WEST KERN COMMUNITY COLLEGE DISTRICT
AGENDA FOR REGULAR MEETING

June 11, 2025

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

5:00 p.m.
(General Open Session begins at 6:00 p.m.)

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

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

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

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

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

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

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

1. CALL TO ORDER

2. STUDY SESSION – CTE/Allied Health Program Update

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 May 14, 2025

10. NEW BUSINESS
    A. Presentation and Request for Approval – 2025-26 West Kern Community College District Tentative Annual Budget

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

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

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

11. CONSENT AGENDA (Items A – GG)

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

C. 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	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

D. 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

E. Request for Approval – Minor Site Rotation Agreement with Omni Family Health Care

F. 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

G. Request for Approval – 2025-26 Contract Education Agreement between WESTEC and WKCCD; 7/1/25 – 6/30/26; 300-400 FTES

H. Request for Approval – Workforce Innovation and Opportunity Act AJCC Memorandum of Understanding

I. 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

J. Request for Approval – Consultant Agreement with Dr. Vicki Kimbrough for Medical Assisting Program Director; 5/22/25 – 6/30/26; $100.00 per Hour

K. 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

L. 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

M. Request for Approval – Professional Services Agreement with Strata Information Group; 7/1/25 – 6/30/26; Total Cost of $31,350.00

N. Request for Ratification – Instructure, Inc. Order Form for Transcript Services; 6/5/25 – 6/4/28; See Attached Fee Schedule

O. 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

P. Request for Approval – Amendment to Foundation for California Community Colleges – The Vision Resource Center; Effective through 6/30/28

Q. Request for Approval – Amendment #2 to 2023-2026 Property and Casualty Claims Administration Services Agreement; 7/1/25 – 6/30/26; Fee Schedule Attached

R. Request for Ratification – Cougar Dorms Residence Hall B Water Line Replacement Project; $16,200.00

S. Request for Approval – Sierra School Equipment Veteran's Center Relocation Project; $12,968.73

T. Request for Approval – Award Taft College Gym Concrete Project to MQS Construction, Inc.; $11,500.00

U. 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

V. 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

W. 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

X. Request for Approval – Product Lease Agreement with Quadient Leasing-Lease #N20032250; Sixty Month Lease; Total Cost Over 60 Months $6,445.00

Y. Request for Approval – American Welding Society, Inc. (AWS) Online Educational Library Subscription Agreement; One Year Agreement; $5,775.00

Z. 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

AA. 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

BB. Request for Ratification – Proposal for TC Orientation Video for Financial Aid in English and Spanish Versions by Nelsonmedia.com; $2,800.00

CC. 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

DD. Request for Approval - Bill Nelson Media Group – Accessibility and Brand Compliance Updates for Distance Education Website Video; $600.00

EE. Information Item – CCFS-311Q for the 3rd Quarter Ended March 31, 2025

FF. Request for Approval – Amendment to Agreement with Diligent Services to Update the Dates of Service; Effective 7/1/25

GG. Ratification of the May 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, May 2025
        4. Student Organization and Special Accounts, May 2025
        5. Funds Deposited in County Treasury, May 2025
        6. Employee Travel Report – May 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, July 9, 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

May 14, 2025

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:05 p.m. by President Kathy Orrin. Secretary Mike Eveland and trustees Dawn Cole, Billy White and Jeremy Gregory were also in attendance. Interim Superintendent/President Dr. Leslie Minor and Executive Secretary Sarah Criss were in attendance.

STUDY SESSION

The trustees reviewed highlights and notes taken while attending the Community College League of California Annual Trustee Conference.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments.

ADJOURN TO CLOSED SESSION

At 5:35 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

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 6:05 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

There was no general communication.

PRESENTATION – Associated Student Organization Spring 2025

Student Trustee Jay Cuevas presented a PowerPoint of activities that the ASO hosted or participated in during the Spring semester.

APPROVAL OF MINUTES

On a motion by Trustee Gregory, seconded by Trustee White and unanimously carried, the minutes of the Regular Meeting held April 9, 2025 were approved (copy attached to official minutes).

NEW BUSINESS

Presentation and Request for Approval – Educational Master Plan 2025-2035

Dr. Xiaohong Li, Vice President of Information and Institutional Effectiveness, reviewed the process and the highlights of the draft of the Educational Master Plan 2025-35. This draft has been reviewed by campus groups as well as community members. On a motion by Trustee Cole, seconded by Secretary Eveland and unanimously carried, this request was approved (copy attached to official minutes).

Request for Ratification – Amendment #1 to LSA Property No. 20242140 – LSA Associates, Inc. (LSA) to Provide Agency Coordination & Field Surveys for the Hillard/Sunset Property

Mike Giacomini, Vice President of Administrative Services, explained that this study is needed at this time to survey the property for species that may live there. On a motion by Trustee Gregory, seconded by Trustee White and unanimously carried, this item was approved (copy attached to official minutes).

Second Reading – Board Policy Revisions

BP #4100 Graduation Requirements for Degrees and Certificates
BP #5500 Standards of Student Conduct

Dr. Minor explained that baccalaureate degrees were added to language in BP #4100. Language in BP #5500 added legal references to include off campus activity in alignment with dorm standards. On a motion by Trustee White, seconded by Trustee Gregory and unanimously carried, the revisions were approved (copy attached to official minutes).

Request for Approval – Board Resolution No. 2024/25-16 – Honoring Jay Cuevas, Student Trustee

On a motion by Trustee Cole, seconded by Secretary Eveland and unanimously carried, Resolution Number 2024/25-16 was approved (copy attached to official minutes).

CONSENT AGENDA

A. Request for Approval – Program Revision – Associate in Science in Mathematics 2.0 for Transfer
B. Request for Approval – Course Revisions

<u>Allied Health/Applied Technologies</u>

DNTL 3025 Current Topics in Oral Health
UDGE 4080 Capstone Course: Healthcare Management
UDGE 4035 Education, Psychology, and Adult Learning
CTRP 1015 Computer-Aided Transcription

Business, Arts, and Humanities
COMM1607 Small Group Communication

C. Request for Approval – Course Inactivation
Social Sciences
ADMJ 2131 Control and Supervision in Corrections
ADMJ 2133 Legal Aspects of Corrections

