly	Annual	Review of marketing content	Monthly	Quarterly	Annual	Number in person visits per year to support in marketing / hosting tabling events for staff per network	2	4-2 included 1 extra visit for Steamboat under the Silver Package	0	Additional zone discount	15%	10%	5%	Custom reporting for the client, including access to their personal dashboard	✓	○	○	Customized marketing material	✓	○	○
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Fees and Payment Terms – SaaS Service

Part 1 One Off Payments

Milestone	Fees \$	Invoice Date
Set up fee	\$WAIVED	Start Date
Part 2 SaaS Element – Periodic / Recurring Payments		
Element	Fees (\$)	Invoice Date
Monthly license fee	\$1,000	Start Date and on each anniversary of the Start Date
White Label design and upkeep (if elected)	\$5,000 per annum if elected at any point during the contracting term.	Annually upfront
PART 3 – Call Off Charges (only incurred if resource is specifically requested and sums agreed in advance)		
Related Services	Related Services may be requested by the Client during the term of the Agreement and additional Fees will apply to those services. Other than the Related Services provided as set out in the Key Details, a cost of \$1000 a day per developer (and any additional associated role utilized in delivering the scope of works) applies for requested customizations.	

Additional information	
Email addresses for notice	<p>Supplier</p> <p>legal@liftango.com</p> <p>Client</p> <p>mcutrona@taftcollege.edu</p>
Special Conditions *	<p>The Client will have the ability to exit the contract with no penalty after 6 months from the Start Date of this contract. In order to do this the Client must give Liftango written notice at least 30 days prior to the end of the 6 month period.</p> <p>Client has elected to proceed with a non-white labelled application initially.</p>

This Agreement (including the General Terms and Service Level Agreement overleaf) has been duly executed as follows:

SIGNED for and on behalf of LIFTANGO INC by:))	
		Authorized signatory
Print full name:		
Date:		

SIGNED for and on behalf of Client by:))	
		Authorized signatory
Print full name:		Dr. Leslie Minor, Taft College Superintendents/President
Date:		

SECTION B: GENERAL TERMS

1 INTERPRETATION

1.1 **Definitions:** In this Agreement, the following terms have the stated meaning:

Term	Meaning
Supplier's transport technology Software	the software owned by the Supplier (and its licensors) that is used to provide the SaaS Service.
Agreement	Section A (Agreement, Key Details and Special Conditions, including the cover page and signature clauses), Section B (General Terms), and Section C (Service Level Agreement).
Client's Personnel	has the meaning given to that term in clause 10.5.
Confidential Information	the terms of the Agreement and any information that is not public knowledge and that is obtained from or on behalf of the other party in the course of, or in connection with, the Agreement. The Supplier's Confidential Information includes Intellectual Property owned by the Supplier (or its licensors), including the Supplier's transport technology Software. The Client's Confidential Information includes the Data.
Data	all data, content, and information (including Personal Information) owned, held, used or created by or on behalf of or provided by or through the Client that is stored using, or inputted into, the Services.
Initial Term End Date	the initial term end date set out in the Key Details.
Fees	the fees set out in the Key Details, as updated from time to time in accordance with clause 5.4.
Force Majeure	<p>an event that is beyond the reasonable control of a party and which prevents or delays that party from performing its obligations, excluding:</p> <ul style="list-style-type: none"> ▲ an event to the extent that it could have been avoided by a party taking reasonable steps or reasonable care; or ▲ a lack of funds for any reason.

Intellectual Property Rights	includes copyright and all rights existing anywhere in the world conferred under statute, common law or equity relating to inventions (including patents), registered and unregistered trade marks and designs, circuit layouts, data and databases, confidential information, know-how, and all other rights resulting from intellectual activity. Intellectual Property has a consistent meaning, and includes any enhancement, modification or derivative work of the Intellectual Property.
Key Details	the Agreement specific details set out in Section A of the Agreement.
Objectionable	means being objectionable, defamatory, obscene, harassing, threatening, harmful, or unlawful in any way.
Payment Terms	the payment terms set out in the Key Details.
Personal Information	has the meaning given in the Privacy Act 1974 (US).
Related Services	any related service described in the Key Details and any further services that the Supplier agrees to provide to the Client under the Agreement.
SaaS Service	means the software as a service set out in the Service Description in the Key Details.
Services	the SaaS Service and any Related Service.
Start Date	The start date set out in the Key Details.
Underlying Systems	the Supplier's transport technology Software, IT solutions, systems and networks (including software and hardware) used to provide the Services, including any third-party solutions, systems and networks.
System	the internet site at which the Liftango operations dashboard is accessed and the iOS and Android end user app, or such other system or platform notified to the Client by the Supplier from which Supplier's transport technology Software is accessed.
Year	a 12-month period starting on the Start Date or the anniversary of that date.

1.2 Interpretation: In the Agreement:

- a clause and other headings are for ease of reference only and do not affect the interpretation of the Agreement;
- b words in the singular include the plural and vice versa;
- c a reference to:
 - i a **party** to the Agreement includes that party's permitted assigns;
 - ii **time** is to time in the time zone where the Client is situated, unless specified otherwise;
 - iii **personnel** includes officers, employees, contractors and agents, but a reference to the Client's personnel does not include the Supplier;
 - iv a **person** includes an individual, a body corporate, an association of persons (whether corporate or not), a trust, a government department, or any other entity;
 - v **including** and similar words do not imply any limit; and
 - vi a statute includes references to regulations, orders or notices made under or in connection with the statute or regulations and all amendments, replacements or other changes to any of them; and
- d no term of the Agreement is to be read against a party because the term was first proposed or drafted by that party.

2 SERVICES

2.1 General: The Supplier shall provide the Services:

- a in accordance with the Agreement and US law;
- b exercising reasonable care, skill and diligence; and
- c using suitably skilled, experienced and qualified personnel.

2.2 Non-exclusive: The Supplier's provision of the Services to the Client is non-exclusive. Nothing in the Agreement prevents the Supplier from providing the Services to any other person.

2.3 Availability:

- a Subject to clause 2.3b the Supplier will use reasonable efforts to ensure the SaaS Service is available during service hours, and in accordance with the Service Level Agreement in Section C. However, it is possible that on occasion the SaaS Service may be unavailable to permit maintenance or other development activity to take place, or in the event of Force Majeure. Maintenance will only be carried out in accordance with the Service Level Agreement. The Supplier will use reasonable efforts to publish on the System and notify you by email advance details of any unavailability.
- b Through the use of web services and APIs, the SaaS Service interoperates with a range of third-party service features. Subject to clause 2.3(c) below, the Supplier does not make any warranty or representation on the availability of those features. Without limiting the previous sentence, if a third-party feature provider ceases to provide that feature or ceases to make that feature available on reasonable terms, the Supplier may cease to make available that feature to the Client.
- c If that third party supplies a service feature which is necessary for the continued operation of the Services (**Key Third Party Feature**), and either party becomes aware the Key Third Party Feature is unavailable or is having a detrimental impact on the System, it must notify the other party. The Supplier must use all reasonable endeavors to promptly implement a replacement for the Key Third Party Feature that has equivalent functionality at no additional cost to the Client.
- d To avoid doubt, if the Supplier exercises its right to cease the availability of a third-party feature under clause 2.3(b), the fees payable to the Client will be reduced by a fair

and reasonable amount determined by the Supplier (acting reasonably) having regard to the functionality of the Key Third Party Feature that is no longer being provided until the Supplier has implemented a replacement for that Key Third Party Feature.

2.4 Additional Related Services:

- a The Supplier may, from time to time, make available additional services to supplement the SaaS Service.
- b At the request of the Client and subject to the Client paying the applicable Fees, the Supplier may agree to provide to the Client an additional Related Service on the terms of the Agreement.

3 CLIENT OBLIGATIONS

3.1 General use: The Client and its personnel must:

- a use the Services in accordance with the Agreement solely for:
 - i the Client's own business purposes (which includes use by the Client's Personnel); and limited to the deployment area.
 - ii lawful purposes, and
- b not resell or make available the Services to any third party other than to any third party that is a Client's Personnel, or otherwise commercially exploit the Services.

3.2 Access conditions: When accessing the SaaS Service, the Client and its personnel must:

- a not impersonate another person or misrepresent authorization to act on behalf of others or the Supplier;
- b correctly identify the sender of all electronic transmissions;
- c not attempt to undermine the security or integrity of the Underlying Systems;
- d not knowingly use or misuse, the SaaS Service in any way which may impair the functionality of the Underlying Systems or impair the ability of any other user to use the SaaS Service;

- e not attempt to view, access or copy any material or data other than:

- i that which the Client is authorized to access; and
- ii to the extent necessary for the Client and its personnel to use the SaaS Service in accordance with this Agreement;

- f neither use the SaaS Service in a manner, nor transmit, input or store any Data, that breaches any third party right (including Intellectual Property Rights and privacy rights) or is Objectionable, incorrect or misleading provided that use of the SaaS Service in accordance with the terms of this Agreement will not be a breach of this provision; and

- g comply with any terms of use on the System, as updated from time to time by the Supplier.

3.3 Personnel

- a A breach of any term of the Agreement by the Client's or the Supplier's employees or agents is deemed to be a breach of the Agreement by the Client or the Supplier (as applicable).

3.4 Authorizations

- a The Client is responsible for procuring all licenses, authorizations and consents required for it and the Client's Personnel to use the Services, including to use, store and input Data into, and process and distribute Data through, the Services. For the avoidance of doubt, this clause does not require the Client to obtain licences, authorizations or consents for the SaaS Service or Underlying Systems, which is the Supplier's responsibility.

4 DATA

4.1 Supplier access to Data:

- a The Client acknowledges that:
 - i the Supplier may require access to the Data to exercise its rights and perform its obligations under the Agreement; and

- ii to the extent that this is necessary but subject to clause 7, the Supplier may authorize a member or members of its personnel and any third parties contemplated by clauses 2.3b to access the Data for this purpose (provided that such third parties are bound by obligations in respect of privacy and confidentiality at least equivalent to those set out in this Agreement).
- b The Client must arrange all consents and approvals that are necessary for the Supplier to access the Data as described in clause 4.1a.
- c Without limiting the Client's obligations under this agreement, the Supplier will take all reasonable steps in accordance with best industry practice to:
 - i prevent any loss, corruption and/or destruction of the Data;
 - ii secure any Data, the SaaS Service and the Underlying Systems against unauthorized access; and
 - iii protect against the introduction of security, vulnerabilities, malicious code or bugs into the SaaS Service and Underlying Systems.

4.2 Analytical Data: The Client acknowledges and agrees that:

- a the Supplier may:
 - i use Data and information about the Client's and the Client's end users' use of the Services to generate anonymized and aggregated statistical and analytical data (**Analytical Data**) provided that the Supplier will provide a copy of any Analytical Data to the Client free of charge on request (and the Client may use that Analytical Data for its business purposes); and
 - ii use Analytical Data for the Supplier's internal research and product development purposes

- and to conduct statistical analysis and identify trends and insights; and
 - iii supply Analytical Data to third parties;
- b the Supplier's rights under clause 4.2a above will survive termination of expiry of the Agreement; and
- c title to, and all Intellectual Property Rights in, Analytical Data is and remains the Supplier's property.

4.3 Agent:

- a The Client must obtain all necessary consents from the relevant individual to enable the Supplier to collect, use, hold and process that information in accordance with the Agreement.
- b Subject to clause ii,
 - i The Supplier and the Client must each comply with their respective obligations under US privacy laws in relation to the Data and each party must do all things reasonably necessary or desirable (but without incurring any additional material cost other than as agreed according to sub-clause (ii)) to assist the other party to fulfil its obligations under this clause.
 - ii The parties will engage in good faith discussions concerning costs, timing and implementation of any significant system changes required to be implemented by the Supplier due to changes in applicable US privacy laws.

4.4 Storage of Data: Unless the Client agrees otherwise in writing, the Supplier may store the Data in secure servers in any of the following territories: Australia, New Zealand, United Kingdom, United States of America or the European Union provided that, upon the Client's request, the Supplier must advise the Client in writing of the specific territories in which the data is held from time to time. The Supplier may access that Data (including any Personal Information) from any of the abovementioned locations from time to time and without notice to the Client for any

purpose expressly permitted by this Agreement.

- 4.5 **Indemnity:** The Client indemnifies the Supplier against any liability, claim, proceeding, cost, expense (including the actual legal fees charged by the Supplier's solicitors) and loss of any kind arising from any claim by a third party that any Data infringes the rights of that third party (including Intellectual Property Rights and privacy rights) or that the Data is Objectionable, incorrect or misleading, in each case other than as a result of operations performed on the Data by the SaaS Service or as a result of any breach of this Agreement by the Supplier.

5 FEES

- 5.1 **Fees:** In consideration of the provision of the Services by the Supplier, the Client shall pay the Supplier the Fees.

5.2 Invoicing and payment:

- a The Supplier will provide the Client with valid sales tax invoices on the dates set out in the Payment Terms, or if there are none, monthly in arrears for the Fees due in the previous month.
- b The Fees exclude sales tax, which the Client must pay on taxable supplies under the Agreement.
- c The Client must pay the Fees:
 - i In accordance with the Payment Terms;
 - ii Within 30 days from the date of the relevant invoice; and
 - iii Electronically in cleared funds without any set off or deduction.

- 5.3 **Overdue amounts:** The Supplier may charge interest on overdue amounts. Interest will be calculated from the due date to the date of payment (both inclusive) at an annual percentage rate equal to the corporate overdraft reference rate (monthly charging cycle) applied by the Supplier's primary trading bank as at the due date (or, if the Supplier's primary trading bank ceases to quote that rate, then the rate which in the opinion of the bank is equivalent to that rate in respect of similar overdraft accommodation expressed as a percentage) plus 2% per annum.

5.4 Increases

- a By giving at least 30 days' notice, the Supplier may increase the Fees once each Year (but not the first Year) by the percentage change in the US Consumer Price Index (or similar or equivalent index if that index ceases to be published) over the 12 months preceding the last quarterly publication of that index issued by the US Bureau of Labor Statistics prior to the date of the notice. Fees updated under this clause are deemed to be the Fees listed in the Key Details.
- b If the Client does not wish to pay the increased Fees, it may terminate the Agreement on no less than 10 days' notice, provided the notice is received by the Supplier before the effective date of the Fee increase. If the Client does not terminate the Agreement in accordance with this clause, it is deemed to have accepted the increased Fees.

6 INTELLECTUAL PROPERTY

6.1 Ownership:

- a Subject to clause 6.1b, title to, and all Intellectual Property Rights in, the Services, the System, and all Underlying Systems is and remains the property of the Supplier (and its licensors). The Client must not contest or dispute that ownership, or the validity of those Intellectual Property Rights and the Client indemnifies the Supplier against any liability, claim, proceeding, cost, expense (including the actual legal fees charged by the Supplier's solicitors) and loss of any kind arising from any such claim, content or dispute.
- b Title to, and all Intellectual Property Rights in, the Data (as between the parties) remains the property of the Client. For the term of the Agreement (and subject to clause 7) the Client grants the Supplier a worldwide, non-exclusive, fully paid up, transferable, irrevocable licence to use, store, copy, modify, make available and communicate the Data solely to exercise its rights and perform its obligations in accordance with the Agreement.

6.2 **Know-how:** To the extent owned by the Client, the Client grants the Supplier a royalty-free, transferable, irrevocable and perpetual licence to use, for the Supplier's own business purposes, any know-how, techniques, ideas, methodologies, and similar Intellectual Property used by the Supplier in the provision of the Services.