D. Request for Ratification – Grant Agreement between the Trustees of the California State University (CSU) and West Kern Community College District (WKCDD) for the California Academic Partnerships Program (CAPP) Augmented Funding Project; 1/1/25 – 8/31/25
E. Information Item – Education Code 42141 Compliance as it Relates to Workers' Compensation
F. Request for Approval – Off Campus Residential Leasing Agreements for the TIL Program
G. Request for Approval – West Kern Community College District Contract for Professional Services with Gil Garcia; 5/15/25 – 12/31/25; Fee Schedule Attached
H. Request for Approval – Library 311 Distance Learning Project; $54,464.99
I. Request for Ratification – Strata Information Group, Inc. Agreement for Orientation Process Development; 5/1/25-6/30/25; $31,350.00
J. Request for Approval – Master Service Agreement with Almy Educational Consulting, LLC.; $25,000.00
K. Request for Approval – TIL Off Campus Housing and Dorm Room/Restroom Cleaning; Total Cost $10,635.00
L. Request for Approval – StormWind Epic Live Order Agreement for Professional Development, Quote 00115708; 36 Month Agreement; $8,850.00
M. Request for Approval – TC 24-033 Taft College G-1 Carpet Project; $7,500.00
N. Request for Approval – CCS Disaster Recovery Services Annual Subscription Renewal 2025-2026; 7/1/25 – 6/30/26; $3,420.00
O. Request for Approval – Agreement with Lozano Smith, LLP for Legal Services; Effective 7/1/25; See Attached Fee Schedule
P. Request for Approval – Removal of Obsolete Devices for Recycle – Electronic Devices
Q. Ratification of the April 2024 Vendor Check & Purchase Order Registers

Item G was pulled by District Administration. Trustee Gregory requested items F, H, and K to be pulled for discussion. Item F was clarified that dates would be corrected upon the execution of the document to reflect move in dates but that the agreements are 12-month terms. Item H was explained to use new furniture for space saving and to meet Americans with Disabilities Act regulations. Item K is an agreement to sanitize living spaces between tenants and is an annual process to prepare for the new academic year. On a motion by Trustee White, seconded by Secretary Eveland and unanimously carried, items A and Q with the exception of Item G were approved (copies attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments.

EMPLOYMENT

On a motion by Trustee Cole, seconded by Trustee White, the Employment Items below were approved by the following vote (Employment Items A-C are attached to official minutes):

A. Academic Employment
B. Classified Employment
C. Separations

Yes: Billy White, Mike Eveland, Jeremy Gregory, Dr. Kathy Orrin, Dawn Cole
No: None
Abstain: None
Absent: None

REPORTS

Financial Reports

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

Financial Reports (For Information):

1. Revenue Accounts (Account Level 1) FY 2024/2025
2. Expenditure Accounts (Account Level 1) FY 2024/25
3. Expenditure Detail of $10,000 or Greater, April 2025
4. Student Organization and Special Accounts, April 2025
5. Funds Deposited in County Treasury, April 2025
6. Employee Travel Report – April 2025

Trustee Reports

Trustee White shared his experience at the Annual Trustee Conference.

Trustee Gregory also shared details of the Annual Trustee Conference. He also said that he appreciated celebrating staff at the Retiree Dinner.

Secretary Eveland apologized for missing an accreditation meeting. He thanked staff for the preparation to make the annual Al Baldock Golf Tournament a fun success. He also stated that he learned a lot at the Annual Trustees Conference and appreciated getting to know the fellow trustees each evening. He noted that the College is poised with potential for growth and he believes that there is a great team in place.

President Orrin appreciated the athlete signing event. She commended staff for making it personal and celebrating these students personally. She added that the relationship they have with students is what stands out at Taft College.

Academic Senate

Candace Duron, Academic Senate President, reported on resolutions that were adopted at the Spring Plenary for the state Academic Senate. Ms. Duron said that this summer there will be a summer convening to discuss common course numbering across the state. The College will be sending volunteers to this convening.

Administrative Services
Mike Giacomini, Vice President of Administrative Services, said that the Governor's May Revise was just released this afternoon. He will provide more insight on the information at the June Board meeting. He also told the Board that Maintenance and Operations as well as the Café have summer planning projects for program improvements.

Human Resources
Heather del Rosario, Vice President of Human Resources, stated that the Safety and Security department will be implementing the Maxient data system with Information Technology this summer. Ms. del Rosario shared TIL recruitment info, adding that there is a full freshmen class committed to the fall session. The Human Resources staff will be revamping the Faculty extra duty and student worker work permit processes over summer.

Foundation
Dr. Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, announced that there are 41 pre-nursing students accepted into the summer internship program as well as seven engineering interns. She is reviewing a possible grant opportunity with Bank of America. Today Ms. Horn-Bunk and Mike Giacomini attended a West Kern Economic Alliance meeting.

Associated Student Organization
Myisha Cutrona, Coordinator of Student Life and Basic Resources, said that ASO officers will be hosting activities to encourage students during finals week with a focus on relaxation. Students will also be working a resource fair at Taft Methodist church. Ms. Cutrona invited the Board and staff to attend the second annual Gavel Passing meeting this week. She is also working with staff across the campus to develop an event calendar.

Information and Institutional Effectiveness
Dr. Xiaohong Li, Vice President of Information and Institutional Effectives, said that the Institutional Research staff are reviewing the draft of the midterm Accreditation report so that it can begin to be reviewed by campus groups in the fall. The Strategic Action Plan is due for an update and will be updated to align with the new Educational Master Plan. Staff are working to convert to pilot Comprehensive Program Review to become a permanent process. The IT department is updating the network system and the Cyber Security Response Plan. They are also cleaning up inventory on campus.

Marketing and Community Relations
Susan Groveman, Executive Director of Marketing and Community Relations, is assisting in the development of new orientation videos for incoming students that will showcase departments and processes across the campus.

Instruction
Greg Bormann, Interim Vice President of Instruction, is working with staff to finalize summer/fall course schedules and will work with marketing and outreach staff to share offerings. Mr. Bormann confirmed that Hall Ambulance will be offering clinical placement for Paramedic courses. A Career Technology Education advisory meeting was held. He also said that Dr. Vickie Kimbrough will be working as a consultant to assist in medical program ventures.

Jaime Lopez, the Dean of Instruction, said that the state judicial system has asked the College to consider assisting in educating students in the area of court reporting. Instruction staff are also working with the Human Resources department to fill Instructional vacancies prior to fall semester. Mr. Lopez stated that there are 69 Taft Union High School students enrolled in dual enrollment courses next fall. He also said that recruitment is in place for the second cohort of the Dental Hygiene baccalaureate degree.

Faculty Association

Ruby Payne, President of the Faculty Association, said that Darcy Bogle was named the Faculty Member of the Year. She said that it is a well-deserved honor and thanked ASO for their recognition of faculty dedication to students. She added that the faculty raised $10,000 in scholarships for students this year.

Amber Garcia, Financial Aid Director, and staff assisted in a Dental Hygiene orientation for the fall cohort to address specific needs those students may have. The Promise Luncheon to celebrate the success of the program's students from this academic year. The department also participated in the Transfer event that acknowledges students who have committed to universities this fall. The staff are now preparing for the annual Scholarship Luncheon.

SUPERINTENDENT REPORT

Dr. Minor shared information on a wide variety of events, community connections, and celebrations. The College hosted community members with an Easter egg hunt for Jefferson Elementary students and a Career Technology Advisory meeting. Dr. Minor, the Board and the Foundation attended the State of the City luncheon and the Kern Economic Development Summit. Dr. Minor was a participant on behalf of the District at both of the events. Employees were celebrated at the Retiree Dinner. Student celebrations for academic success have been hosted by many groups. The affinity celebrations for graduates are a continued success. The College hosted a California Academic Partnership Program (CAPP) grant summit. Lastly, the annual Al Baldock Golf Tournament was a success and an opportunity to connect with partners and alumni.