6.3 **Know-how:** To the extent owned by the Supplier, the Supplier grants the Client a royalty-free, transferable, irrevocable and perpetual licence to use, for the Client's own business purposes, any know-how, techniques, ideas, methodologies, and similar Intellectual Property developed by or with input from the Client as a result of the provision of the Services to the Client (together referred to as **Know-how**) irrespective of whether or not such Know-how is incorporated into the System or the Underlying Systems, but for the avoidance of doubt does not enable the Client to use (nor does it grant any Intellectual Property Rights or proprietary interest in) the System or the Underlying Systems after this Agreement terminates or expires.

6.4 **Feedback:** If the Client provides the Supplier with ideas, comments or suggestions relating to the Services or Underlying Systems (together **feedback**):

- a all Intellectual Property Rights in that feedback, and anything created as a result of that feedback (including new material, enhancements, modifications or derivative works), are owned solely by the Supplier; and
- b the Supplier may use or disclose the feedback for any purpose.

6.5 The Client acknowledges that the SaaS Service may link to third party websites or feeds that are connected or relevant to the SaaS Service. Any link from the SaaS Service does not imply any Supplier endorsement, approval or recommendation of, or responsibility for, those websites or feeds or their content or operators. To the maximum extent permitted by law, the Supplier excludes all responsibility or liability for those websites or feeds.

6.6 **Third party Intellectual Property Rights indemnity**

- a The Supplier indemnifies the Client against any claim or proceeding brought against the Client to the extent

that claim or proceeding alleges that the Client's use of the SaaS Service in accordance with the Agreement constitutes an infringement of a third party's Intellectual Property Rights (**IP Claim**). The indemnity is subject to the Client:

- i promptly notifying the Supplier in writing of the IP Claim;
 - ii making no admission of liability and not otherwise prejudicing or settling the IP Claim, without the Supplier's prior written consent; and
 - iii giving the Supplier complete authority and information required for the Supplier to conduct and/or settle the negotiations and litigation relating to the IP Claim. The costs incurred or recovered are for the Supplier's account.
- b The indemnity in clause 6.6a does not apply to the extent that an IP Claim arises from or in connection with:
- i the Client's use of the SaaS Service other than in permitted by this Agreement and/or any other action or inaction of the Client which has contributed to the IP Claim being made;
 - ii use of the SaaS Service by the Client in a manner or for a purpose not reasonably contemplated by the Agreement or otherwise not authorised in writing by the Supplier; or
 - iii any Data provided by or on behalf of the Client.
- c If at any time an IP Claim is made, or in the Supplier's reasonable opinion is likely to be made, then in defence or settlement of the IP Claim, the Supplier may (at the Supplier's option):
- i obtain for the Client the right to continue using the items which are the subject of the IP Claim; or
 - ii modify, re-perform or replace the items which are the subject of the IP Claim so they become non-infringing.

7 CONFIDENTIALITY

7.1 **Security:** Each party must, unless it has the prior written consent of the other party:

- a keep confidential at all times the Confidential Information of the other party and not use that information for any purpose other than performing its obligations and/or exercising its rights under this Agreement;
- b effect and maintain adequate security measures to safeguard the other party's Confidential Information from unauthorized access or use; and
- c disclose the other party's Confidential Information to its personnel or professional advisors on a *need to know* basis only and, in that case, ensure that any personnel or professional advisor to whom it discloses the other party's Confidential Information is aware of, and complies with, the provisions of clauses 7.1a and 7.1b.

7.2 **Permitted disclosure:** The obligation of confidentiality in clause 7.1 does not apply to any disclosure or use of Confidential Information:

- a required by law (including under the rules of any stock exchange);
- b which is publicly available through no fault of the recipient of the Confidential Information or its personnel;
- c which was rightfully received by a party to the Agreement from a third party without restriction and without breach of any obligation of confidentiality; or
- d by either party if required as part of a *bona fide* sale of its business (assets or shares, whether in whole or in part) to a third party, provided that the relevant party enters into a confidentiality agreement with the third party on terms no less restrictive than this clause 7.

8 WARRANTIES

8.1 **Mutual warranties:** Each party warrants that it has full power and authority to enter into and perform its obligations under the Agreement which, when signed, will

constitute binding obligations on the warranting party.

8.2 **Supplier warranties:** Subject to clause 2.3b regarding the availability of third party features, the Supplier warrants that the SaaS Service will perform in accordance with the features and functionality set out in the product guide provided to the Client as that document may be varied from time to time by agreement between the parties.

8.3 **No implied warranties:** To the maximum extent permitted by law:

- a the Supplier's warranties are limited to those set out in the Agreement, and all other conditions, guarantees or warranties whether expressed or implied by statute or otherwise are expressly excluded and, to the extent that they cannot be excluded, liability is, at the election of the Supplier, limited to:
 - i the amount (if any) you paid to the Supplier for the work or services the subject of the damage, liability or loss; and
 - ii resupply of the work or service the subject of the damage, liability or loss.
- b other than as expressly set out in this Agreement, the Supplier makes no representation concerning the quality of the Services and does not promise that the Services will:
 - i meet the Client's requirements or be suitable for a particular purpose, including that the use of the Services will fulfil or meet any statutory role or responsibility of the Client; or
 - ii be secure, free of viruses or other harmful code, uninterrupted or error free.

9 LIABILITY

9.1 **Maximum liability:** The maximum aggregate liability of the Supplier under or in connection with the Agreement or relating to the Services (other than under the indemnity in clause 6.6 for which the Supplier's liability is limited to \$2 million per event or series of related events), whether in contract, tort (including negligence), breach of statutory

duty or otherwise, must not in any Year exceed an amount equal to the Fees paid by the Client under the Agreement in the previous Year (which in the first Year is deemed to be the anticipated total Fees paid by the Client).

9.2 Unrecoverable loss: *Neither party is liable to the other under or in connection with the Agreement or the Services for any:*

- a *loss of profit, revenue, savings, business, use, and/or data (including Data); or*
- b *consequential, indirect, incidental or special damage or loss of any kind.*

9.3 *Clause 9.2 does not apply to limit the Client's liability to pay the Fees.*

9.4 No liability for other's failure: *Neither party will be responsible, liable, or held to be in breach of the Agreement for any failure to perform its obligations under the Agreement or otherwise, to the extent that the failure is caused by the other party failing to comply with its obligations under the Agreement, or by the negligence or misconduct of the other party or its personnel.*

9.5 Mitigation: *Each party must take reasonable steps to mitigate any loss or damage, cost or expense it may suffer or incur arising out of anything done or not done by the other party under or in connection with the Agreement.*

10 TERM, TERMINATION AND SUSPENSION

10.1 Duration: Unless terminated under this clause 10:

- a the initial term of this Agreement starts on the Start Date and ends on the Initial Term End Date; but
- b at the end of the initial term the Agreement will continue for successive terms of 12 months unless a party gives 60 days notice that the Agreement will terminate on the expiry of the initial term or the then-current term.

10.2 Termination rights:

- a Either party may, by notice in writing to the other party, immediately terminate the Agreement if the other party:
 - i breaches any material provision of the Agreement and the breach is not:
 - ▲ remedied within 20 days of the receipt of a notice from the first party requiring it to remedy the breach; or
 - ▲ capable of being remedied;
 - ii becomes insolvent, liquidated or bankrupt, has an administrator, receiver, liquidator, statutory manager, mortgagee's or chargee's agent appointed, becomes subject to any form of insolvency action or external administration, or ceases to continue business for any reason; or
 - iii is unable to perform a material obligation under the Agreement for 30 days or more due to Force Majeure.
- b If the remedies in clause 6.6c are exhausted without remedying or settling the IP Claim, the Supplier may, by notice to the Client, immediately terminate the Agreement.

10.3 Consequences of termination or expiry:

- a Termination or expiry of the Agreement does not affect either party's rights and obligations that accrued before that termination or expiry.
- b On termination or expiry of the Agreement, the Client must pay all Fees for Services provided in accordance with the Agreement prior to that termination or expiry.
- c Except to the extent that a party has ongoing rights to use Confidential Information, at the other party's request following termination or expiry of the Agreement and subject to clause 10.3d, a party must promptly return to the other party or destroy all

Confidential Information of the other party that is in the first party's possession or control.

- d At any time prior to one month after the date of termination or expiry, the Client may request:
 - i a copy of any Data stored using the SaaS Service, provided that the Client pays the Supplier's reasonable costs of providing that copy. On receipt of that request, the Supplier must provide a copy of the Data in a common electronic form. The Supplier does not warrant that the format of the Data will be compatible with any software; and/or
 - ii anonymization of the Data stored using the SaaS Service, in which case the Supplier must use reasonable efforts to promptly anonymize that Data.

To avoid doubt, the Supplier is not required to comply with this clause 10.3d to the extent that the Client previously requested deletion of the Data.

- e The Supplier will, if requested by the Client, provide reasonable assistance to the Client for a period of up to 3 months from the date of termination or expiry of this Agreement (as determined by the Client) to assist with transition to a replacement service to the Client or any replacement service provider (including assistance with the transfer of Data and the provision of any Intellectual Property referred to in clause 6.3). Such services will be provided to the Client at the Supplier's standard rates at the relevant time.

10.4 Obligations continuing: Clauses which, by their nature, are intended to survive termination or expiry of the Agreement, including clauses 4.4, 6, 7, 9, 10.3, 10.4, 11, 12.5 and 12.10 continue in force.

10.5 Rights to restrict: Without limiting any other right or remedy available to the Supplier, the Supplier may restrict or suspend any of the Client's personnel, contractors, agents and customers (**Client's Personnel**) access to the SaaS Service and/or delete, edit or remove the relevant Data if the Supplier

reasonably considers that the relevant Client's Personnel has:

- a undermined, or attempted to undermine, the security or integrity of the SaaS Service or any Underlying Systems;
- b used, or attempted to use, the SaaS Service:
 - i for improper purposes; or
 - ii in a manner, other than for normal operational purposes, that materially reduces the operational performance of the SaaS Service;
- c transmitted, inputted or stored any Data that breaches, or is likely to breach the Agreement or any third party right (including Intellectual Property Rights and privacy rights), or that is or may be Objectionable, incorrect or misleading; or
- d otherwise materially breached the Agreement.

10.6 Process:

- a The Supplier must notify the Client where it restricts or suspends a Client's Personnel access, or deletes, edits or removes Data, under clause 10.5.
- b In the event of a restriction or suspension under clause 10.5, the parties must work together in good faith to determine the cause, resolve the issue and restore access if agreed to be prudent to do so. The Supplier will provide the Client with all relevant facts to allow it to take appropriate disciplinary action. The Client will keep the Supplier reasonably informed. The Supplier must lift the suspension as soon as the grounds for suspension have been addressed to its reasonable satisfaction.
- c For the avoidance of doubt, the dispute resolution process set out in clause 11 below will apply in the event of a suspension under 10.5, unless the action can be evidenced by the Supplier to amount to a material breach of this Agreement (in which case the Supplier may exercise its rights under clause 10.2).

- d Clause 10.3d will not apply to the extent that it relates to Data deleted or removed under clause 10.6.

11 DISPUTES

- 11.1 In the event of any dispute between the parties which has not been resolved after reasonable attempts by either party to do so, including any continuing dispute relating to the interpretation of any provision of this Agreement, the performance or non-performance by either party hereunder, or the amount of any disputed charges arising hereunder, without prejudice to the right of either party to seek emergency expedited or injunctive relief, then, upon the written request of either party, each of the parties will appoint a designated officer who does not devote substantially all of his or her time to performance under this Agreement, whose task it will be to meet (in a mutually agreed upon manner, i.e., in person, virtual or telephonic) for the purpose of endeavouring to resolve the dispute. The officers will discuss the problem and negotiate in good faith in an effort to resolve the dispute without the necessity of any formal proceeding relating thereto. Except where clearly prevented by the area in dispute, both parties agree to continue performing their respective obligations under this Agreement while the dispute is being resolved unless and until this Agreement expires or is terminated in accordance herewith. Within 30 days of engaging designated officers, either party may declare an impasse in negotiations.

12 GENERAL

- 12.1 **Force Majeure:** Neither party is liable to the other for any failure to perform its obligations under the Agreement to the extent caused by Force Majeure, provided that the affected party:
- a immediately notifies the other party and provides full information about the Force Majeure;
 - b uses best efforts to overcome the Force Majeure; and
 - c continues to perform its obligations to the extent practicable.

Where such failure or delay occurs for a continuous period of 30 days or more then this Agreement may be terminated by either party.

- 12.2 **Rights of third parties:** No person other than the Supplier and the Client has any right to a benefit under, or to enforce, the Agreement.

- 12.3 **Waiver:** To waive a right under the Agreement, that waiver must be in writing and signed by the waiving party.

- 12.4 **Independent contractor:** Subject to clause 4.3, the Supplier is an independent contractor of the Client, and no other relationship (e.g. joint venture, agency, trust or partnership) exists under the Agreement.

12.5 Notices:

Any notice given to a party under or in connection with this agreement shall be in writing and shall be:

- a delivered by hand or by pre-paid first-class post or other next working day delivery service at its registered office (if a company) or its principal place of business (in any other case); or
- b sent by email to the address specified in the Key Details or otherwise notified by the other party for this purpose.

Any notice shall be deemed to have been received:

- (a) if delivered by hand, at the time the notice is left at the proper address;
- (b) if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second business day after posting; or
- (c) if sent by email, at the time of transmission, or, if this time falls outside business hours in the place of receipt, when business hours resume. In this clause business hours means 9.00am to 5.00pm Monday to Friday on a day that is not a public holiday in the place of receipt.

This clause does not apply to the service of any proceedings or any documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

12.6 Severability:

- a If any provision of the Agreement is, or becomes, illegal, unenforceable or invalid, the relevant provision is deemed to be modified to the extent

required to remedy the illegality, unenforceability or invalidity.

- b If modification under clause 12.6a is not possible, the provision must be treated for all purposes as severed from the Agreement without affecting the legality, enforceability or validity of the remaining provisions of the Agreement.
- 12.7 **Variation:** Subject to clause 5.4, any variation to the Agreement must be in writing and signed by both parties.
- 12.8 **Entire agreement:** To the extent permitted by law, this Agreement constitutes the entire agreement between the parties in relation to its subject matter and supersedes any prior agreement of the parties
- 12.9 **Subcontracting and assignment:**
- a The Client may not assign, novate, subcontract or transfer any right or obligation under the Agreement without the prior written consent of the Supplier, that consent not to be unreasonably withheld. The Client remains liable for its obligations under the Agreement despite any approved assignment, subcontracting or transfer. Any assignment, novation, subcontracting or transfer must be in writing.
- b Any change of control of the Client is deemed to be an assignment for which the Supplier's prior written consent is required under clause 12.9a. In this clause **change of control** means any transfer of shares or other arrangement affecting the Client or any member of its group which results in a change in the effective control of the Client.
- 12.10 **Law:** The validity, interpretation, construction and performance of this Agreement shall be governed by and construed in accordance with the substantive laws of the State of Delaware, without giving effect to the principles of conflict of laws of such State. The Supplier and the Client each hereby irrevocably consent to the jurisdiction of the Chancery Court of the State of Delaware for all purposes in connection with any action or proceeding which arises out of or relates to this Agreement and agree that any action instituted under this Agreement shall be brought only in the Chancery Court of the State of Delaware.
- 12.11 **Counterparts:** The Agreement may be signed in counterparts, each of which constitutes an original and all of which constitute the same agreement. A party may enter the Agreement by signing and emailing a counterpart copy to the other party.

SECTION C: SERVICE LEVEL AGREEMENT

Ongoing Service Support

There are multiple layers to our ongoing support, from enabling Client as the primary user support point, through to technical system support, data and reporting and marketing/customer engagement. All support listed below is provided as a standard part of our ongoing subscription fees (quoted in the Payment Terms).

User Support

Supporting Client Administration staff in responding to riders and operational issues regarding the Services. This includes responding to the common user questions around the service, demystification of ridesharing and basic App use. To support Client in this, Liftango has developed a detailed support framework. The framework consists of assets and processes developed over numerous carpool deployments, which would be of value to the support team.

Liftango's ongoing service support is focused on enabling the Client to resolve any technology related issues with the service and for complex user requests (by exception) which cannot be resolved at the Client support level. Liftango establishes a dedicated communications channel (Freshdesk, Slack or operator compatible equivalent) with the Client to ensure communications are quick, seamless and auditable.

Service Levels

- 1) The Liftango App should be online and available for use by Client users 99% of the time (e.g. 99 minutes out of every 100 minutes) within operating hours (6:00am to 7:00pm Monday to Friday).
- 2) Non-critical Changes to the Platform will be performed outside of operating hours.
- 3) Service support levels:

	Platform Service Levels (service priorities defined in table below)				
	1	2	3	4	Request
Response Time (time taken to action)	60 minutes	4 hours	24 hours	5 business days	5 business days
Incident Resolution Time	8 hours	24 hours	2 business days	10 business days	20 business days

Service Priority	Impact Summary
1	Platform or critical function completely unavailable, and no workaround exists.
2	Platform significantly impacted, workaround may exist to provide degraded operational service and/or customer service.
3	Platform somewhat impacted and service unavailable or degraded a small number of customers (workaround may exist to provide degraded operational service and/or customer service).

4	Platform minor impact and service unavailable or degraded for a single customer or user.
Request	A user request for information or advice, or for a standard change (a pre-approved change that is low risk, relatively common and follows a procedure) or for access to an IT service.

Taft College Check Register Report				01-June -25 through 30- June-25				FY 24-25	
78074362	06/02/2025	A002000164Imprint	I0081190 13743215	12620	227	4323	61900	5,045.26	
			I0081198 13804963	31000	423	4310	69100	633.63	
				31000	423	5940	69100	58.07	
			I0081200 13839859	31000	423	4310	69100	252.45	
				31000	423	5940	69100	9.73	
78074363	06/02/2025	A00293918A&B Athletics	I0080998 7255	11000	352	6412	69610	4,106.14	
78074364	06/02/2025	A00327115ABC Occupational Medical Cen	I0081159 EM022305	11000	411	5985	67300	30.00	
78074365	06/02/2025	A00237174Allikas, Krystal A.	I0081118 050125	11000	120	5510	66002	132.30	
78074366	06/02/2025	A00201875Amazon Capital Services	I0081169 1Q9T-RR6W-K6Q3	12679	320	6412	64900	276.00	
			I0081180 1D91-KWJQ-444F	12477	203	6310	61200	23.95	
			I0081182 1QN9-M7XQ-DLD6	12477	203	6310	61200	230.47	
			I0081185 1J9P-HN97-4GPK	12433	314	4310	69800	76.00	
			I0081191 1YNX-7HPK-7JKG	12477	203	6310	61200	43.86	
			I0081199 17RG-RM4V-MPDF	31000	423	4310	69100	97.69	
78074367	06/02/2025	A00200052AP Architects	I0081210 12331	12050	431	6121	65115	2,925.00	
			I0081211 12332	41400	000	6121	71002	3,500.00	
78074368	06/02/2025	A00261766Benco Dental Supply Co.	I0081175 1V742212	12652	205	4311	12042	273.37	
			I0081193 1V766447	12651	205	4311	12042	311.63	
78074369	06/02/2025	A00334171Blindman's Daughter	I0081208 4395	11000	202	5631	60100	1,017.34	
78074370	06/02/2025	A00228756Country Auto & Truck Taft	I0081177 627078	11000	432	4312	67703	1,068.56	
78074371	06/02/2025	A00284319Fertile Earth Nursery and Ga	I0081204 066775	11000	431	4310	65500	236.74	
78074372	06/02/2025	A00350750Giacomini, Michael	I0081165 051425	11000	401	5710	67200	70.42	
78074373	06/02/2025	A00262851Lytte, Steve	I0081157 050425	11000	209	4311	04011	17.26	
78074374	06/02/2025	A00258702Martinson, Larry	I0081187 050625C	31000	423	4310	69100	108.00	
				31000	423	5940	69100	12.00	
78074375	06/02/2025	A00327810Minuteman Press Panorama Cit	I0081173 81766	31000	423	5971	69100	2,130.42	
				31000	423	5940	69100	193.15	
78074376	06/02/2025	A00308756Montgomery Hardware Co.	I0081196 768830	33528	310	6210	69200	530.40	
				33588	310	6210	69200	530.41	
			I0081197 766739	12924	223	6120	60103	2,236.85	
78074377	06/02/2025	A00232377National Association of Coll	I0081170 000008560	31000	423	5210	69100	250.00	
78074378	06/02/2025	A00200498Office Depot	I0081203 419031125001	11000	210	4310	13052	20.85	
				11000	209	4310	04011	72.23	
			I0081205 421477329001	39000	314	4310	64991	58.96	
				12433	314	4310	69800	58.96	
			I0081206 421533153001	39000	314	4310	64991	113.65	
				12433	314	4310	69800	113.65	
			I0081207 422793395001	11000	411	4310	67300	81.72	
78074379	06/02/2025	A00200508P. G. & E.	I0081166 051225	33428	310	5820	69200	54.57	
				33528	310	5820	69200	54.57	
				33588	310	5820	69200	109.12	
78074380	06/02/2025	A00200508P. G. & E.	I0081167 05/12/25	11000	431	5830	65700	20,217.19	
				39000	314	5830	64991	2,203.03	
				12433	314	5830	69800	244.78	
				33428	310	5830	69200	923.05	
				33528	310	5830	69200	923.05	
				33588	310	5830	69200	1,846.08	
78074381	06/02/2025	A00200508P. G. & E.	I0081168 050925	35827	357	5820	69700	454.82	
78074382	06/02/2025	A00200522Pepsi-Cola Company	I0081178 53248005	32000	422	4410	69400	753.26	
78074383	06/02/2025	A00340483SiteOne Landscape Supply, LL	I0081176 153078770-001	41400	000	6221	71002	2,546.95	

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78074384	06/02/2025	A00234793Southwest Signs	I0081174 34583	31000	423	4310	69100	628.00	
78074385	06/02/2025	A00200417Sysco Food Service of Ventur	I0081154 479024152	32000	422	4410	69400	4,968.80	
			I0081155 479024153	32000	422	4411	69400	1,805.72	
				32000	422	4411	69400	481.15	
			I0081156 479009166	32000	422	4411	69400	1,533.72	
			I0081171 479019106	32000	422	4411	69400	381.70	
				32000	422	4411	69400	922.82	
			I0081172 479019104	32000	422	4410	69400	6,035.03	
			I0081181 479019105	12679	320	4410	64900	694.34	
78074386	06/02/2025	A00200423Taft City School District	I0081161 25-112	11000	432	4312	65500	280.89	
				11000	432	5632	65500	410.00	
				39000	314	4312	69800	90.41	
				39000	431	5632	69800	82.00	
				11000	432	4312	65100	919.81	
				11000	432	5632	65100	840.50	
				11000	432	4312	67703	269.01	
				11000	432	5632	67703	287.00	
			I0081162 25-108	39000	314	4312	69800	124.12	
				39000	431	5632	69800	205.00	
				11000	432	4312	67703	123.98	
				11000	432	5632	67703	164.00	
				11000	432	4312	65100	602.25	
				11000	432	5632	65100	492.00	
78074387	06/02/2025	A00200862Taft College Bookstore	I0081179 0025	32000	422	4310	69400	173.20	
78074388	06/02/2025	A00200862Taft College Bookstore	I0081183 0133	11000	202	4310	22013	37.89	
78074389	06/02/2025	A00200862Taft College Bookstore	I0081186 7058	12000	305	4310	64301	173.09	
				12599	309	7605	73200	34.62	
78074390	06/02/2025	A00200862Taft College Bookstore	I0081188 7068	11000	101	4310	66004	576.83	
78074391	06/02/2025	A00200862Taft College Bookstore	I0081194 0099	11000	210	4310	13052	999.35	
78074392	06/02/2025	A00200862Taft College Bookstore	I0081195 0088	11000	110	4310	66003	14.06	
78074393	06/02/2025	A00200862Taft College Bookstore	I0081201 9995.	11000	411	4310	67300	75.76	
78074394	06/02/2025	A00200862Taft College Bookstore	I0081209 0091	12000	311	4310	64200	505.22	
78074395	06/02/2025	A00200832Taft College Foundation	I0081184 051425	31000	423	5970	69100	54.90	
78074396	06/02/2025	A00324752UKG INC	I0081160 300197240	11000	411	5641	67300	3,139.20	
				12571	411	5985	67300	3,873.10	
78074397	06/02/2025	A00243587United Healthcare Insurance	I0081164 JUN 25	11000	412	3350	59100	29,263.32	
78074398	06/02/2025	A00232538Ward's Natural Science	I0081163 8818891144	11000	209	4311	04011	251.32	
78074399	06/02/2025	A00200352Waxie Sanitary Supply	I0081192 83229517	11000	431	4310	65300	822.85	
78074400	06/02/2025	A00286901WinCraft, Incorporated	I0081202 118169	31000	423	4310	69100	1,572.40	
78074401	06/02/2025	A00264391YBP Library Services	I0081189 408995	12477	203	6310	61200	3.75	
78074402	06/03/2025	A00330960Carrillo, Alondra	S0062193	11000		9526		538.45	
78074403	06/03/2025	A00337516Carson, Isabella M.	S0062194	11000		9526		1,000.00	
78074404	06/03/2025	A00336847Gallardo, Jenny	S0062195	11000		9526		934.50	
78074405	06/03/2025	A00348624Myers, Lauren E.	S0062196	11000		9526		276.00	
78074406	06/03/2025	A00337413Navarro, Isabella K.	S0062197	11000		9526		71.45	
78074407	06/03/2025	A00335425Tarin, Rommel J.	S0062198	11000		9526		274.24	
78074408	06/04/2025	A002000164Imprint	I0081219 13830574	31000	423	4310	69100	355.50	
				31000	423	5940	69100	33.43	
78074409	06/04/2025	A00200017A.P.I. Plumbing	I0081230 29968	11000	431	4310	65100	312.85	
			I0081231 29906	41400	000	6221	71002	82.82	
			I0081232 29894	11000	431	4310	65500	112.58	

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78074410	06/04/2025	A00201875Amazon Capital Services	I0081220	1X9Y-K7VR-QNMR	11000	431	4310	65300	309.18	
			I0081228	17GY-Y974-JYYQ	12000	318	4318	64800	157.45	
			I0081229	1C7X-KJNQ-6GDT	11000	352	4318	69610	102.01	
78074410	06/04/2025	A00201875Amazon Capital Services	I0081233	16PR-L7NW-HF16	11000	352	4318	69610	270.88	
			I0081253	1LGR-C3FW-XWPR	12679	320	6412	64900	373.47	
			I0081256	1TPK-YPLV-CWVP	11000	431	4312	65300	42.21	
			I0081261	1J1C-RG1N-6HLY	12620	227	4310	61900	97.17	
			I0081262	17PP-1RPY-6DWG	12000	318	4318	64800	106.06	
			I0081277	1FYN-CMYR-4CM4	11000	212	4311	61100	22.27	
78074411	06/04/2025	A00200052AP Architects	I0081235	12333	12924	223	6221	12030	7,500.00	
78074412	06/04/2025	A00200063Austin's Pest Control, Inc.	I0081258	14186	39000	314	5860	64991	100.00	
78074413	06/04/2025	A00320892Barnes Welding	I0081221	0063582328	31000	423	4310	69100	1,324.12	
			I0081275	0063579511	12649	223	4311	09565	2,561.32	
78074414	06/04/2025	A00353691Bimbo Bakeries USA, Inc.	I0081214	83016790006841	32000	422	4410	69400	144.83	
			I0081280	83016790006776	32000	422	4410	69400	339.00	
78074415	06/04/2025	A00306957Bokelman, Tristan C.	I0081249	051425	12433	314	4310	69800	35.00	
78074416	06/04/2025	A00102126Criss, Sarah V.	I0081246	050525	11000	110	5710	66003	791.71	
78074417	06/04/2025	A00200235Cutrona, Myisha J.	I0081247	052025	12679	320	4410	64900	948.57	
78074418	06/04/2025	A00211453Department of Industrial Rel	I0081269	E2168664SB	11000	431	5631	65100	225.00	
78074419	06/04/2025	A00200238Department of Justice	I0081257	813594	11000	202	1310	04010	32.00	
					12681	223	5990	60103	32.00	
					11000	302	1210	63100	12.80	
					11000	301	1210	64500	12.80	
					11000	301	1210	68900	1.60	
					11000	301	1210	69500	1.60	
					11000	301	1210	71005	1.60	
					11000	301	1210	69200	1.60	
78074420	06/04/2025	A00265229DK&M Property	I0081281	051625A	39000	314	5610	64991	140.00	
78074421	06/04/2025	A00200298Elsevier Health Science	I0081239	77158DG6	31000	423	4110	69100	2,815.73	
78074422	06/04/2025	A00017852Eveland, Michael W.	I0081244	050825	11000	101	5720	66004	562.00	
78074423	06/04/2025	A00200307Farmer Bros. Company	I0081279	90198406	32000	422	4410	69400	1,585.15	
78074424	06/04/2025	A00200308Federal Express Corporation	I0081268	8-863-09307	11000	401	5940	67705	47.23	
78074425	06/04/2025	A00332921Ferrilli	I0081251	SIN010563	11000	113	5510	67801	3,847.50	
78074426	06/04/2025	A00088730Gregory, Jeremy T.	I0081241	050825	11000	101	5720	66004	598.00	
78074427	06/04/2025	A00274675Guevara, Cinthya G.	I0081252	APR 25	12676	351	5710	64900	203.70	
78074428	06/04/2025	A00200712Kern County Supt. of Schools	I0081248	502098	11000	421	5911	67200	813.75	
78074429	06/04/2025	A00280536Kern Trophies	I0081272	78514	31000	423	4317	69100	73.61	
78074430	06/04/2025	A00336291Lagmay, Romeo	I0081242	040325	11000	352	4310	69610	1,477.85	
78074431	06/04/2025	A00325895Linde Gas & Equipment Inc.	I0081240	49820398	11000	205	5641	12042	122.66	
78074432	06/04/2025	A00307058Minor, Leslie B.	I0081243	050825	11000	110	5710	66003	721.64	
78074433	06/04/2025	A00337151Nishiyama, Wesley	I0081250	SPRING 2025	11000	202	5710	60100	1,432.62	
78074434	06/04/2025	A00200498Office Depot	I0081265	422424089001	11000	209	4310	04013	228.71	
					11000	202	4310	60100	15.73	
			I0081266	422023763001	11000	209	4310	04013	59.60	
78074435	06/04/2025	A00200522Pepsi-Cola Company	I0081278	73084008	32000	422	4410	69400	1,024.45	
78074436	06/04/2025	A00200393Sparkletts	I0081217	051025	11000	301	5990	64500	73.94	
78074437	06/04/2025	A00200417Sysco Food Service of Ventur	I0081216	479026592	12679	320	4410	64900	1,297.49	
			I0081222	479026591	32000	422	4410	69400	3,923.16	
			I0081223	479032133	32000	422	4410	69400	5,796.85	
			I0081224	479026593	32000	422	4411	69400	2,595.38	
					32000	422	4411	69400	1,586.08	