CLOSED SESSION

There was no continuation of closed session.

NEXT MEETING

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

ADJOURNMENT

At 7:29 p.m., on a motion by Trustee White, seconded by Trustee Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Mike Eveland, Secretary

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 29, 2025

Submitted by: Mike Giacomini, Vice President of Administrative Services MG

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

Subject: Request for Approval

Board Meeting Date: June 11, 2025

Title of Board Item: 2025-2026 West Kern Community College District Tentative Annual Budget

Background:

In accordance with Section 58305 of the California Code of Regulations, it is necessary to approve a tentative FY 2025-2026 budget for West Kern Community College District (WKCCD). This approval will provide the District with operating funds for the period of July through September 2025 until the final FY 2025-2026 WKCCD budget is presented to the Board of Trustees for adoption. Please find the enclosed draft of the proposed Tentative Budget Summary for WKCCD.

The State of California has yet to adopt a final budget for FY 2025-2026. A final State budget is expected to be adopted in the latter half of June and revenue allocations distributed by the California Community College Chancellor's Office in mid-summer. A final proposed operating budget will be presented to the Board of Trustees no later than September 10, 2025.

Board Goal/Accreditation Standard: BFR: District Sustainability #1

Terms (if applicable): July 1, 2025 – June 30, 2026

Expense (if applicable): Not applicable

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

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

West Kern Community College District
2025 / 26 Preliminary Budget Summary
General Fund - Funds 11 & 12

Object Code	Description	2024 / 2025 COMBINED Adopted Budget	2024 / 2025 Estimated Actuals	2025 / 2026 COMBINED Budget	2025 / 2026 UNRESTRICTED Budget	2025 / 2026 RESTRICTED Budget
8100	Federal Revenue	1,202,110	1,779,846	1,777,637	-	1,777,637
8600	State Income	49,656,459	50,590,460	43,318,790	28,451,850	14,866,940
8800	Local Income	9,035,587	9,035,687	9,036,570	8,359,925	676,645
8900	Carryover	-	-	-	-	-
Total for 8000:	**Revenue**	**59,894,156**	**61,405,993**	**54,132,997**	**36,811,775**	**17,321,222**
1000	Academic Salaries	13,412,220	13,250,550	13,909,400	12,265,067	1,644,333
Total for 1000:	**Academic Salaries**	**13,412,220**	**13,250,550**	**13,909,400**	**12,265,067**	**1,644,333**
2000	Classified Salaries	8,881,280	9,139,798	8,977,691	7,237,477	1,740,214
Total for 2000:	**Classified Salaries**	**8,881,280**	**9,139,798**	**8,977,691**	**7,237,477**	**1,740,214**
3100	State Teachers Retirement System (STRS)	3,183,270	3,118,622	3,446,439	3,172,864	273,575
3200	Public Employees Retirement System (PERS)	2,390,986	2,549,271	2,390,986	2,015,925	375,061
3000	Other Employee Benefits	6,518,341	6,606,828	6,518,341	5,732,867	785,474
Total for 3000:	**Employee Benefits**	**12,092,598**	**12,274,721**	**12,355,767**	**10,921,657**	**1,434,110**
4100	Textbooks	26,712	26,152	26,729	15,529	11,200
4200	Magazines / Periodicals	4,215	4,484	3,789	789	3,000
4300	Supplies (All categories)	777,237	1,106,910	866,338	448,515	417,823
4400	Food Supplies	120,448	207,005	143,902	30,101	113,801
Total for 4000:	**Supplies and Materials**	**928,611**	**1,344,551**	**1,040,758**	**494,934**	**545,824**
	884,931					
5200	Dues and Memberships	125,092	129,047	108,969	96,999	11,970
5300	Insurance	274,398	276,598	312,980	312,980	-
5400	Legal, Election & Audit Expenses	221,135	214,710	299,109	299,109	-
5500	Personal & Consulting Services	850,781	45,537	967,825	696,609	271,216
5600	Rents, Leases & Repairs	3,443,767	-	2,733,113	1,907,491	825,622
5700	Travel & Conference Expenses	622,018	662,898	616,889	322,727	294,162
5800	Utilities / Housekeeping Services	8,720,262	10,171,593	5,181,421	870,765	4,310,656
5899	Carryover	-	-	-	-	-
5900	Other Operating Expenses	1,572,749	1,546,619	1,175,431	700,362	475,068
Total for 5000:	**Operating Expenses and Services**	**15,830,202**	**13,047,002**	**11,395,737**	**5,207,042**	**6,188,694**

General Fund - Funds 11 & 12

Object Code	Description	2024 / 2025 COMBINED Adopted Budget	2024 / 2025 Estimated Actuals	2025 / 2026 COMBINED Budget	2025 / 2026 UNRESTRICTED Budget	2025 / 2026 RESTRICTED Budget
6100	Sites and Site Improvements	2,072,415	2,061,483	61,739	61,739	-
6200	Buildings	256,817	281,817	306,817	99,750	207,067
6300	Library Books and Materials	24,000	30,000	24,000	-	24,000
6400	Equipment	1,345,459	1,420,252	1,846,856	95,424	1,751,431
Total for 6000:	**Capital Outlay**	**3,698,691**	**3,793,552**	**2,239,412**	**256,914**	**1,982,498**
7100	Debt Retirement / Other Financing	111,000	118,196	111,000	111,000	-
7200	Transfers	-	-	-	-	-
7300	Transfers	1,060,931	1,060,931	1,060,931	1,060,931	-
7400	Other Interest / Long-Term Debt	1,072,695	1,072,695	1,223,868	60,000	1,163,868
7500	Student Financial Aid	2,207,994	2,314,006	2,214,217	-	2,214,217
7600	Other Student Aid	418,519	457,519	391,579	-	391,579
7900	Reserves / Contingencies	15,884	15,884	15,884	-	15,884
Total for 7000:	**Other Outgoing Expenditures**	**4,887,023**	**5,039,231**	**5,017,480**	**1,231,931**	**3,785,549**
		59,730,626	**62,902,588**	**54,936,244**	**37,615,022**	**17,321,222**

West Kern Community College District
2025 / 26 Preliminary Budget Summary
General Fund - Funds 11 & 12
President / Superintendent

Object Code	Description	2024 / 2025 COMBINED Adopted Budget	2024 / 2025 Estimated Actuals	2025 / 2026 COMBINED Budget	2025 / 2026 UNRESTRICTED Budget	2025 / 2026 RESTRICTED Budget
1000	Academic Salaries	417,499	846,724	846,724	846,724	-
Total for 1000:	**Academic Salaries**	**417,499**	**846,724**	**846,724**	**846,724**	**-**
2000	Classified Salaries	3,128,093	3,326,621	3,246,211	2,944,036	302,175
Total for 2000:	**Classified Salaries**	**3,128,093**	**3,326,621**	**3,246,211**	**2,944,036**	**302,175**
3100	State Teachers Retirement System (STRS)	33,038	155,240	155,240	155,240	-
3200	Public Employees Retirement System (PERS)	746,014	735,986	688,229	636,288	51,941
3000	Other Employee Benefits	945,527	1,142,290	1,044,673	965,641	79,032
Total for 3000:	**Employee Benefits**	**1,724,580**	**2,033,516**	**1,888,142**	**1,757,169**	**130,973**
4100	Textbooks	-	500	500	500	-
4200	Magazines / Periodicals	126	300	300	300	-
4300	Supplies (All categories)	99,395	301,320	225,783	89,783	136,000
4400	Food Supplies	14,551	19,878	18,750	18,750	-
Total for 4000:	**Supplies and Materials**	**114,073**	**321,997**	**245,333**	**109,333**	**136,000**
5200	Dues and Memberships	75,233	106,289	89,453	84,453	5,000
5300	Insurance	-	2,200	-	-	-
5400	Legal, Election & Audit Expenses	97,885	126,010	210,210	210,210	-
5500	Personal & Consulting Services	128,981	403,746	506,582	315,025	191,557
5600	Rents, Leases & Repairs	476,843	1,059,086	598,609	501,159	97,450
5700	Travel & Conference Expenses	227,632	290,024	283,394	233,394	50,000
5800	Utilities / Housekeeping Services	8,085	1,361,354	652,237	1,255	650,982
5899	Carryover	-	-	-	-	-
5900	Other Operating Expenses	491,726	949,169	520,748	288,654	232,094
Total for 5000:	**Operating Expenses and Services**	**1,506,386**	**4,297,877**	**2,861,233**	**1,634,150**	**1,227,083**

President / Superintendent

Object Code	Description	2024 / 2025 COMBINED Adopted Budget	2024 / 2025 Estimated Actuals	2025 / 2026 COMBINED Budget	2025 / 2026 UNRESTRICTED Budget	2025 / 2026 RESTRICTED Budget
6100	Sites and Site Improvements	2,963	3,000	-	-	-
6200	Buildings	1,960	25,000	-	-	-
6300	Library Books and Materials	-	-	-	-	-
6400	Equipment	171,230	951,746	1,480,198	23,445	1,456,753
Total for 6000:	**Capital Outlay**	**176,153**	**979,746**	**1,480,198**	**23,445**	**1,456,753**
7100	Debt Retirement / Other Financing	-	-	-	-	-
7300	Transfers	1,281,000	-	-	-	-
7400	Other Interest / Long-Term Debt	28,966	2,924	-	-	-
7500	Student Financial Aid	-	-	-	-	-
7600	Other Student Aid	-	-	-	-	-
7900	Reserves / Contingencies	-	-	-	-	-
Total for 7000:	**Other Outgoing Expenditures**	**1,309,966**	**2,924**	**-**	**-**	**-**
		8,376,748	**11,809,406**	**10,567,841**	**7,314,858**	**3,252,984**

West Kern Community College District
2025 / 26 Preliminary Budget Summary
General Fund - Funds 11 & 12
Instruction

Object Code	Description	2024 / 2025 COMBINED Adopted Budget	2024 / 2025 Estimated Actuals	2025 / 2026 COMBINED Budget	2025 / 2026 UNRESTRICTED Budget	2025 / 2026 RESTRICTED Budget
1000	Academic Salaries	10,159,543	8,999,402	10,446,582	10,326,944	119,638
Total for 1000:	**Academic Salaries**	**10,159,543**	**8,999,402**	**10,446,582**	**10,326,944**	**119,638**
2000	Classified Salaries	1,590,601	1,649,925	1,741,336	1,473,503	267,833
Total for 2000:	**Classified Salaries**	**1,590,601**	**1,649,925**	**1,741,336**	**1,473,503**	**267,833**
3100	State Teachers Retirement System (STRS)	1,801,526	1,952,633	2,165,802	2,111,715	54,087
3200	Public Employees Retirement System (PERS)	415,150	333,888	333,888	313,486	20,402
3000	Other Employee Benefits	2,038,751	2,171,075	2,171,075	2,090,437	80,638
Total for 3000:	**Employee Benefits**	**4,255,426**	**4,457,596**	**4,670,765**	**4,515,638**	**155,127**
4100	Textbooks	10,381	7,573	7,229	6,729	500
4200	Magazines / Periodicals	2,989	4,184	3,489	489	3,000
4300	Supplies (All categories)	472,351	318,505	310,179	142,505	167,675
4400	Food Supplies	19,650	14,060	14,438	5,438	9,000
Total for 4000:	**Supplies and Materials**	**505,370**	**344,322**	**335,335**	**155,161**	**180,175**
5200	Dues and Memberships	6,575	12,221	11,374	7,474	3,900
5300	Insurance	-	-	-	-	-
5400	Legal, Election & Audit Expenses	4,200	2,085	4,010	4,010	-
5500	Personal & Consulting Services	39,910	(903,806)	7,167	4,167	3,000
5600	Rents, Leases & Repairs	1,111,424	1,105,811	1,020,466	876,857	143,609
5700	Travel & Conference Expenses	115,380	140,975	152,814	62,388	90,426
5800	Utilities / Housekeeping Services	14,821	3,775,238	1,840,577	394	1,840,183
5899	Carryforward	-	-	-	-	-
5900	Other Operating Expenses	83,469	43,962	93,397	11,268	82,129
Total for 5000:	**Operating Expenses and Services**	**1,375,779**	**4,176,486**	**3,129,805**	**966,558**	**2,163,247**

Instruction

Object Code	Description	2024 / 2025 COMBINED Adopted Budget	2024 / 2025 Estimated Actuals	2025 / 2026 COMBINED Budget	2025 / 2026 UNRESTRICTED Budget	2025 / 2026 RESTRICTED Budget
6100	Sites and Site Improvements	-	-	-	-	-
6200	Buildings	575	-	-	-	-
6300	Library Books and Materials	23,916	30,000	24,000	-	24,000
6400	Equipment	331,558	113,508	160,436	24,146	136,290
Total for 6000:	**Capital Outlay**	**356,049**	**143,508**	**184,436**	**24,146**	**160,290**
7100	Debt Retirement / Other Financing	-	-	-	-	-
7300	Transfers	-	-	-	-	-
7400	Other Interest / Long-Term Debt	1,166,027	1,009,771	1,163,868	-	1,163,868
7500	Student Financial Aid	-	-	-	-	-
7600	Other Student Aid	-	-	-	-	-
7900	Reserves / Contingencies	-	-	-	-	-
Total for 7000:	**Other Outgoing Expenditures**	**1,166,027**	**1,009,771**	**1,163,868**	**-**	**1,163,868**
		19,408,796	**20,781,011**	**21,672,127**	**17,461,950**	**4,210,178**

West Kern Community College District
2025 / 26 Preliminary Budget Summary
General Fund - Funds 11 & 12
Student Services