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			I0081225	479024154	33429	310	4411	69250	234.83
			I0081226	479024155	33429	310	4410	69200	1,472.22
			I0081267	379957403	32000	422	4411	69400	1,088.47
					32000	422	4411	69400	925.72
78074438	06/04/2025	A00200862Taft College Bookstore	I0081215	8120	11508	301	4310	64500	42.19
78074439	06/04/2025	A00200862Taft College Bookstore	I0081218	0080	11000	205	5990	12042	315.66
78074440	06/04/2025	A00200862Taft College Bookstore	I0081259	6300	12620	227	4310	61900	2,349.68
78074441	06/04/2025	A00200862Taft College Bookstore	I0081260	3057	12649	223	4323	00000	1,033.33
78074442	06/04/2025	A00200862Taft College Bookstore	I0081263	7090	12551	353	4310	64600	500.00
78074443	06/04/2025	A00200862Taft College Bookstore	I0081271	0077	12000	353	4310	64600	577.84
78074444	06/04/2025	A00200862Taft College Bookstore	I0081273	7144.	11508	301	4310	64500	876.24
78074445	06/04/2025	A00200862Taft College Bookstore	I0081274	0111	11508	301	4318	64500	2,766.79
78074446	06/04/2025	A00200282True Value Home Center	I0081234	495465	11000	431	4310	65100	244.08
					11000	431	4310	69800	17.85
			I0081236	495400	35819	357	4310	69700	7,144.50
			I0081237	495406	11000	434	4310	65100	114.99
					11000	431	4310	65100	258.18
					11000	431	4310	65500	312.70
			I0081238	495294	11000	431	4310	65100	40.03
					11000	431	4310	65500	14.06
			I0081254	495213	11000	431	4310	69610	303.64
					35819	357	4310	69700	29.22
78074446	06/04/2025	A00200282True Value Home Center	I0081254	495213	11000	431	4310	65100	23.80
					11000	431	4310	65100	9.96
			I0081255	495038	11000	431	4310	65100	31.71
					11000	431	4310	65100	8.65
					11000	431	4310	65100	29.22
					11000	431	4310	65100	6.81
			I0081276	495405	33588	310	4312	69200	124.45
					33528	310	4312	69200	62.23
					33428	310	4312	69200	62.23
78074447	06/04/2025	A00324752UKG INC	I0081270	101100005638	11000	411	5641	67300	3,087.63
					12010	411	5985	67300	900.00
					12571	411	5985	67300	3,850.00
78074448	06/04/2025	A00336843Valadez, Jose A.	I0081212	051525	12620	227	4410	61900	1,442.92
			I0081213	043025	12620	227	4310	61900	277.05
78074449	06/04/2025	A00200360Westec	I0081227	29191	11450	204	5641	09543	37,642.50
78074450	06/04/2025	A00063469White, Billy D.	I0081245	050825	11000	101	5720	66004	562.00
78074451	06/04/2025	A00200379WKCCD#2 Revolving Fund	I0081264	051425	11000	421	5912	67200	215.07
78074452	06/05/2025	A00335184Espinosa, Angel J.	S0062199		11000		9526		150.00
78074453	06/05/2025	A00335633Garcia, Jesus	S0062203		11000		9526		539.45
78074454	06/05/2025	A00342493Garcia Esquivel, Lucelena	S0062202		11000		9526		150.00
78074455	06/05/2025	A00334717Gonzalez, Emilio	S0062200		11000		9526		150.00
78074456	06/05/2025	A00340750Hodgins, Rhett E.	S0062205		11000		9526		150.00
78074457	06/05/2025	A00332320Mejia, Melanie S.	S0062201		11000		9526		150.00
78074458	06/05/2025	A00304485Rangel, Alyssa J.	S0062204		11000		9526		1,000.00
78074459	06/06/2025	A00201875Amazon Capital Services	I0081317	1YRF-WG4G-3VLH	12477	203	6310	61200	72.44
			I0081318	1PRT-76Q1-CY4J	11000	352	4310	69610	1,021.37
			I0081319	1VK7-JRCY-4TMP	12477	203	6310	61200	282.85
			I0081320	17L3-WYT6-D34G	12477	203	6310	61200	1,040.64
			I0081321	1413-9YXV-YYQH	11000	210	4310	22070	347.93

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			I0081322	1KW7-YGXH-TLNJ	12679	320	6412	64900	205.60
			I0081323	16JR-QJ6C-N7QW	12679	320	6412	64900	577.95
			I0081324	1KX7-P7G7-4QGG	12477	203	6310	61200	446.66
			I0081345	1L7P-P41F-DGHW	12649	223	4310	00000	802.36
			I0081346	1WYN-RDVP-4D4Q	11000	209	4311	17011	250.00
					11000	209	4311	17017	173.26
			I0081348	1GYM-KFJJ-4DCG	31000	423	4310	69100	193.50
78074460	06/06/2025	A00355630Amway Grand Plaza Hotel	I0081290	CRLA072025	12495	319	5710	61900	892.08
78074461	06/06/2025	A00200053Apple Computer Inc.	I0081341	MB72461227	11000	209	6412	17018	167.80
			I0081342	MB72004067	11000	209	6412	17018	73.61
78074462	06/06/2025	A00269441Atkinson, Andelson, Loya, Ru	I0081339	750027	11000	401	5510	67200	956.25
78074463	06/06/2025	A00015850Berry, Wendy J.	I0081284	050225	11000	209	4311	04014	793.49
78074464	06/06/2025	A00211181Bill Nelson Media Group	I0081340	TC250509	12000	115	5641	64900	600.00
78074465	06/06/2025	A00200109Brown & Reich Petroleum, Inc	I0081328	53867	11000	432	4316	65100	253.89
					11000	432	4316	65500	209.02
					11000	431	4316	65500	238.07
			I0081329	53868	39000	314	4316	64991	224.57
					12433	314	4316	69800	224.58
78074466	06/06/2025	A00200181City of Taft	I0081300	59098	39000	314	5850	64991	9.11
78074467	06/06/2025	A00200181City of Taft	I0081301	59103	31000	423	5850	69100	61.65
78074468	06/06/2025	A00230466Classic Charter, Inc.	I0081325	177067	11000	352	5750	69610	2,419.00
78074469	06/06/2025	A00331655Dell Marketing LP	I0081316	10816690568	12679	320	6412	64900	5,764.96
			I0081335	10815968430	12679	320	6412	64900	1,941.40
78074470	06/06/2025	A00332921Ferrilli	I0081288	SIN010180	11000	113	5510	67801	3,610.00
78074471	06/06/2025	A00283264Frontier California Inc.	I0081312	5734051025	11000	431	5840	65700	60.74
78074472	06/06/2025	A00283264Frontier California Inc.	I0081313	5703050725	11000	431	5840	65700	190.95
78074473	06/06/2025	A00350750Giacomini, Michael	I0081292	051825	11000	401	5710	67200	1,383.43
78074474	06/06/2025	A00307514Great River Learning	I0081349	5918549	31000	423	4110	69100	2,142.00
78074475	06/06/2025	A00274675Guevara, Cinthya G.	I0081302	MAY 25	12676	351	5710	64900	75.60
78074476	06/06/2025	A00200662Hobart Corporation	I0081307	36154066	11000	431	5632	69400	466.00
78074477	06/06/2025	A00201122Home Depot Credit Services	I0081289	902460	11000	431	4310	69400	610.31
78074478	06/06/2025	A00337090HOWIES ATHLETIC TAPE	I0081327	INV000312581	11000	352	4310	69610	1,755.06
78074479	06/06/2025	A00343044Ken W Smith Construction, In	I0081294	430-0001 PAY RE	12924	223	6221	12030	47,381.94
78074480	06/06/2025	A00280536Kern Trophies	I0081332	78946	11000	205	5990	12042	379.52
78074481	06/06/2025	A00325895Linde Gas & Equipment Inc.	I0081333	71739835	11000	205	5641	12042	1,011.15
78074482	06/06/2025	A00352916LSA Associates, Inc.	I0081331	199027	11000	401	5510	67200	3,260.00
78074483	06/06/2025	A00289399Milner, Travis D.	I0081350	03/31/25	11000	352	4310	69610	470.92
78074484	06/06/2025	A00348329Nicholas Consulting LLC	I0081293	9	12931	353	5510	64600	2,250.00
78074485	06/06/2025	A00200498Office Depot	I0081330	424610902001	11000	401	4310	67200	109.78
78074486	06/06/2025	A00251929Oja, Michelle E.	I0081158	051325	11000	210	4318	49999	570.30
78074487	06/06/2025	A00200508P. G. & E.	I0081287	05/09/25	11000	431	5820	65700	201.32
78074488	06/06/2025	A00318539Paycor, Inc.	I0081336	INV00070801	12571	411	5985	67300	370.00
78074489	06/06/2025	A00201630Payne, Tiffany A.	I0081297	052725	11508	301	4410	64500	218.02
			I0081298	05/27/25	11508	301	4410	64500	95.17
78074490	06/06/2025	A00347174Rally Factory	I0081291	10604	12681	223	4310	60103	1,494.98
78074491	06/06/2025	A00294296Reed, Nyoka L.	I0081308	050925	11000	202	5710	67500	120.82
78074492	06/06/2025	A00290097Santillian Morales, Elizabet	S0061769		11000		9526		450.00
			S0062060		11000		9526		125.00
78074493	06/06/2025	A00337933Sorenson Communications, LLC	I0081282	PI-000014005	12000	311	5641	64200	1,350.00
78074494	06/06/2025	A00234793Southwest Signs	I0081343	34710	31000	423	4310	69100	388.00
			I0081344	34708	31000	423	4310	69100	334.00

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78074495	06/06/2025	A00200393Sparkletts	I0081304	052725	11000	205	5641	12042	31.63
78074496	06/06/2025	A00200393Sparkletts	I0081305	05/27/25	11000	205	5641	12042	80.30
78074497	06/06/2025	A00303291Sport & Cycle, Inc.	I0081326	230862	11000	352	4310	69610	711.05
78074498	06/06/2025	A00237176SSD Systems	I0080396	R-00581586	31000	423	5880	69100	263.76
78074499	06/06/2025	A00200400Stinson's	I0081315	335318-0	11000	421	4318	67704	1,861.47
78074500	06/06/2025	A00200417Sysco Food Service of Ventur	I0081334	479032184	39000	314	4311	64991	69.85
					12433	314	4311	69800	69.86
78074501	06/06/2025	A00319064T-Mobile USA Inc.	I0081283	061925	12679	320	6412	64900	146.60
			I0081285	06/19/25	11000	431	5840	65100	108.30
78074502	06/06/2025	A00200425Taft College	I0081338	051225	31000	423	7130	69100	15.00
78074503	06/06/2025	A00259618Taft College ASB General	I0081337	202450	11000	601	7130	70990	30,885.00
78074504	06/06/2025	A00336205TPx Communications	I0081286	185585700-0	11000	431	5840	65700	642.29
78074505	06/06/2025	A00329754Valsamides, Nicholas	I0081303	051825	11000	421	5710	67200	715.00
78074506	06/06/2025	A00201575Vohnout, Danielle E.	I0081310	070925	12929	201	5710	60100	400.00
78074507	06/06/2025	A00200352Waxie Sanitary Supply	I0081347	83260835	11000	431	4310	65300	359.42
78074508	06/06/2025	A00294733West Kern Adult Education Ne	I0081299	05312025-A	12603	125	7410	73100	83,305.53
78074509	06/06/2025	A00200355West Kern Water District	I0081295	052225	11000	431	5810	65700	3,853.47
					39000	314	5810	64991	710.34
					12433	314	5810	69800	78.93
78074510	06/06/2025	A00200355West Kern Water District	I0081296	05/22/25	11000	435	5810	65191	14.25
78074511	06/06/2025	A00200355West Kern Water District	I0081306	051525	11000	431	5810	65700	167.25
					39000	314	5810	64991	30.83
					12433	314	5810	69800	3.42
78074512	06/06/2025	A00200355West Kern Water District	I0081311	05/15/25	12682	223	5810	09565	240.77
78074513	06/06/2025	A00200355West Kern Water District	I0081314	05-15-25	33428	310	5810	69200	26.59
					33528	310	5810	69200	26.59
					33588	310	5810	69200	53.17
78074514	06/09/2025	A002000164Imprint	I0081361	13830753	31000	423	4310	69100	113.45
78074515	06/09/2025	A00293918A&B Athletics	I0081366	7499	11000	352	4310	69610	5,277.19
			I0081367	7497	11000	352	4310	69610	10,520.82
78074515	06/09/2025	A00293918A&B Athletics	I0081368	7498	11000	352	4310	69610	2,179.07
			I0081414	7145	11000	352	4310	69612	270.63
					11000	352	4310	69613	270.62
78074516	06/09/2025	A00200023Abate-A-Weed	I0081394	1064142	11000	431	5633	69610	3,337.92
78074517	06/09/2025	A00292936Albertson's Safeway LLC	I0081401	177691052825	32000	422	4410	69400	873.75
78074518	06/09/2025	A00201875Amazon Capital Services	I0081365	196M-JKVY-THKT	11000	113	4311	67801	342.87
			I0081374	1YPL-L69F-94R4	31000	423	4310	69100	36.45
			I0081375	1WJX-CVCP-C1CT	39000	314	5610	64991	75.76
			I0081376	1DTX-1JTL-FQ9R	11000	352	4310	69610	440.55
			I0081381	1XGW-94P9-K6FL	11000	352	4310	69610	1,861.84
			I0081382	1TXF-W66D-7QRY	12477	203	6310	61200	349.05
			I0081385	1LW7-G17N-HJLG	12477	203	6310	61200	160.81
			I0081404	1QQQ-VLYP-7RTL	12477	203	6310	61200	159.20
			I0081412	1CMR-9FQ7-V6TY	12477	203	6310	61200	365.40
			I0081420	1D7R-D9YN-4P3F	12620	227	4310	61900	267.86
78074519	06/09/2025	Cancelled Check							
78074520	06/09/2025	A00200043American Express	I0081380	11005052625	11000	000	7211	00000	21,916.80
78074521	06/09/2025	A00323604AMGC Sports	I0081377	JC955	11000	352	4310	69610	3,655.00
78074522	06/09/2025	A00200053Apple Computer Inc.	I0081360	MB73536108	11000	209	4310	04100	74.69
78074523	06/09/2025	A00320892Barnes Welding	I0081384	0091707634	12560	223	4311	09565	109.08
78074524	06/09/2025	A00353691Bimbo Bakeries USA, Inc.	I0081407	83016790006912	32000	422	4410	69400	87.47

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78074525	06/09/2025	A00321747BrandCo Marketing	I0081399	INV08085290	12573	353	4310	64600	2,417.53
78074526	06/09/2025	A00200134Canon Financial Services, In	I0081364	40525348	31000	423	5612	69100	1,629.50
					33428	310	5612	69200	24.94
					33528	310	5612	69200	24.94
					33588	310	5612	69200	24.94
					33591	310	5612	69200	24.94
					39000	314	5612	64991	275.17
					11000	113	5971	67801	4,238.02
78074527	06/09/2025	A00200161CDW-G	I0081388	AE1D32B	12000	318	6415	64800	423.57
			I0081391	AE2YX9K	12679	320	6412	64900	2,541.43
			I0081392	AE2VK7N	12931	353	6412	64600	1,322.32
			I0081408	AE2ZT3N	12913	113	5641	66002	82,925.03
			I0081409	AE18W5H	11000	352	4318	69610	385.16
			I0081411	AE2JH7R	11000	209	6415	04011	1,627.67
78074528	06/09/2025	A00277845Double D Cleaning Service	I0081419	120	12682	223	5875	09565	600.00
78074529	06/09/2025	A00200307Farmer Bros. Company	I0081400	90198487	32000	422	4410	69400	623.93
78074530	06/09/2025	A00319544FFP Fund V Lesseel, LLC	I0081351	2025-F5L1-00002	11000	431	5830	65700	25,493.38
78074531	06/09/2025	A00200655Henry Schein, Inc.	I0081395	41634552	11000	352	4310	69610	139.31
			I0081396	41506775	11000	352	4310	69610	3,184.04
78074532	06/09/2025	A00227772MBS Textbook Exchange, Inc.	I0081383	47-5496877	31000	423	5940	69100	296.07
			I0081386	ILC4648740	31000	423	4112	69100	2,091.75
			I0081387	IBB4648739	31000	423	4112	69100	3,563.75
78074533	06/09/2025	A00213701MCM Group	I0081405	540237	31000	423	4310	69100	186.84
					31000	423	5940	69100	17.13
78074534	06/09/2025	A00327936Nunez, Cathalyne	I0081398	100	11508	301	5990	64500	200.00
78074535	06/09/2025	A00200498Office Depot	I0081363	421391397001	11000	209	4310	17011	76.84
			I0081370	421266207001	11000	209	4310	04100	40.75
78074536	06/09/2025	A00200508P. G. & E.	I0081357	052925	12682	223	5860	09565	626.26
78074537	06/09/2025	A00202654Pacific West Sound, Inc.	I0081402	INV-04681	11508	301	5646	64500	5,556.18
78074538	06/09/2025	A00318539Paycor, Inc.	I0081403	INV00071317	12571	411	5985	67300	370.00
78074539	06/09/2025	A00200522Pepsi-Cola Company	I0081406	36232003	31000	423	4310	69100	130.93
			I0081410	36232004	32000	422	4410	69400	582.50
78074540	06/09/2025	A00342456Rosales Tree & Lawn Services	I0081372	0052	11000	435	5633	65191	200.00
			I0081373	0053	11000	435	5633	65192	600.00
78074541	06/09/2025	A00307141Ruiz, Christopher J.	I0081415	2425-84	11000	352	5510	69610	500.00
78074542	06/09/2025	A00200816Rydin Decal	I0081397	PS-INV128977	36000	433	4310	69500	1,050.18
78074543	06/09/2025	A00234793Southwest Signs	I0081359	34681	31000	423	4310	69100	1,008.00
78074544	06/09/2025	A00201787Standard Insurance Company	I0081369	JUN 25	11000	411	3410	67300	455.70
					11000	411	3420	67300	1,447.41
78074545	06/09/2025	A00211077Strata Information Group	I0081378	60646	12569	353	5510	64600	1,080.00
78074546	06/09/2025	A00200417Sysco Food Service of Ventur	I0081362	479034815	32000	422	4410	69400	10,234.46
			I0081416	479032186	33429	310	4411	69250	240.90
			I0081417	479032185	33429	310	4410	69200	1,920.65
			I0081418	479042149	32000	422	4411	69400	674.16
					32000	422	4411	69400	244.19
78074547	06/09/2025	A00319064T-Mobile USA Inc.	I0081354	06-19-25	12679	320	6412	64900	82.00
			I0081355	06.19.25	35000	360	6412	67701	55.74
			I0081356	06192025	39000	314	5840	64991	243.44
78074548	06/09/2025	A00200423Taft City School District	I0081353	25-116	11000	432	4312	67703	782.00
					11000	432	5632	67703	697.00
					11000	432	4312	65500	249.74

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					11000	432	5632	65500	246.00
					11000	432	4312	65100	158.27
					11000	432	5632	65100	205.00
					39000	314	4312	64991	61.38
					39000	314	5632	64991	82.00
					11000	223	5890	60103	143.38
78074549	06/09/2025	A00200862Taft College Bookstore	I0081389 .9996		11000	202	4310	60100	833.41
78074550	06/09/2025	A00200862Taft College Bookstore	I0081390 7992		11000	213	4310	11051	20.48
					11000	210	4310	13053	19.36
					11000	210	4310	13052	86.38
					11000	209	4310	04012	19.46
78074551	06/09/2025	A00252942TC Federal Financial Aid Cle	I0081358 060325		11000	353	7130	64600	3,936.00
78074552	06/09/2025	A00232538Ward's Natural Science	I0081371 8819027709		11000	209	4311	19011	1,458.08
78074553	06/09/2025	A00200352Waxie Sanitary Supply	I0081393 83262541		11000	431	4310	65300	319.42
78074554	06/09/2025	A00329149WEX Bank	I0081352 104919212		11000	432	4316	67703	1,962.31
78074555	06/09/2025	A00342788Zide's Sport Shop	I0081379 093916-00		11000	352	4310	69610	1,244.00
78074556	06/11/2025	A002000164Imprint	I0081448 13883334		31000	423	4310	69100	721.04
78074557	06/11/2025	A00355827A-G Sod Farms of Fresno	I0081503 3262797		41400	000	6221	71002	9,456.72
78074558	06/11/2025	A00306660Advanced Data Storage, Inc.	I0081441 0207824		11000	411	5990	67300	97.75
78074559	06/11/2025	A00292936Albertson's Safeway LLC	I0081482 177690052825		33428	310	4310	69200	3.52
					33528	310	4310	69200	3.52
					33588	310	4310	69200	7.02
			I0081485 177689052825		39000	314	4311	64991	79.77
					12433	314	4311	69800	79.77
			I0081486 17768905/28/25		12433	314	4310	69800	507.62
78074560	06/11/2025	A00201875Amazon Capital Services	I0081454 19GW-LPF6-73M1		12931	353	6415	64600	344.24
			I0081501 1FNH-YVJX-1DJ6		11000	352	4310	69610	667.15
			I0081504 13LT-PQ3K-WKGF		31000	423	4310	69100	99.69
78074561	06/11/2025	A00288646Amazon Web Services, Inc.	I0081472 2175855705		11000	113	5644	67801	1,687.06
78074562	06/11/2025	A00200040American Business Machines	I0081432 810392		11000	113	4312	67801	1,387.22
78074563	06/11/2025	A00200063Austin's Pest Control, Inc.	I0081431 MAY 25		12560	223	5860	09565	55.00
78074563	06/11/2025	A00200063Austin's Pest Control, Inc.	I0081496 MAY '25		11000	431	5860	65100	530.00
			I0081497 MAY. 25		11000	435	5860	65192	60.00
			I0081498 MAY. '25		11000	435	5860	65190	40.00
78074564	06/11/2025	A00241336Benefit Trust Company as Tru	I0081435 24/25		11000	412	5990	73900	484,464.00
			I0081436 23/24		11000	412	5990	73900	484,464.00
78074565	06/11/2025	A00355890BigSigns.com, Inc	I0081439 26224		11000	352	4310	69610	4,473.00
78074566	06/11/2025	A00334819Brady Industries	I0081470 10152313		33428	310	4310	69200	308.36
					33528	310	4310	69200	308.36
					33588	310	4310	69200	616.72
78074567	06/11/2025	A00321747BrandCo Marketing	I0081457 INV08157648		12551	353	4310	64600	1,539.28
78074568	06/11/2025	A00200109Brown & Reich Petroleum, Inc	I0081493 54188		39000	314	4316	64991	94.06
					12433	314	4316	69800	94.06
			I0081494 54187		11000	352	4316	69610	280.87
			I0081495 54187.		11000	432	4316	65100	18.68
					11000	431	4316	65500	120.84
78074569	06/11/2025	A00200119C.A. Reding Company, Inc.	I0081492 743157		31000	423	5971	69100	6.89
78074570	06/11/2025	A00328801California Canopy	I0081465 2178		11000	352	4310	69610	6,055.96
78074571	06/11/2025	A00200139Card Integrators	I0081487 00027108		31000	423	4313	69100	54.13
					31000	423	5940	69100	18.00
78074572	06/11/2025	A00200146Carolina Biological Supply C	I0081446 53001656RI		11000	209	4311	04013	1,748.79

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			I0081447	52980486RI	11000	209	4311	04013	3,204.63
78074573	06/11/2025	A00200161CDW-G	I0081444	AE23L6D	31000	423	6412	69100	382.21
78074574	06/11/2025	A00200181City of Taft	I0081427	59096	11000	431	5850	65700	1,845.44
					11000	431	5850	65500	37.66
78074575	06/11/2025	A00200181City of Taft	I0081428	59102	11000	431	5850	65700	137.80
					11000	431	5850	65500	2.81
78074576	06/11/2025	A00200181City of Taft	I0081429	59097	11000	431	5850	65700	8.98
					11000	431	5850	65500	0.18
78074577	06/11/2025	A00200228Dave's Glass Shop	I0081451	4199	12620	227	4310	61900	81.19
78074578	06/11/2025	A00331655Dell Marketing LP	I0081458	10817975063	11000	421	6415	67200	28.82
78074578	06/11/2025	A00331655Dell Marketing LP	I0081459	10809148984	12477	203	6412	61200	1,338.82
78074579	06/11/2025	A00200302Eveland, Sharyn L.	I0081473	MAY 25	12923	301	5510	64900	2,525.00
					12929	201	5510	60100	2,525.00
					12920	201	5510	61900	2,525.00
78074580	06/11/2025	A00332921Ferrilli	I0081488	SIN010994	11000	113	5510	67801	2,612.50
78074581	06/11/2025	A00283264Frontier California Inc.	I0081426	4770060225	11000	435	5840	65192	84.34
78074582	06/11/2025	A00200655Henry Schein, Inc.	I0081507	42031629	11000	352	4310	69610	23.30
78074583	06/11/2025	A00304876Ingram Book Group LLC	I0081453	88467740	31000	423	4310	69100	100.72
					31000	423	5940	69100	9.00
78074584	06/11/2025	A00200712Kern County Supt. of Schools	I0081434	504183	11000	421	5911	67200	612.00
78074585	06/11/2025	A00310598Li, Xiaohong	I0080536	032025	11000	120	5710	67801	38.00
78074586	06/11/2025	A00329896Living Water Treatment, Inc.	I0081456	12739	11000	431	5641	65100	890.00
78074587	06/11/2025	A00200764Martinez, Julian	I0081484	050125	31000	423	4110	69100	389.70
78074588	06/11/2025	A00303163Matchware Inc.	I0081462	000013280	12000	311	5642	64200	1,657.50
78074589	06/11/2025	A00227772MBS Textbook Exchange, Inc.	I0081471	IPR4636012	31000	423	4115	69100	4,595.09
78074590	06/11/2025	A00327810Minuteman Press Panorama Cit	I0081491	81811	31000	423	5971	69100	334.99
					31000	423	5940	69100	22.80
78074591	06/11/2025	A00252523Oak Hall Cap and Gown	I0081463	6007560	31000	423	4310	69100	657.00
78074592	06/11/2025	A00200498Office Depot	I0081440	422952106001	11000	301	4310	64500	340.61
			I0081455	422167138001	33588	310	4310	69200	2,041.74
					33428	310	4310	69200	1,020.87
					33528	310	4310	69200	1,020.87
			I0081499	424681204001	39000	314	4310	64991	90.38
					12433	314	4310	69800	90.39
78074593	06/11/2025	A00200505OT Cookhouse & Saloon	I0081489	200-TCSL-525	11508	301	4410	64500	6,257.63
78074594	06/11/2025	A00200508P. G. & E.	I0081425	053025	11000	431	5820	65700	182.26
78074595	06/11/2025	A00200518Pearson Education	I0081483	28689250	31000	423	4110	69100	2,540.82
78074596	06/11/2025	A00200522Pepsi-Cola Company	I0081502	65602001	32000	422	4410	69400	589.40
78074597	06/11/2025	A00355708Proforma Solutions for Print	I0081460	B788015853B	31000	423	4310	69100	416.12
					31000	423	5940	69100	24.68
78074598	06/11/2025	A00317424Quadient Finance USA, Inc.	I0081437	1244053025	11000	423	5950	69100	1,500.00
78074599	06/11/2025	A00200991Rowden, Tiffany L.	I0081423	060425	11000	411	5710	67300	169.26
78074600	06/11/2025	A00238748RR Donnelley	I0081506	260759532	31000	423	4321	69100	245.73
					31000	423	5940	69100	78.56
78074601	06/11/2025	A00200487Sierra School Equipment Co.	I0081438	420509	11000	202	6411	60100	1,665.97
78074602	06/11/2025	A00200393Sparkletts	I0081445	052925	11000	113	4310	67801	194.90
78074603	06/11/2025	A00200417Sysco Food Service of Ventur	I0081512	479049420	32000	422	4410	69400	5,242.68
			I0081513	479051858	32000	422	4411	69400	858.13
					32000	422	4411	69400	663.57
78074604	06/11/2025	A00200419T.C. Clearing Account	I0081474	100124	11000	421	5912	67200	7,710.96
78074605	06/11/2025	A00200419T.C. Clearing Account	I0081475	120124	11000	421	5912	67200	2,854.99