Object Code	Description	2024 / 2025 COMBINED Adopted Budget	2024 / 2025 Estimated Actuals	2025 / 2026 COMBINED Budget	2025 / 2026 UNRESTRICTED Budget	2025 / 2026 RESTRICTED Budget
1000	Academic Salaries	2,148,089	2,377,560	2,364,602	839,907	1,524,695
Total for 100 Academic Salaries		**2,148,089**	**2,377,560**	**2,364,602**	**839,907**	**1,524,695**
2000	Classified Salaries	1,981,661	2,091,920	2,098,440	928,234	1,170,206
Total for 200 Classified Salaries		**1,981,661**	**2,091,920**	**2,098,440**	**928,234**	**1,170,206**
3100	State Teachers Retirement System (STRS)	225,059	304,838	379,262	159,774	219,488
3200	Public Employees Retirement System (PERS)	673,173	659,782	589,478	286,760	302,718
3000	Other Employee Benefits	1,017,167	1,125,585	1,134,715	508,911	625,804
Total for 300 Employee Benefits		**1,915,398**	**2,090,205**	**2,103,455**	**955,445**	**1,148,010**
4100	Textbooks	16,415	17,979	18,900	8,200	10,700
4200	Magazines / Periodicals	-	-	-	-	-
4300	Supplies (All categories)	117,159	324,445	175,823	61,674	114,149
4400	Food Supplies	123,917	172,317	110,001	5,200	104,801
Total for 400 Supplies and Materials		**257,490**	**514,741**	**304,724**	**75,074**	**229,650**
5200	Dues and Memberships	6,007	7,695	5,820	2,750	3,070
5300	Insurance	-	-	-	-	-
5400	Legal, Election & Audit Expenses	-	75	-	-	-
5500	Personal & Consulting Services	62,429	231,054	92,554	15,895	76,659
5600	Rents, Leases & Repairs	674,659	923,448	784,208	199,645	584,563
5700	Travel & Conference Expenses	111,814	208,899	164,206	10,470	153,736
5800	Utilities / Housekeeping Services	22,986	2,965,544	(871,378)	3,647	(875,025)
5899	Carryfoward	-	-	-	-	-
5900	Other Operating Expenses	159,533	230,309	173,155	64,510	108,645
Total for 500 Operating Expenses and Services		**1,037,429**	**4,567,025**	**348,565**	**296,917**	**51,647**

Student Services

Object Code	Description	2024 / 2025 COMBINED Adopted Budget	2024 / 2025 Estimated Actuals	2025 / 2026 COMBINED Budget	2025 / 2026 UNRESTRICTED Budget	2025 / 2026 RESTRICTED Budget
6100	Sites and Site Improvements	-	-	-	-	-
6200	Buildings	-	-	-	-	-
6300	Library Books and Materials	-	-	-	-	-
6400	Equipment	69,504	233,364	174,982	16,594	158,388
Total for 600 Capital Outlay		**69,504**	**233,364**	**174,982**	**16,594**	**158,388**
7100	Debt Retirement / Other Financing	70,527	112,196	105,000	105,000	-
7300	Transfers	-	-	-	-	-
7400	Other Interest / Long-Term Debt	-	-	-	-	-
7500	Student Financial Aid	1,984,068	2,314,006	2,214,217	-	2,214,217
7600	Other Student Aid	402,930	457,519	391,579	-	391,579
7900	Reserves / Contingencies	-	-	-	-	-
Total for 700 Other Outgoing Expenditures		**2,457,525**	**2,883,721**	**2,710,796**	**105,000**	**2,605,797**
		9,867,096	**14,758,535**	**10,105,564**	**3,217,171**	**6,888,393**

West Kern Community College District
2025 / 26 Preliminary Budget Summary
General Fund - Funds 11 & 12
VP, Administrative Services

Object Code	Description	2024 / 2025 COMBINED Adopted Budget	2024 / 2025 Estimated Actuals	2025 / 2026 COMBINED Budget	2025 / 2026 UNRESTRICTED Budget	2025 / 2026 RESTRICTED Budget
1000	Academic Salaries	388,263	26,864	251,492	251,492	-
Total for 100 Academic Salaries		**388,263**	**26,864**	**251,492**	**251,492**	**-**
2000	Classified Salaries	1,825,603	2,071,332	1,891,704	1,891,704	-
Total for 200 Classified Salaries		**1,825,603**	**2,071,332**	**1,891,704**	**1,891,704**	**-**
3100	State Teachers Retirement System (STRS)	654,107	705,911	746,135	746,135	-
3200	Public Employees Retirement System (PERS)	750,691	819,615	779,391	779,391	-
3000	Other Employee Benefits	2,714,930	2,167,878	2,167,878	2,167,878	-
Total for 300 Employee Benefits		**4,119,729**	**3,693,405**	**3,693,404**	**3,693,405**	**-**
4100	Textbooks	-	100	100	100	-
4200	Magazines / Periodicals	-	-	-	-	-
4300	Supplies (All categories)	135,230	162,640	154,553	154,553	-
4400	Food Supplies	791	750	713	713	-
Total for 400 Supplies and Materials		**136,021**	**163,490**	**155,366**	**155,366**	**-**
5200	Dues and Memberships	3,000	2,842	2,322	2,322	-
5300	Insurance	207,513	274,398	312,980	312,980	-
5400	Legal, Election & Audit Expenses	62,619	86,540	84,889	84,889	-
5500	Personal & Consulting Services	300,992	314,543	361,522	361,522	-
5600	Rents, Leases & Repairs	477,349	479,732	329,830	329,830	-
5700	Travel & Conference Expenses	15,787	23,000	16,475	16,475	-
5800	Utilities / Housekeeping Services	790,855	2,069,457	3,559,986	865,469	2,694,516
5899	Carryforward	-	-	-	-	-
5900	Other Operating Expenses	(436,004)	323,179	388,131	335,930	52,201
Total for 500 Operating Expenses and Services		**1,422,113**	**3,573,691**	**5,056,135**	**2,309,418**	**2,746,717**

VP, Administrative Services

Object Code	Description	2024 / 2025 COMBINED Adopted Budget	2024 / 2025 Estimated Actuals	2025 / 2026 COMBINED Budget	2025 / 2026 UNRESTRICTED Budget	2025 / 2026 RESTRICTED Budget
6100	Sites and Site Improvements	2,092,373	2,058,483	61,739	61,739	-
6200	Buildings	19,333	256,817	306,817	99,750	207,067
6300	Library Books and Materials	-	-	-	-	-
6400	Equipment	134,498	121,635	31,239	31,239	-
Total for 600 Capital Outlay		**2,246,203**	**2,436,934**	**399,795**	**192,728**	**207,067**
7100	Debt Retirement / Other Financing	259	6,000	6,000	6,000	-
7200	Transfers	-	-	-	-	-
7300	Transfers	(711,456)	1,060,931	1,060,931	1,060,931	-
7400	Other Interest / Long-Term Debt	(558)	60,000	60,000	60,000	-
7500	Student Financial Aid	-	-	-	-	-
7600	Other Student Aid	-	-	-	-	-
7900	Reserves / Contingencies	-	-	15,884	-	15,884
Total for 700 Other Outgoing Expenditures		**(711,755)**	**1,126,931**	**1,142,815**	**1,126,931**	**15,884**
		9,426,177	**13,092,647**	**12,590,711**	**9,621,043**	**2,969,668**