Taft College Check Register Report							01-June -25 through 30- June-25			FY 24-25	
78074606	06/11/2025	A00200419T.C. Clearing Account	I0081476	020125	11000	421	5912	67200	11,617.56		
78074607	06/11/2025	A00200419T.C. Clearing Account	I0081477	030125	11000	421	5912	67200	6,592.91		
78074608	06/11/2025	A00200419T.C. Clearing Account	I0081478	040125	11000	421	5912	67200	2,565.27		
78074609	06/11/2025	A00200419T.C. Clearing Account	I0081515	050125	11000	421	5912	67200	3,231.17		
78074610	06/11/2025	A00259618Taft College ASB General	I0081481	051325	11000	352	5710	69616	5,288.52		
78074610	06/11/2025	A00259618Taft College ASB General	I0081481	051325	11000	352	5210	69616	350.00		
					11000	352	5710	69618	9,301.19		
					11000	352	5710	69611	7,715.27		
					11000	352	5210	69611	115.00		
78074611	06/11/2025	A00200862Taft College Bookstore	I0081449	7154	11000	352	5710	69614	3,631.00		
					12649	223	4310	00000	1,318.49		
					12620	227	4310	61900	294.42		
					12649	223	4311	09565	2,424.50		
78074612	06/11/2025	A00200862Taft College Bookstore	I0081467	6871	12620	227	4310	61900	294.42		
78074613	06/11/2025	A00200862Taft College Bookstore	I0081468	0073	12649	223	4311	09565	2,424.50		
78074614	06/11/2025	A00200862Taft College Bookstore	I0081479	060525-BKST	31000	423	5912	69100	23,535.45		
78074615	06/11/2025	A00200862Taft College Bookstore	I0081490	0624	11000	353	4110	64600	1,364.64		
78074616	06/11/2025	A00200832Taft College Foundation	I0081508	061025	31000	423	4110	69100	1,222.11		
78074617	06/11/2025	A00200432Taft Union High School	I0081464	25-019	11508	301	5990	64500	1,216.44		
78074618	06/11/2025	A00256341Terminix Commercial	I0081430	460179201	33428	310	5860	69200	99.50		
78074619	06/11/2025	A00277179The Lincoln Electric Company	I0081450	0913849430	33528	310	5860	69200	99.50		
					33588	310	5860	69200	199.00		
					12682	223	4311	09565	2,004.79		
					31000	423	4321	69100	547.87		
78074620	06/11/2025	A00210209ULINE	I0081452	192493329	31000	423	4321	69100	547.87		
78074621	06/11/2025	A00200338Verizon Wireless	I0081422	6114880779	31000	423	5940	69100	118.83		
					11000	357	5840	69700	140.80		
					31000	423	4110	69100	131.37		
					11000	431	5810	65700	232.52		
78074622	06/11/2025	A00312920Vital Source	I0081461	VST-11479-R-MAY	31000	423	4110	69100	131.37		
78074623	06/11/2025	A00200355West Kern Water District	I0081509	060525	11000	431	5810	65700	232.52		
78074624	06/11/2025	A00200355West Kern Water District	I0081511	06/05/25	39000	314	5810	64991	42.86		
					12433	314	5810	69800	4.77		
					11000	435	5810	65192	247.96		
					31000	423	4321	69100	53.12		
78074625	06/11/2025	A00275443WestAir Gases & Equipment In	I0081466	0080669124	31000	423	4321	69100	53.12		
78074626	06/11/2025	A00200360Westec	I0081505	29193	11450	204	5641	09543	37,642.50		
78074627	06/11/2025	A00201081Westside Waste Management Co	I0081421	73907	39000	314	5850	64991	79.55		
78074628	06/11/2025	A00201225White, Jessica R.	I0081424	060425	11000	431	5850	65700	6,269.69		
					12433	314	5850	69800	95.60		
					39000	314	5850	64991	541.71		
					12560	223	5850	09565	141.96		
78074629	06/11/2025	A00200379WKCCD#2 Revolving Fund	I0081469	060325	11000	411	5710	67300	150.78		
78074630	06/11/2025	A00271281WKCCD-Taft College Grant Cle	I0081433	060525	11004	000	5425	00000	33.17		
78074630	06/11/2025	A00271281WKCCD-Taft College Grant Cle	I0081433	060525	11000	000	7211	00000	113.32		
78074630	06/11/2025	A00271281WKCCD-Taft College Grant Cle	I0081480	06052025	11000	000	7211	00000	113.32		
78074630	06/11/2025	A00271281WKCCD-Taft College Grant Cle	I0081480	06052025	32000	422	5912	64900	69.00		
78074631	06/11/2025	A00354789Worldwide Express Operations	I0081510	250608W004961	31000	423	5940	69100	1,073.24		
78074632	06/11/2025	A00355718Zenith Technical Innovations	I0081442	3800	11000	352	4312	69610	586.40		
78074633	06/12/2025	A00200017A.P.I. Plumbing	I0081541	29941	35827	357	5631	69700	5,110.00		
78074634	06/12/2025	A00200243Blick Art Materials	I0081522	5440998	11000	213	4311	10023	2,254.71		
78074635	06/12/2025	A00354118Bormann, Gregory	I0081543	060825	12649	223	5710	60103	1,862.11		
78074636	06/12/2025	A00334411Cuevas, Jay J.	I0081539	051525	12000	303	7606	73200	100.99		
78074637	06/12/2025	A00200307Farmer Bros. Company	I0081535	90198572	32000	422	4410	69400	507.32		
78074638	06/12/2025	A00200308Federal Express Corporation	I0081520	8-887-91754	11000	401	5940	67705	47.12		
78074639	06/12/2025	A00040528Gardner, Gina L.	I0081530	06/06/25	11000	205	5710	12042	1,687.16		
78074640	06/12/2025	A00350750Giacomini, Michael	I0081533	061025	11000	401	5710	67200	50.96		
78074641	06/12/2025	A00337165Lopez, Jaime	I0081542	060825	12649	223	5710	60103	1,629.76		

Taft College Check Register Report			01-June -25 through 30- June-25					FY 24-25	
78074642	06/12/2025	A00200498Office Depot	I0081528	423048302001	11000	302	4310	63100	255.18
78074643	06/12/2025	A00200508P. G. & E.	I0081527	060525	11000	435	5830	65192	676.06
					11000	435	5820	65192	34.38
78074644	06/12/2025	A00200508P. G. & E.	I0081538	060825	11000	435	5830	65191	2.15
					11000	435	5820	65191	0.01
78074645	06/12/2025	A00200522Pepsi-Cola Company	I0081534	20145002	32000	422	4410	69400	802.30
78074646	06/12/2025	A00285838Sammy's Detail	I0081517	3004	11000	431	5632	65700	300.00
			I0081518	3004.	39000	314	5632	64991	245.00
			I0081519	.3004	12560	223	5632	09565	180.00
78074647	06/12/2025	A00340483SiteOne Landscape Supply, LL	I0081521	153078770-002	11000	431	4310	65100	41.49
78074648	06/12/2025	A00200393Sparkletts	I0081525	061125	11000	301	5990	64500	100.81
78074649	06/12/2025	A00200417Sysco Food Service of Ventur	I0081516	479049458	33429	310	4410	69200	2,105.56
			I0081536	479056436	32000	422	4410	69400	865.72
			I0081537	479056437	32000	422	4411	69400	153.37
					32000	422	4411	69400	437.19
					32000	422	5940	69400	0.01
78074650	06/12/2025	A00259618Taft College ASB General	I0081544	022625	11000	352	5750	69615	7,374.00
					11000	352	5750	69613	6,429.00
					11000	352	5210	69613	405.00
					11000	352	5750	69612	4,395.00
					11000	352	5210	69612	200.00
					11000	352	5750	69617	4,219.55
					11000	352	5210	69610	200.00
78074651	06/12/2025	A00200862Taft College Bookstore	I0081526	061025-BKST	31000	423	5912	69100	1,367.39
78074652	06/12/2025	A00335524TimelyMD	I0081529	INV1852	12655	351	4310	64400	3,763.21
78074653	06/12/2025	A00328281Vista Higher Learning, Inc.	I0081524	SI320900	31000	423	4110	69100	3,899.70
78074654	06/12/2025	A00279084Watts, Cliff H.	I0081531	MAY 25	11000	421	5710	67200	86.24
78074655	06/12/2025	A00294733West Kern Adult Education Ne	I0081523	05312026-A	11000	435	6211	65191	5,361.66
78074656	06/12/2025	A00338670White, Sabrina S.	I0081540	051525	12000	303	7606	73200	180.01
78074657	06/12/2025	A00200379WKCCD#2 Revolving Fund	I0081532	06/03/25	32000	422	2190	69400	604.05
78074658	06/13/2025	A00337165Lopez, Jaime	I0081545	MAY 25	11000	202	5710	60100	130.62

Taft College Purchase Order Activity Report

01-June-2025 through 30-June-2025

FY 24-25

USER ID	ACTIVITY DATE	VENDOR NUMBER	NAME	PURCHASE ORDER NUMBER	DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
DDURAN	06/04/2025	A00200417	Sysco Food Service of Ventur	P0067193	06/03/2025	06/03/2025	\$20,000.00			

						TOTAL USER	\$20,000.00			
DMONTOYA	06/11/2025	A00200498	Office Depot	P0067014	05/06/2025	05/06/2025	\$1,229.68			

						TOTAL USER	\$1,229.68			
EHANEL	06/05/2025	A00200862	Taft College Bookstore	P0067203	06/05/2025	06/05/2025	\$1,956.04			

						TOTAL USER	\$1,956.04			
GRUIZ	06/12/2025	A00335524	TimelyMD	P0067218	06/11/2025	06/11/2025	\$4,073.67			

						TOTAL USER	\$4,073.67			
LWHITE	06/11/2025	A00250711	White, Alexcia R.	P0067198	06/04/2025	06/04/2025	\$75.00			
		A00334411	Cuevas, Jay J.	P0067196	06/04/2025	06/04/2025	\$100.99			
		A00338670	White, Sabrina Safia.	P0067197	06/04/2025	06/04/2025	\$180.01			

						TOTAL USER	\$356.00			
MMATTHEWS	06/26/2025	A00261766	Benco Dental Supply Co.	P0067224	07/01/2025	07/01/2025	\$1,351.90			
		A00325895	Linde Gas & Equipment Inc.	P0067225	07/01/2025	07/01/2025	\$663.86			

						TOTAL USER	\$2,015.76			
MSANCHEZ	06/11/2025	A00200862	Taft College Bookstore	P0067214	06/11/2025	06/30/2025	\$18,000.00			

						TOTAL USER	\$18,000.00			
MZERMENO	06/11/2025	A00200498	Office Depot	P0067208	06/09/2025	06/09/2025	\$270.63			

						TOTAL USER	\$270.63			

Taft College Purchase Order Activity Report

01-June-2025 through 30-June-2025

FY 24-25

USER ID	ACTIVITY DATE	VENDOR NUMBER	NAME	PURCHASE ORDER NUMBER	DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
NFIGUEROA	06/04/2025	A00200379	WKCCD#2 Revolving Fund	P0067195	06/03/2025	06/03/2025				\$604.05
		A00329754	Valsamides, Nicholas	P0067194	06/03/2025	06/03/2025				\$751.00
	06/05/2025	A00200379	WKCCD#2 Revolving Fund	P0067202	06/04/2025	06/04/2025				\$33.17
	06/10/2025	A00271281	WKCCD-Taft College Grant Cle	P0067207	06/05/2025	06/05/2025				\$113.32
		A00200862	Taft College Bookstore	P0067210	06/10/2025	06/10/2025				\$1,367.39

							TOTAL USER			\$2,868.93
SGOMEZ	06/02/2025	A00356015	Rod-West Floor Covering LLC.	P0067191	05/28/2025	05/28/2025				\$7,500.00
		A00356145	MQS Construction Inc.	P0067190	05/28/2025	05/28/2025				\$16,200.00
	06/04/2025	A00329149	WEX Bank	P0067192	06/02/2025	06/02/2025				\$1,962.31
		A00200423	Taft City School District	P0067171	05/19/2025	05/19/2025				\$2,624.77
		A00200487	Sierra School Equipment Co.	P0067174	05/19/2025	05/19/2025				\$54,464.99
	06/10/2025	A00212896	Foundation for California Co	P0067204	06/05/2025	06/05/2025				\$3,966.89
	06/11/2025	A00200066	Bacsco	P0067211	06/11/2025	06/11/2025				\$225.68
		A00340483	SiteOne Landscape Supply, LL	P0067212	06/11/2025	06/11/2025				\$41.49
	06/16/2025	A00200282	True Value Home Center	P0067213	06/11/2025	06/11/2025				\$400.53
		A00200423	Taft City School District	P0067215	06/11/2025	06/11/2025				\$1,122.22
		A00203579	Alcorn Aire, Inc.	P0067217	06/11/2025	06/11/2025				\$485.00
		A00309739	Herc Rentals Inc.	P0067219	06/16/2025	06/16/2025				\$2,500.00
		A00329896	Living Water Treatment, Inc.	P0067206	06/05/2025	06/05/2025				\$945.13
	06/18/2025	A00200487	Sierra School Equipment Co.	P0067222	06/17/2025	06/17/2025				\$12,968.73
		A00356145	MQS Construction Inc.	P0067221	06/17/2025	06/17/2025				\$11,500.00

							TOTAL USER			\$116,907.74
TBLANCO	06/10/2025	A00241336	Benefit Trust Company as Tru	P0067200	06/04/2025	06/04/2025				\$484,464.00
				P0067201	06/04/2025	06/04/2025				\$484,464.00
	06/11/2025	A00350750	Giacomini, Michael	P0067216	06/11/2025	06/11/2025				\$53.48

							TOTAL USER			\$968,981.48
THOLDER	06/10/2025	A00328281	Vista Higher Learning, Inc.	P0067209	06/10/2025	06/10/2025				\$3,899.70

							TOTAL USER			\$3,899.70

**West Kern Community College District
Board of Trustees Meeting
July 9, 2025**

A. Academic Employment

2. Faculty Extra Duty Assignments

Item	Name	Assignment	Stipend	Effective Date
a.	Cotto, Apolonia	Extra Duty Counselor (EOPS/CARE/CalWORKS/NextUp)	\$90.50/hour	7/1/2025
b.	Mendenhall, Janis	Faculty Extra Duty Assignment-Counselor	\$90.50/hour	6/9/2025
c.	Mickelberry, Gracie	Extra Duty Counselor (EOPS/CARE/CalWORKS/NextUp)	\$90.50/hour	7/1/2025
d.	Oja, Michelle	ZTC Acceleration-OER Coordinator	\$90.50/hour	6/25/2025
e.	Richards, Kristi	Faculty Extra Duty CTE & Career Transitions Counselor	\$90.50/hour	7/1/2025

3. Faculty and Adjunct Assignments

Item	Name	Assignment	Hourly Rate	Effective Date
a.	Dodson, Rebecca	Dental Hygiene Associate Professor-10 Month	\$10,566.30/month	6/10/2025
b.	Janajreh, Tiffany	Adjunct Dental Hygiene Baccalaureate Program (DNTL 4045)	\$90.50/hour	6/16/2025
c.	Kimbrough, Vickie	Adjunct Dental Hygiene Baccalaureate Program (DNTL 4050)	\$90.50/hour	6/16/2025
d.	Lopez, Emily	Adjunct Chemistry	\$77.02/hour	6/9/2025
e.	Mosser Knight, Elizabeth	Adjunct Dental Hygiene Baccalaureate Program (UDGE 4035)	\$90.50/hour	6/9/2025
f.	Over, Jonathan	Engineering Associate Professor-10 Month	\$11,146.80/month	6/10/2025
g.	Rangel-Escobedo, Juana	EOPS/CARE/CalWORKS/Next Up Counselor/Coordinator	\$14,561.83/Month	7/1/2025
h.	Shea, George	Adjunct Philosophy	\$90.50/hour	6/23/2025
i.	Thomas, LeAnn	Music Adjunct Pool - Dual Enrollment	\$77.02/hour	7/1/2025

4. Division Chair Assignments

Item	Name	Assignment	Stipend	Effective Date
a.	Bandy, Kanoe	Allied Health/Applied Tech Division Chair	\$11,274.78 (\$1,127.48/month)	08/18/2025-05/22/2026
b.	Devine, Bill	English Language Arts Division Chair	\$12,885.46 (\$1,288.54/month)	08/18/2025-05/22/2026
c.	Mayfield, Michael	Math/Science Division Chair	\$7,248.07 (\$1,449.61/month)	08/18/2025-12/19/2025
d.	Mendoza, Tina	Social Science Division Chair	\$14,496.14 (\$1,449.61/month)	08/18/2025-05/22/2026
e.	Rangel-Escobedo, Juana	Learning Support Division Chair	\$14,496.14 (\$1,449.61/month)	08/18/2025-05/22/2026
f.	Rodenhauser, Debora	Business, Arts, & Humanities Division Chair	\$11,274.78 (\$1,127.48/month)	08/18/2025-05/22/2026
g.	Webster, Kyle	Math/Science Division Chair	\$7,248.07 (\$1,449.61/month)	01/08/2026-05/22/2026

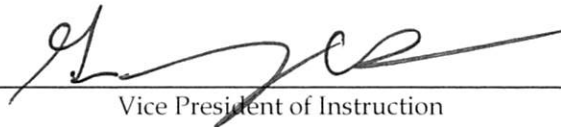
5. Coaching Assignments

Item	Name	Assignment	Stipend Amount	Effective Date
a.	Bates, Cristian	Assistant Women's Basketball Coach-Fall	\$6,250.63	08/25/2025-12/19/2025
b.	Bates, Cristian	Assistant Women's Basketball Coach-Spring	\$3,125.32	01/19/2026-05/22/2026
c.	Clark, Amanda	Head Women's Softball Coach-Coaching	\$15,384.60	01/19/2026-05/22/2026

d.	Clark, Amanda	Head Women's Softball Coach-Recruiting	\$3,706.60	01/19/2026-05/22/2026
e.	Curtona, Angelo	Head Men's Soccer Coach-Coaching	\$15,384.60	08/25/2025-12/19/2025
f.	Curtona, Angelo	Head Men's Soccer Coach-Recruiting	\$3,706.60	01/19/2026-05/22/2026
g.	Daniel Walters	Head Men's Golf Coach-Coaching	\$15,384.60	01/19/2026-05/22/2026
h.	Daniel Walters	Head Men's Golf Coach-Recruiting	\$3,706.60	01/19/2026-05/22/2026
i.	Delaney, John	Assistant Men's Soccer Coach-Fall	\$6,250.63	08/25/2025-12/19/2025
j.	Delaney, John	Assistant Men's Soccer Coach-Spring	\$3,125.32	01/19/2026-05/22/2026
k.	Gee, Steven	Assistant Baseball Coach-Spring	\$6,250.63	01/19/2026-05/22/2026
l.	Gee, Steven	Assistant Baseball Coach-Fall	\$3,125.32	08/25/2025-12/19/2025
m.	Gonzalez, Roberto	Assistant Men's Soccer Coach-Fall	\$3,125.32	08/25/2025-12/19/2025
n.	Gonzalez, Roberto	Assistant Men's Soccer Coach-Spring	\$1,562.66	01/19/2026-05/22/2026
o.	Gutierrez, Fabian	Assistant Baseball Coach-Spring	\$6,250.63	01/19/2026-05/22/2026
p.	Gutierrez, Fabian	Assistant Baseball Coach-Fall	\$3,125.32	08/25/2025-12/19/2025
q.	Lagmay, Jr., Romeo	Head Women's Basketball Coach-Coaching	\$15,384.60	08/25/2025-12/19/2025
r.	Lagmay, Jr., Romeo	Head Women's Basketball Coach-Recruiting	\$3,706.60	01/19/2026-05/22/2026
s.	Maiocco, Vince	Head Baseball Coach-Coaching	\$15,384.60	01/19/2026-05/22/2026
t.	Maiocco, Vince	Head Baseball Coach-Recruiting	\$3,706.60	01/19/2026-05/22/2026
u.	Martin, Jr., Lyle	Head Women's Soccer Coach-Coaching	\$15,384.60	08/25/2025-12/19/2025
v.	Martin, Jr., Lyle	Head Women's Soccer Coach-Recruiting	\$3,706.60	01/19/2026-05/22/2026
w.	Martin, Katie	Assistant Women's Soccer Coach-Fall	\$6,250.63	08/25/2025-12/19/2025
x.	Mizener, Ronald	Assistant Softball Coach-Spring	\$5,625.58	01/19/2026-05/22/2026
y.	Mizener, Ronald	Assistant Softball Coach-Fall	\$2,812.79	08/25/2025-12/19/2025
z.	Olejnik, Matthew	Assistant Women's Golf Coach-Fall	\$6,250.63	08/25/2025-12/19/2025
aa.	Olejnik, Matthew	Assistant Men's Golf Coach-Spring	\$6,250.63	01/19/2026-05/22/2026
bb.	Rossi, Mallori	Head Volleyball Coach-Coaching	\$15,384.60	08/25/2025-12/19/2025
cc.	Rossi, Mallori	Head Volleyball Coach-Recruiting	\$3,706.60	01/19/2026-05/22/2026
dd.	Sanchez, Valentine	Assistant Men's Soccer Coach-Fall	\$3,125.32	08/25/2025-12/19/2025
ee.	Sanchez, Valentine	Assistant Men's Soccer Coach-Spring	\$1,562.66	01/19/2026-05/22/2026
ff.	Thomas Olejnik	Head Women's Golf Coach-Coaching	\$15,384.60	08/25/2025-12/19/2025
gg.	Thomas Olejnik	Head Women's Golf Coach-Recruiting	\$3,706.60	01/19/2026-05/22/2026
hh.	Velazquez, Ernesto	Assistant Men's Soccer Coach-Fall	\$6,250.63	08/25/2025-12/19/2025
ii.	Velazquez, Ernesto	Assistant Men's Soccer Coach-Spring	\$3,125.32	01/19/2026-05/22/2026

Division Chair Stipends 2025-26

Item	Name	Assignment	Stipend Amount	Effective Date
a	Bandy, Kanoe	Allied Health/ Applied Tech Division Chair	\$11, 274.78 (\$1,127.48/month)	8/18/2025 - 5/22/2026
b	Devine, Bill	English Language Arts Division Chair	\$12,885.46 (\$1,288.54/month)	8/18/2025 - 5/22/2026
c	Mayfield, Michael	Math/Science Division Chair	\$7,248.07 (\$1,449.61/a month)	8/18/2025 - 12/19/2025
	Webster, Kyle	Math/Science Division Chair	\$7,248.07 (\$1,449.61/a month)	1/8/2026 -5/22/2026
d	Mendoza, Tina	Social Science Division Chair	\$14,496.14 (\$1,449.61/month)	8/18/2025 - 5/22/2026
e	Rangel-Escobedo, Juana	Learning Support Division Chair	\$14,496.14 (\$1,449.61/month)	8/18/2025 - 5/22/2026
f	Rodenhauser, Debora	Business, Arts, & Humanities Division Chair	\$11, 274.78 (\$1,127.48/month)	8/18/2025 - 5/22/2026



Vice President of Instruction

ce/12/25
Date

**West Kern Community College District
Board of Trustees Meeting
July 9, 2025**

B. Non-Academic Employment

1. Classified

Item	Name	Assignment	Range/ Step	FTE	Hourly Rate	Effective Date
a.	Andrade, Sofia	STEM & CTE Summer Camp Assistant	3/A	NA	\$18.54	6/4/2025
b.	Ceja, Margarita	General Tutor-Extra Duty	13/E	NA	\$26.32	6/9/2025
c.	Ceja, Margarita	Learning Center Front Desk Clerk-Extra Duty	13/E	NA	\$26.32	6/10/2025
d.	Gonzalez, Lorena	STEM & CTE Summer Camp Assistant	3/A	NA	\$18.54	6/3/2025
e.	Lopez, Diana	STEM & CTE Summer Camp Assistant	3/A	NA	\$18.54	6/3/2025
f.	Mendoza, Viviana	STEM & CTE Summer Camp Assistant	3/A	NA	\$18.54	6/4/2025
g.	Sanchez, Dimas	STEM & CTE Summer Camp Assistant	3/A	NA	\$18.54	6/3/2025
h.	White, David	STEM & CTE Summer Camp Assistant	3/A	NA	\$18.54	6/9/2025
i.	Wise, Jacob	Learning Center Front Desk Clerk-Extra Duty	13/G	NA	\$28.34	6/9/2025
j.	Wise, Jacob	General Tutor-Extra Duty	13/G	NA	\$28.34	6/9/2025

2. Administration

Item	Name	Assignment	Range/ Step	FTE	Rate	Effective Date
a.	Coote, Vanessa	Distance Education & Instructional Design Coordinator	12/3	100.0%	\$7,965.83/Month	7/14/2025
b.	Stearman, Kenzie	Bookstore Manager	11/2	100.0%	\$7,225.25/Month	6/9/2025

3. Confidential

Item	Name	Assignment	Range/ Step	FTE	Rate	Effective Date

West Kern Community College District
Board of Trustees Meeting July 9, 2025

C. Separations

1. Academic

Item	Name	Assignment	Retired?	Effective Date

2. Classified

Item	Name	Position	Retired?	Effective Date

3. Administration

Item	Name	Position	Retired?	Effective Date

4. Confidential

Item	Name	Position	Status	Effective Date

**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
8100	Federal Revenues	0	0	599	0	-599
8600	State Revenues	28,451,850	28,451,850	29,921,710	0	-1,469,860
8800	Local Revenues	8,359,925	8,360,025	8,032,249	0	327,776
8900	Other Financing Sources	0	0	395	0	-395
Summary		\$ 36,811,775	\$ 36,811,875	\$ 37,954,952	\$ -	\$ (1,143,077)

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 Jun 30, 2025

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
1000	Academic Salaries	11,767,887	11,606,806	11,793,549	0	-186,743
2000	Classified & Other Nonacademic Sala	7,141,066	7,322,194	6,653,979	0	668,216
3000	Employee Benefits	10,658,488	10,594,551	8,891,394	0	1,703,157
4000	Supplies and Materials	502,002	494,898	379,328	0	115,570
5000	Other Operating Expenses & Services	5,156,591	5,210,111	4,483,861	0	726,250
6000	Capital Outlay	567,107	564,582	177,792	0	386,790
7000	Other Outgo	111,000	111,000	70,315	0	40,685
7200	Transfers	1,120,931	1,120,931	482,906	0	638,025
		\$ 37,025,072	\$ 37,025,072	\$ 32,933,122	\$ -	\$ 4,091,949

**Disbursement Register of Expenditures Greater than \$10,000
for the Month of June 2025**

Check Number	Check Date	Vendor Name	Description	Net Amount
78074546	06/09/2025	Sysco Food Service of Ventura	Open PO for Food items through 6-30-25	10,234.46
78074515	06/09/2025	A&B Athletics	Softball Uniforms	10,520.82
78074606	06/11/2025	T.C. Clearing Account	CC Fees for TC Clearing Account 2024-25	11,617.56
78074520	06/09/2025	American Express	May and June District Charges-Open PO	21,916.80
78074650	06/12/2025	Taft College ASB General	Reimburse ASO for Volleyball Team Travel	23,222.55
78074614	06/11/2025	Taft College Bookstore	24-25 Bank Service Fees - Bookstore	23,535.45
78074530	06/09/2025	FFP Fund V Lessee1, LLC	Fore Front Power - Solar Energy	25,493.38
78074380	06/02/2025	P. G. & E.	P.G.& E - 24/25 Electric chargers	26,357.18
78074610	06/11/2025	Taft College ASB General	Reimburse ASO for Basketball Team Travel	26,400.98
78074397	06/02/2025	United Healthcare Insurance Company	June 2025 Retiree RX supplemental Plan	29,263.32
78074503	06/06/2025	Taft College ASB General	FY 24-25 ASO Sticker Sale Passthrough too ASO Fund	30,885.00
78074449	06/04/2025	Westec	Open-WESTEC/WKCCD Contract 24/25 Apr, May, June	37,642.50
78074626	06/11/2025	Westec	Open-WESTEC/WKCCD Contract 24/25 Apr, May, June	37,642.50
78074479	06/06/2025	Ken W Smith Construction, Inc.	Ken W. Smith - G Building Remodel	47,381.94
78074527	06/09/2025	CDW-G	CDWG Cisco Network Resiliency Services	82,925.03
78074508	06/06/2025	West Kern Adult Education Network JPA	2024-25 AEBG Pass-through to WKAEN	83,305.53
78074564	06/11/2025	Benefit Trust Company as Trustee for: WKCCD	Futuris Benefit Trust-OPEB Contribution	484,464.00
78074564	06/11/2025	Benefit Trust Company as Trustee for: WKCCD	23/24 Futuris Benefit Trust-OPEB Contribution	484,464.00
				1,497,273.00

ASO
Balance Sheet
As of June 30, 2025

Jun 30, 25

ASSETS

Current Assets

Checking/Savings

ASO Safe1 181,735.79

ASO Safe1 - Savings 144.12

Total Checking/Savings 181,879.91

Total Current Assets 181,879.91

TOTAL ASSETS 181,879.91

Restricted Funds

ASO General - Operating 46,869.48

Athletics 60,630.21

Baseball Club 538.35

Best Buddies 5,020.63

Black Student Union 530.00

Circle K Club 332.00

Cougar Pride Club 395.02

DH Class of 2025 1,102.68

DH Class of 2026 1,536.00

DH Club General 1,576.84

ECE 2,598.99

Golf Club Mens 388.65

Golf Club Womens 1,121.25

Intervarsity Club 1,543.19

NSLS Club 2,195.72

Performing Arts 2,402.62

Soccer Club - Mens 5,852.58

Soccer Club - Womens 1,075.77

Social Science/ Research 21.47

Softball Club 563.07

STEM 775.48

TC Cares 609.00

TIL Reunion 1,461.73

Uniform Replacement 29,664.82

Veterans Club 1,542.41

Women's Athletic Club 2,052.35

Women's Basketball Club 9,479.60

Total Restricted Funds 181,879.91

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

USER NAME
Miriam Dagnino
SUBMIT DATE
May 28, 2025 01:26:09PM
PROCESS DATE
**NOT PROCESSED AT
THIS TIME**
EROD NO.
661240

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 **\$2,443,285.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$1,816,297.00	\$1,816,297.00
RESTRICTED FUNDS	84097	0886	5490	\$626,988.00	\$626,988.00

TOTAL DEPOSIT: **\$2,443,285.00**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC **ACCOUNT DEPOSITED:** General **CASH:** \$0.00 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$2,443,285.00 **CREDIT**
CARD: \$0.00
NOTES: Deposit #250128

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
WKKCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250128 To 250128
Date entered from: 00/00/0000 To 99/99/9999

J79934 DC0100 L.00.01 05/28/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS						
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
250128	05/28/2025	05/28/2025	WKKCD Deposit	ENTERED BY: MXDB UNAPPROVED		
1.	78	General Apportionment	11000-000-8612-00000		1,753,369.00	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		2,369.00	N
5.	78	Common Course Numbering System	12929-310-8629-00000		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		6,651.00	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		34,198.00	N
12.	78	DSFS - Access to Print & Elect	12000-311-8660-64200		812.00	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	Perkins	12560-223-8158-09565		65,097.00	N
18.	78	Strong Workforce Program - Loc	12649-223-8647-00000		26,108.00	N
19.	78	Adult Education Block Grant	12603-125-8643-68900		84,147.00	N
20.	78	Mental Health Support	12655-351-8699-64400		13,324.00	N
21.	78	Basic Needs Centers	12677-320-8699-64900		17,277.00	N
22.	78	Undocumented Resources Liaison	12909-351-8699-00000		5,573.00	N
23.	78	LGBTQ+	12910-301-8699-64900		3,503.00	N
24.	78	Zero Textbook Cost Program	12912-202-8699-60100		27,600.00	N
25.	78	ADJUSTMENT: PY EPA	11005-000-8616-00000		26,870.00	N
TOTAL AMOUNT					2,443,285.00 *	
DISTRICT TOTAL					2,443,285.00 **	
GRAND TOTAL					2,443,285.00 ***	



Kern County
West Kern Community College Dist

Phone:

Monday Jun 09 2025 04:00:36 PM

Dist/Gen Rest - School Rev-2394	54,363.50
FUND 11- GENERAL	

Restricted Purpose-2394	2,551.20
FUND 12-RESTRICTED	

Cafeteria-2394	22,436.97
FUND 32- CAFETERIA	

Child Development-2394	228,051.93
FUND 33- CHILD DEVELOPMENT	

Spec Revenue-2394	140,370.66
FUND 39- TIL	

Total	447,774.26
--------------	-------------------

Credit	447,774.26
--------	------------

Thank you for your payment.
Have a great day!