WEST KERN COMMUNITY COLLEGE DISTRICT
2025 / 26 Preliminary Budget Summary

Fund 31: Bookstore Enterprise Fund

Fund	Description	2024 / 2025 Adopted Budget	2024 / 2025 Estimated Amounts	2025 / 2026 Budgeted Amounts
8000	Revenue	1,149,845	1,427,188	1,227,188
Total for Fund 31:	**Bookstore Enterprise Fund Revenue**	**1,149,845**	**1,427,188**	**1,227,188**
1000	Academic Salaries	230,906	11,632	11,632
2000	Classified Salaries	321,903	286,670	286,670
3000	Employee Benefits	152,583	155,542	155,542
4000	Supplies & Materials	578,691	694,083	539,883
5000	Operating Expenses and Services	103,420	207,783	162,983
6000	Capital Outlay	7,592	11,479	10,479
7000	Other Outgoing Expenditures	50,529	60,000	60,000
Total for Fund 31:	**Bookstore Enterprise Fund Expenditures**	**1,445,624**	**1,427,188**	**1,227,188**
		OUT OF BALANCE		

Fund 32: Cafeteria Enterprise Fund

Fund	Description	2024 / 2025 Adopted Budget	2024 / 2025 Estimated Amounts	2025 / 2026 Budgeted Amounts
8000	Revenue	847,977	1,196,324	1,196,324
Total for Fund 32:	**Cafeteria Enterprise Fund Revenue**	**847,977**	**1,196,324**	**1,196,324**
1000	Academic Salaries	-	-	-
2000	Classified Salaries	439,183	441,960	441,960
3000	Employee Benefits	220,233	241,477	241,477
4000	Supplies & Materials	620,581	494,535	491,935
5000	Operating Expenses and Services	7,611	12,695	15,295
6000	Capital Outlay	13,225	5,656	5,656
7000	Other Outgoing Expenditures	-	-	-
Total for Fund 32:	**Cafeteria Enterprise Fund Expenditures**	**1,300,833**	**1,196,324**	**1,196,324**
		OUT OF BALANCE		**OUT OF BALANCE**

WEST KERN COMMUNITY COLLEGE DISTRICT
2025 / 26 Preliminary Budget Summary

Fund 33: Child Development Center Fund

Fund	Description	2024 / 2025 Adopted Budget	2024 / 2025 Estimated Amounts	2025 / 2026 Budgeted Amounts
8000	Revenue	1,765,111	3,151,099	2,063,391
Total for Fund 33:	**Child Development Center Fund Revenue**	**1,765,111**	**3,151,099**	**2,063,391**
1000	Academic Salaries	50,057	69,914	69,914
2000	Classified Salaries	764,232	728,248	728,248
3000	Employee Benefits	506,580	496,052	496,052
4000	Supplies & Materials	82,199	357,624	78,421
5000	Operating Expenses and Services	197,148	1,063,861	690,756
6000	Capital Outlay	91,893	435,400	-
7000	Other Outgoing Expenditures	140,208	-	-
Total for Fund 33:	**Child Development Center Fund Expenditures**	**1,832,318**	**3,151,099**	**2,063,391**
		OUT OF BALANCE		

Fund 35: Dormitory Fund

Fund	Description	2024 / 2025 Adopted Budget	2024 / 2025 Estimated Amounts	2025 / 2026 Budgeted Amounts
8000	Revenue	354,660	453,601	464,963
Total for Fund 35:	**Dormitory Fund Revenue**	**354,660**	**453,601**	**464,963**
1000	Academic Salaries	-	-	-
2000	Classified Salaries	142,771	180,335	180,335
3000	Employee Benefits	62,554	80,716	80,716
4000	Supplies & Materials	32,873	52,469	46,919
5000	Operating Expenses and Services	156,380	79,969	92,158
6000	Capital Outlay	3,806	60,048	64,835
7000	Other Outgoing Expenditures	-	-	-
Total for Fund 35:	**Dormitory Fund Expenditures**	**398,384**	**453,537**	**464,963**
		OUT OF BALANCE	OUT OF BALANCE	

WEST KERN COMMUNITY COLLEGE DISTRICT
2025 / 26 Preliminary Budget Summary

Fund 36: Parking Fund

Fund	Description	2024 / 2025 Adopted Budget	2024 / 2025 Estimated Amounts	2025 / 2026 Budgeted Amounts
8000	Revenue	155	10,000	10,000
Total for Fund 36:	Parking Fund Revenue	155	10,000	10,000
1000	Academic Salaries	-	-	-
2000	Classified Salaries	-	-	-
3000	Employee Benefits	-	-	-
4000	Supplies & Materials	2,273	1,000	1,000
5000	Operating Expenses and Services	-	-	-
6000	Capital Outlay	8,719	9,000	9,000
7000	Other Outgoing Expenditures	-	-	-
Total for Fund 36:	Parking Fund Expenditures	10,992	10,000	10,000
		OUT OF BALANCE		

Fund 39: Transition to Independent Living Fund

Fund	Description	2024 / 2025 Adopted Budget	2024 / 2025 Estimated Amounts	2025 / 2026 Budgeted Amounts
8000	Revenue	1,141,538	1,536,293	2,557,697
Total for Fund 39:	Transition to Independent Living Fund Revenue	1,141,538	1,536,293	2,557,697
1000	Academic Salaries	-	-	-
2000	Classified Salaries	952,969	843,660	1,065,485
3000	Employee Benefits	413,564	373,796	438,692
4000	Supplies & Materials	13,690	40,977	138,822
5000	Operating Expenses and Services	204,506	247,229	389,685
6000	Capital Outlay	-	-	51,357
7000	Other Outgoing Expenditures	-	-	-
Total for Fund 39:	Transition to Independent Living Fund Expenditures	1,584,730	1,505,662	2,084,042
		OUT OF BALANCE	OUT OF BALANCE	OUT OF BALANCE

WEST KERN COMMUNITY COLLEGE DISTRICT
2025 / 26 Preliminary Budget Summary

Fund 43: Restricted Purpose Fund

Fund	Description	2024 / 2025 Adopted Budget	2024 / 2025 Estimated Amounts	2025 / 2026 Budgeted Amounts
8000	Revenue	559,037	371,801	371,801
Total for Fund 43:	**Restricted Purpose Fund Revenue**	559,037	371,801	371,801
1000	Academic Salaries	-	-	-
2000	Classified Salaries	-	-	-
3000	Employee Benefits	-	-	-
4000	Supplies & Materials	-	-	-
5000	Operating Expenses and Services	-	-	-
6000	Capital Outlay	-	-	-
7000	Other Outgoing Expenditures	371,981	371,801	371,801
Total for Fund 43:	**Restricted Purpose Fund Expenditures**	371,981	371,801	371,801