Receipt #: MD3-20250609-1

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250131 To 250131
Date entered from: 00/00/0000 To 99/99/9999

J86780 DC0100 L.00.01 06/09/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT	A/R
LN.	DI	DETAIL DESCR	-FUND-ORG-ACCT-PROGR-			
250131	06/09/2025	06/09/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED		
1.	78	INSURANCE REIMBURSEMENTS	11000-412-8876-67300		954.73	N
2.	78	DEGREE VERIFY	11000-301-8879-64500		56.00	N
3.	78	Reimbursements- Equipment	11000-113-5612-67801		5,106.16	N
4.	78	Reimb- Celebration Comm.	11000-110-4310-66003		533.96	N
5.	78	WEST KERN OPEB	11000-412-5990-73900		47,000.00	N
6.	78	Court Restitution	11000-000-8985-00000		98.49	N
7.	78	TRANSCRIPT FEES	11000-000-8879-00000		79.80	N
8.	78	Reimb. Celebration Comm.	11000-207-4310-08352		86.36	N
9.	78	VA Annual Reporting Fee	11000-318-8160-00000		448.00	N
10.	78	CDTC UNITS	12427-210-8699-69200		1,771.00	N
11.	78	DENTAL HYGIENE CLINIC REVENUE	12650-205-8892-12042		425.00	N
12.	78	LIBRARY PROGRAMS	12201-203-8892-61200		355.20	N
13.	78	CAFETERIA SALES	32000-422-8841-69400		22,436.97	N
14.	78	CIL & Fed Reimbursment	33429-310-8159-69250		251.43	N
15.	78	CC CHILD CARE FOOD	33429-310-8621-69250		4,452.50	N
16.	78	CC MIGRANT ED GRANT	33588-310-8621-69200		223,348.00	N
17.	78	TIL REGIONAL CENTERS	39000-314-8699-64991		140,370.66	N
				TOTAL AMOUNT	447,774.26 *	
				DISTRICT TOTAL	447,774.26 **	
				GRAND TOTAL	447,774.26 ***	



Kern County
West Kern Community College Dist

Phone:

Monday Jun 09 2025 02:09:28 PM

Book Store-2394	13,979.88
Bookstore Sales	

Total	13,979.88
--------------	------------------

Credit	13,979.88
--------	-----------

Thank you for your payment.
Have a great day!

Receipt #: MD-20250609-1

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250129 To 250129
Date entered from: 00/00/0000 To 99/99/9999

J86585 DC0100 L.00.01 06/09/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS						
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
250129	06/09/2025	06/09/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED		
1.	78	Bookstore Sales		31000-423-8841-69100	13,979.88	N
				TOTAL AMOUNT	13,979.88	*
				DISTRICT TOTAL	13,979.88	**
				GRAND TOTAL	13,979.88	***



Kern County
West Kern Community College Dist

Phone:

Monday Jun 09 2025 02:54:13 PM

Template: West Kern CCD

1561RC 8077FD 1009AC 2098CC 4500	10,201.21
Dist/Gen Rest - School Rev	

Total	10,201.21
--------------	------------------

Credit	10,201.21
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Thank you for your payment.
Have a great day!

Receipt #: MD2-20250609-1

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS

J86717 DC0100 L.00.01 06/09/25 PAGE 1

Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250130 To 250130
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-		
250130	06/09/2025	06/09/2025	WKCCD Deposit			
1.	78	Student Receipts		11000-000-9161-00000		
					ENTERED BY: MXDB UNAPPROVED	
					TOTAL AMOUNT	10,201.21 N
						10,201.21 *
					DISTRICT TOTAL	10,201.21 **
					GRAND TOTAL	10,201.21 ***



Report Of Collections

Department: Colleges

Batch #: [849](#)

Date Balanced: 6/17/2025 8:21 AM

Status: Reconciled

Balanced By: Miriam Dagnino

Effective: 6/17/2025

G/L Code	Description	Amount Collected
1561RC 8034FD 1009AC 2062CC 4500 Sweep-2394	Spec Revenue-2394	2,952.74
1561RC 8077FD 1009AC 2098CC 4500 Sweep-2394	Dist/Gen Rest - School Rev-2394	84,662.05
1561RC 8147FD 1009AC 2161CC 4500 Sweep-2394	Restricted Purpose-2394	113.00
	TOTAL AMOUNT COLLECTED	87,727.79

Cash Breakdown

Total 0.00

Total Change 0.00

Tender Totals

Check	87,727.79
	87,727.79

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250132 To 250132
Date entered from: 00/00/0000 To 99/99/9999

J90869 DC0100 L.00.01 06/17/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT	A/R
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
250132	06/17/2025	06/17/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED		
1.	78	Enrollment	11000-000-9161-00000		84,662.05	N
2.	78	April Program Billing-A.Crew	39000-314-8699-64991		2,952.74	N
3.	78	Reimburse Meals	12620-227-5740-61900		88.00	N
4.	78	Library Programs - M.Flores	12201-203-8892-61200		25.00	N
				TOTAL AMOUNT	87,727.79	*
				DISTRICT TOTAL	87,727.79	**
				GRAND TOTAL	87,727.79	***



**Kern County
West Kern Community College Dist**

Phone:

Wednesday Jun 18 2025 02:31:49 PM

Dist/Gen Rest - School Rev-2394	1,372.20
Fund 11- General	

Restricted Purpose-2394	669,949.72
Fund 12-Restricted	

Book Store-2394	184,333.95
Fund 31- Bookstore	

Child Development-2394	19,870.00
Fund 33- Child Development	

Spec Revenue-2394	35.00
Fund 39- TIL	

Cafeteria-2394	4,030.00
Fund 32- Cafeteria	

Total	879,590.87
--------------	-------------------

Check 1	879,590.87
---------	------------

Thank you for your payment.
Have a great day!

Receipt #: MD3-20250618-1



Report Of Collections

Department: Colleges

Batch #: [967](#)

Date Balanced: 6/18/2025 3:28 PM

Status: Reconciled

Balanced By: Miriam Dagnino

Effective: 6/18/2025

G/L Code	Description	Amount Collected
1561RC 8034FD 1009AC 2062CC 4500 Sweep-2394	Spec Revenue-2394	35.00
1561RC 8048FD 1009AC 2073CC 4500 Sweep-2394	Book Store-2394	184,333.95
1561RC 8063FD 1009AC 2085CC 4500 Sweep-2394	Cafeteria-2394	4,030.00
1561RC 8077FD 1009AC 2098CC 4500 Sweep-2394	Dist/Gen Rest - School Rev-2394	1,372.20
1561RC 8127FD 1009AC 2143CC 4500 Sweep-2394	Child Development-2394	19,870.00
1561RC 8147FD 1009AC 2161CC 4500 Sweep-2394	Restricted Purpose-2394	669,949.72
	TOTAL AMOUNT COLLECTED	879,590.87

Cash Breakdown

Total	0.00
Total Change	0.00

Tender Totals

Check	879,590.87
	879,590.87

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250135 To 250135
Date entered from: 00/00/0000 To 99/99/9999

J91987 DC0100 L.00.01 06/18/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS						
NUMBER	DATE	ENTERED	DESCRIPTION			
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
250135	06/18/2025	06/18/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED		
1.	78	Cannon Reimb.	11000-401-5641-67704		876.47	N
2.	78	INSURANCE REIMBURSEMENTS	11000-412-8876-67300		495.73	N
3.	78	TPSID	12433-314-8199-00000		176,986.50	N
4.	78	CTE -Strong Workforce Regional	12641-223-8674-00000		481,158.00	N
5.	78	MAA-Child Care	12375-310-8171-00000		4,062.36	N
6.	78	MAA-TIL	12375-314-8171-00000		4,062.36	N
7.	78	MAA-StudentServices	12375-301-8171-00000		2,321.34	N
8.	78	MAA-AdminServices	12375-401-8171-00000		580.34	N
9.	78	MAA-PresidentOffice	12375-110-8171-00000		580.34	N
10.	78	CTE-Grant	12919-223-8699-60103		198.48	N
11.	78	BOOKSTORE SALES	31000-423-8841-69100		184,333.95	N
12.	78	CAFETERIA SALES	32000-422-8841-69400		4,030.00	N
13.	78	CC STATE PRESCHOOL	33528-310-8699-69200		19,870.00	N
14.	78	TIL-Awards Dinner	39000-314-4310-64991		35.00	N
TOTAL AMOUNT					879,590.87	*
DISTRICT TOTAL					879,590.87	**
GRAND TOTAL					879,590.87	***



Kern County
West Kern Community College Dist

Phone:

Wednesday Jun 18 2025 01:49:39 PM

Dist/Gen Rest - School Rev-2394	15,885.19
Student Receipts	

Total	15,885.19
--------------	------------------

Check 1	15,885.19
---------	-----------

Thank you for your payment.
Have a great day!

Receipt #: MD2-20250618-1

Report Of Collections

Department: Colleges

Batch #: [963](#)

Date Balanced: 6/18/2025 1:50 PM

Status: Reconciled

Balanced By: Miriam Dagnino

Effective: 6/18/2025

G/L Code	Description	Amount Collected
1561RC 8077FD 1009AC 2098CC 4500 Sweep-2394	Dist/Gen Rest - School Rev-2394	15,885.19
	TOTAL AMOUNT COLLECTED	15,885.19

Cash Breakdown

Tender Totals

Check	15,885.19
	<hr/>
	15,885.19

Total	0.00
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Total Change	0.00
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078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250134 To 250134
Date entered from: 00/00/0000 To 99/99/9999

J91940 DC0100 L.00.01 06/18/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
250134	06/18/2025	06/18/2025	WKCCD Deposit			
1.	78	Students Receipts		11000-000-9161-00000		
					ENTERED BY: MXDB UNAPPROVED	
					TOTAL AMOUNT	15,885.19 N
						15,885.19 *
					DISTRICT TOTAL	15,885.19 **
					GRAND TOTAL	15,885.19 ***



Kern County
West Kern Community College Dist

Phone:

Wednesday Jun 18 2025 01:34:24 PM

Book Store-2394	17,835.15
Bookstore Sales	

Total	17,835.15
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Check 1	17,835.15
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Thank you for your payment.
Have a great day!

Receipt #: MD-20250618-1

Report Of Collections

Department: Colleges

Batch #: [961](#)

Date Balanced: 6/18/2025 1:38 PM

Status: Reconciled

Balanced By: Miriam Dagnino

Effective: 6/18/2025

G/L Code	Description	Amount Collected
1561RC 8048FD 1009AC 2073CC 4500 Sweep-2394	Book Store-2394	17,835.15
TOTAL AMOUNT COLLECTED		17,835.15

Cash Breakdown

Total	0.00
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Total Change	0.00
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Tender Totals

Check	17,835.15
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17,835.15

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250133 To 250133
Date entered from: 00/00/0000 To 99/99/9999

J91918 DC0100 L.00.01 06/18/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS					
NUMBER	DATE	ENTERED	DESCRIPTION		
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-	AMOUNT A/R
250133	06/18/2025	06/18/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED	
1.	78	Bookstore Sales		31000-423-8841-69100	17,835.15 N
				TOTAL AMOUNT	17,835.15 *
				DISTRICT TOTAL	17,835.15 **
				GRAND TOTAL	17,835.15 ***

WEST KERN COMMUNITY COLLEGE DISTRICT

Travel Period: 6/1/2025-06/30/2025

Employee	Event/Purpose	Location	Travel Start Date	Travel End Date	Estimated Cost	Processing Date
White, Lexi	EOPS Region 6 Summer Institute	Santa Barbara, CA	6/27/2025	6/29/2025	\$ 500.00	3/25/2025
Sanchez, Morgan	EOPS Region 6 Summer Institute	Santa Barbara, CA	6/27/2025	6/29/2025	\$ 500.00	3/25/2025
EOPS Students	EOPS Region 6 Summer Institute	Santa Barbara, CA	6/27/2025	6/29/2025	\$ 5,000.00	3/25/2025
Cotto, Apolonia	EOPS Region 6 Summer Institute	Santa Barbara, CA	6/27/2025	6/29/2025	\$ 500.00	3/25/2025
Mickelberry, Gracie	EOPS Region 6 Summer Institute	Santa Barbara, CA	6/27/2025	6/29/2025	\$ 500.00	3/25/2025
Gardner, Gina	ADEA Allied Dental Program Director's Conference	Coronado, CA	6/7/2025	6/10/2025	\$ 2,399.16	4/11/2025
Bandy, Kanoe	California Community College Athletic Directors Convention	Lake Tahoe, CA	6/2/2025	6/5/2025	\$ 1,529.00	5/6/2025
Bandy, Kanoe	NACDA Convention	Orlando, FL	6/7/2025	6/12/2025	\$ 2,980.50	5/6/2025
Bormann, Greg	Central Valley Mother Lode Planning Retreat	Fish Camp, CA	6/8/2025	6/11/2025	\$ 1,732.75	5/12/2025
Mendenhall, Janis	VAR Convening	Sacramento, CA	6/13/2025	6/13/2025	\$ 523.60	5/14/2025
Beasley, Michelle	2025 Faculty Leadership Institute	San Francisco, CA	6/12/2025	6/14/2025	\$ 714.51	5/14/2025
Sundgren, Lori	Vision Alighned Reporting Academy	Irvine, CA	6/25/2025	6/26/2025	\$ 762.06	5/20/2025
Rowden, Tiffany	ACHRO/EEO CHRO Academy	Bakersfield, CA	6/4/2025	6/6/2025	\$ 303.00	5/20/2025
White, Jessica	ACHRO/EEO CHRO Academy	Bakersfield, CA	6/4/2025	6/6/2025	\$ 268.00	5/20/2025
Lopez, Jaime	Central Valley Mother Lode Planning Retreat	Fish Camp, CA	6/9/2025	6/11/2025	\$ 1,708.76	6/2/2025
Bormann, Greg	CAPP Guided Summer Convening	Monterey, CA	6/16/2025	6/18/2025	\$ 882.40	6/3/2025
Lopez, Jaime	CAPP Guided Summer Convening	Monterey, CA	6/16/2025	6/18/2025	\$ 802.40	6/3/2025
Murguia, Salvador	CAPP Guided Summer Convening	Monterey, CA	6/16/2025	6/18/2025	\$ 2,975.80	6/3/2025
Finn, Mary Alice	CAPP Guided Summer Convening	Monterey, CA	6/16/2025	6/18/2025	\$ 2,975.80	6/3/2025
Murillo, Lilie	CAPP Guided Summer Convening	Monterey, CA	6/16/2025	6/18/2025	\$ 2,975.80	6/3/2025
White, Jacquelyn	CAPP Guided Summer Convening	Monterey, CA	6/16/2025	6/18/2025	\$ 2,975.80	6/3/2025
Sutherland, Tammy	CAPP Guided Summer Convening	Monterey, CA	6/16/2025	6/18/2025	\$ 2,975.80	6/3/2025
Long, Sarah	CAPP Guided Summer Convening	Monterey, CA	6/16/2025	6/18/2025	\$ 2,975.80	6/3/2025
Jacobi, Victoria	CAPP Guided Summer Convening	Monterey, CA	6/16/2025	6/18/2025	\$ 2,975.80	6/3/2025
Brown Elize, Rashitta	CAPP Guided Summer Convening	Monterey, CA	6/16/2025	6/18/2025	\$ 883.80	6/3/2025
Abbott, Amar	CAPP Guided Summer Convening	Monterey, CA	6/16/2025	6/18/2025	\$ 3,699.80	6/4/2025
Lagmay, Romeo	HS Basketball Recruiting/WBCA Board Mtg	Atlanta, GA/Trussville, AL	6/10/2025	6/18/2025	\$ 556.77	6/4/2025
Hodgson, Jason	CAPP Guided Summer Convening	Monterey, CA	6/16/2025	6/18/2025	\$ 503.80	6/11/2025
TIL Program	Enhancing the Students Experience	Avila Beach, CA	6/11/2025	6/11/2025	\$ -	6/11/2025
Li, Xiaohong	VAR Academy	Irvine, CA	6/25/2025	6/26/2025	\$ 490.43	6/12/2025
Lagmay, Romeo	HS Basketball Recruiting	Norwalk/Corona/Anaheim, CA	6/21/2025	6/25/2025	\$ 370.00	6/17/2025