Signature: Mike Giacomini
Mike Giacomini (May 29, 2025 15:31 PDT)

Email: mgiacomini@taftcollege.edu

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 22, 2025

Submitted by: Darcy Brown, Co-Chair of HOF Committee & Counselor

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

Subject: Request for Approval

Board Meeting Date: June 11, 2025

Title of Board Item: Taft College Class of 2025 Hall of Fame Inductees

Background:
As Co-Chair of the Taft College Hall of Fame Committee, it is my honor to present to the Board of Trustees the Class of 2025 Hall of Fame inductees:

Donny Harrel, Distinguished Alumnus
LaNell Howell, Distinguished Classified
Mike McDougal, Outstanding Athlete
Jason Phillips, Outstanding Athlete
Debra Wooley, Distinguished Confidential
1977 California State Championship Football Team

The following are recommended to the Board of Trustees to be inducted in the Class of 2026 Hall of Fame:

Adrian Agundez, Distinguished Confidential
Ray Scott, Distinguished Alumnus
1985 California State Cross Country Runner Up Team

The Hall of Fame Committee met on Tuesday, May 12, 2025, to review the ballot results and select the final Hall of Fame inductees. The above nominees receiving a majority of votes have been recommended for induction into the Taft College Hall of Fame. All nominees were very distinguished and well qualified with significant contributions to Taft College.

Thank you for your support of the Taft College Hall of Fame!

Board Goal/Accreditation Standard:

Honor and celebrate the success and contributions of our past students, faculty, staff, athletes, teams, and service members.

Terms (if applicable):
The Class of 2025 Hall of Fame inductees will be posted to the Taft College Hall of Fame website in mid-June. Further information and updates will also be provided at this site. The induction ceremony and weekend activities will tentatively be held on November 1-2, 2025.

Expense (if applicable):
Expenses will be covered by the income generated by the Hall of Fame along with much appreciated support from the Taft College Foundation and other sponsors.

Fiscal Impact Including Source of Funds (if applicable):
The Taft College Hall of Fame does not have a significant fiscal impact on the District.

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

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 23, 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: June 11, 2025

Title of Board Item:
First 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, President
California School Employees Association Chapter #543

Dated: 6/3/25

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

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

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Agreement completed.
2025-06-04 - 2:05:02 PM GMT

Adobe Acrobat Sign

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:

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 22, 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: June 11, 2025

Title of Board Item: Request for Approval of Change Order No. 1 – Taft College Marquee Sign Replacement

Background:

This is a project for the replacement of the Marquee Sign located at the 6th Street entrance.

Please see the attached copy of Change Order No. 1 for the Taft College Marquee Sign Replacement project as submitted by AP Architects for S&B Sons, Inc., contractor. This Change Order is a credit for certain concrete site work and unused allowance monies for this project totaling $12,416.20. The original Contract Sum for this project was $85,300.00. With this Change Order, the new Contract Sum is $72,883.80.

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

Terms (if applicable): Not applicable.

Expense (if applicable):

No expense. This Change Order is a credit of $12,416.20.

Fiscal Impact Including Source of Funds (if applicable):

Not applicable.

Approved: _____

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

CHANGE ORDER No.

ONE

Distribution to:

OWNER	X	FIELD	
ARCHITECT	X	DSA	
CONTRACTOR	X	INSPECTOR	X
SURETY	X		

File #: 15-C2
DSA #: 03-123907

PROJECT:	Taft College Marquee Sign Replacement WKCCD 29 Cougar Court Taft, CA 93268	CHANGE ORDER INITIATION DATE	4/1/2025
		ARCHITECT'S PROJECT NO.:	430-0079
CONTRACTOR:	S&B Sons, Inc. 6807 Cherry Ave Bakersfield, CA 93314	CONTRACT START DATE:	12/2/2024
		ORIGINAL CONTRACT COMPLETION DATE:	1/31/2025

You are directed to make the following changes in this Contract:		Days	$
1.1	**Provide credit back to Owner for unused project allowance funds.**	0	-10,000.00
	Reason: *Use of Allowance not requried.*		
1.2	**Omit approximately 112 sf of concrete flatwork not required to be removed and replaced. Reference S&B CO#2**	0	-2,416.20
	Reason: *Concrete flatwork was not required to be removed in order to remove old sign and install new sign.*		
	TOTAL		**($12,416.20)**

Not valid until signed by both the Owner and Architect.
Signature of the Contractor indicated his agreement herewith, including any adjustments in the Contract Time.

The original (Contract Sum) was:	$	85,300.00
Net change by previously authorized Change Orders:	$	-
The (Contract Sum) prior to this Change Order was:	$	85,300.00
The (Contract Sum) will be increased by this Change Order:	$	(12,416.20)
The new (Contract Sum) including this Change Order will be:	$	72,883.80

The (Contract Time) prior to this Change Order was: 60 days
The (Contract Time) will be increased by: 0 days
The Date of Notice of Completion as of the date of this Change Order therefore is: 1/31/2025

Authorized:

AP Architects	S&B Sons, Inc.	Taft College
ARCHITECT	CONTRACTOR	OWNER
3434 Truxtun Ave. Suite 240	6807 Cherry Ave	29 Cougar Court
Address	Address	Address
Bakersfield, CA 93301	Bakersfield, CA 93314	Taft, CA 93268
BY:	BY:	BY:

DATE: 05/22/25 DATE: 5/23/2025 DATE:

AB

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 29, 2025

Submitted by: Jason Norris, Curriculum Technician

Area Administrator: Greg Bormann, Vice President of Instruction

Subject: Request for Approval

Board Meeting Date:
June 11, 2025

Title of Board Item:
New Program

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

1. Certificate of Achievement – California General Education Transfer Curriculum (Cal-GETC)

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

Terms (if applicable):
N/A

Expense (if applicable):
N/A

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

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

TAFTCOLLEGE

Program Development Memo

MEMO

To: Vice President of Instruction
Vicki Jacobi, Curriculum Co-Chair

From: Vicki Jacobi

Division: Learning Support

Date: 5/5/2025

Re: New Certificate of Achievement

Program Title: Transfer Studies California General Education Transfer Curriculum (Cal-GETC) Certificate of Achievement

Type of Curriculum Change:

☒ New Program ☐ Substantial Program Change* ☐ Nonsubstantial Program Change*

**For Program inactivations, please follow Administrative Procedure 4021*

I have reviewed the Program Review prior to updating this program:

☐ Yes ☒ No

Justification for Request:

The Cal-GETC is the new transfer general education pattern, and this will in place both the GE Breadth and IGETC.

Click here to enter text.

*Program SLOs are required

Program learning outcomes for Cal-GETC Certificate of Achievement
Upon successful completion, the student will:

- demonstrate an ability to think logically and critically in solving problems; explain conclusions; and evaluate, support, or critique the thinking of others through effective oral and written communication skills.
- demonstrate the abilities to reason quantitatively, practice computational skills, and explain and apply mathematical or quantitative reasoning concepts to solve problems.
- Demonstrate a better understanding of the interrelationship between the self and the creative arts and of the humanities in a variety of cultures.
- Solve problems and issues from respective disciplinary perspectives and will examine issues in their contemporary as well as historical settings and in a variety of cultural contexts; and explore the principles, methodologies, value systems and ethics employed in social scientific inquiry.
- Analyze scientific theories, concepts, and data about both living and non-living systems; to achieve an understanding and appreciation of scientific principles and the scientific method, as well as the potential limits of scientific endeavors and the value systems and ethics associated with human inquiry.
- Articulate concepts and theory regarding the intersection of race and racism as they relate to class, gender, sexuality, religion, national origin, immigration, ability, language from marginalized communities to include the cultures, traditions and contributions of these groups in a multicultural environment.

TRANSFER STUDIES: California General Education Transfer Curriculum (Cal-GETC) (Certificate of Achievement)

Item 1. Program Goals and Objectives

Program learning outcomes
Upon successful completion, the student will:

- demonstrate an ability to think logically and critically in solving problems; explain conclusions; and evaluate, support, or critique the thinking of others through effective oral and written communication skills.
- demonstrate the abilities to reason quantitatively, practice computational skills, and explain and apply mathematical or quantitative reasoning concepts to solve problems.
- Demonstrate a better understanding of the interrelationship between the self and the creative arts and of the humanities in a variety of cultures.
- Solve problems and issues from respective disciplinary perspectives and will examine issues in their contemporary as well as historical settings and in a variety of cultural contexts; and explore the principles, methodologies, value systems and ethics employed in social scientific inquiry.
- Analyze of scientific theories, concepts, and data about both living and non-living systems; to achieve an understanding and appreciation of scientific principles and the scientific method, as well as the potential limits of scientific endeavors and the value systems and ethics associated with human inquiry.
- Articulate concepts and theory regarding the intersection of race and racism as they relate to class, gender, sexuality, religion, national origin, immigration, ability, language from marginalized communities to include the cultures, traditions and contributions of these groups in a multicultural environment.

Item 2. Catalog Description

Courses approved for Cal-GETC are responsive to the need for students to develop knowledge of, or skills related to, quantitative reasoning, information literacy, intellectual inquiry, global awareness and understanding, human diversity, civic engagement, English communication competency, ethical decision-making, environmental systems, and technology. Completion of this certificate ensures that the student has met the lower division General Education requirements for all CSU and UC campuses. To achieve the Certificate of Achievement, a "C" grade or higher is required in each course. No CLEP credits can be used for the Cal-GETC.

Item 3. Program Requirements

* NOTE: Courses listed in multiple areas shall not be certified in more than one area.

No CLEP credits are accepted.

AREA 1: ENGLISH COMMUNICATION

1A-English Composition (3 units)
ENGL C1000, C1000E Academic Reading and Writing 3 Credit(s)
ENGL 1502

1B-Critical Thinking and Composition (*AP/IB Credit not accepted*) 3 units
ENGL 1600 Critical Thinking, Literature, and Composition 4 Credit(s)

1C-Oral Communication (*AP/IB credits not accepted)* (3 units)
COMM C1000 Introduction to Public Speaking 3 Credit(s)

AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (1 course, 3 semester units)

MATH 1500	Math for a Modern Society-A Liberal Arts Course	4 Credit(s)
MATH 1520	Finite Mathematics	3 Credit(s)
MATH 1540	Precalculus Mathematics	4 Credit(s)
MATH 2100	Analytic and Geometry and Calculus I	5 Credit(s)
PSYC 2200	Elementary Statistics for the Behavioral and Social Sciences	4 Credit(s)
STAT C1000	Introduction to Statistics	5 Credit(s)

ARTS AND HUMANITIES (At least 2 courses, with at least one from the Arts and one from the Humanities. 6 semester units)

3A-Arts (At least one course)

ARTH 1500	Art Appreciation	3 Credit(s)
ARTH 1510	Prehistoric to Renaissance Art History	3 Credit(s)
ARTH 1520	Renaissance to Contemporary Art History	3 Credit(s)
ARTH 2030	Survey of Asian Art	3 Credit(s)
ARTH 2040	Survey of African, Oceanic, and Indigenous North American Art	3 Credit(s)
DRAM 1510	Introduction to Theatre	3 Credit(s)
MUSC 1510	Music Appreciation	3 Credit(s)

3B-Humanities (At least one course)

ENGL 1650	Introduction to Literature	3 Credit(s)
ENGL 2100	American Literature I	3 Credit(s)
ENGL 2150	American Literature II	3 Credit(s)
ENGL 2600	World Literature I	3 credit(s)
ENGL 2650	World Literature 2	3 Credit(s)
ENGL 2700	British Literature 1	3 Credit(s)
ENGL 2750	British Literature 2	3 Credit(s)
HIST 2210	World Civilization to 1500	3 Credit(s)
HIST 2212	World Civilization since 1500	3 Credit(s)
HIST 2216	History of Latin America	3 Credit(s)
HIST 2231*	History of the United States to 1877	3 Credit(s)
HIST 2232*	History of the United States Since 1877	3 Credit(s)
HIST 2270	California History	3 credit(s)
HUM 2012	Introduction to Film Studies	3 Credit(s)
HUM 1500	Introduction to the Humanities	3 Credit(s)
PHIL 1501	Introduction to Philosophy	3 Credit(s)
PHIL 1531	The World's Living Religions	3 Credit(s)
SPAN 1602	Intermediate Spanish II	4 Credit(s)
SPAN 2001	Intermediate Spanish III	4 Credit(s)
SPAN 2002	Intermediate Spanish IV	4 Credit(s)

AREA 4: SOCIAL AND BEHAVIORAL SCIENCES (At least 2 courses from at least 2 disciplines or an interdisciplinary sequence. 9 semester units)

ADMJ 1501	Introduction to Criminal Justice	3 Credit(s)
ECEF 1531	The Child in Family/Community Relationships	3 Credit(s)

ECON 2120	Principles of Economics-Micro	3 Credit(s)
ECON 2210	Principles of Economics-Macro	3 Credit(s)
HIST 2202	Western Civilization to 1600	3 Credit(s)
HIST 2204	Western Civilization from 1600	3 Credit(s)
HIST 2210	World Civilization to 1500	3 Credit(s)
HIST 2212	World Civilization since 1500	3 Credit (s)
HIST 2216	History of Latin America	3 Credit(s)
HIST 2230	Women in United States History from 1400 to the Present	3 Credit(s)
HIST 2231*	History of the United States to 1877	3 Credit(s)
HIST 2232*	History of the United States Since 1877	3 Credit(s)
HIST 2270	California History	3 Credit(s)
PSYC C1000	Introduction to Psychology	3 Credit(s)
PSYC 2003	Child Growth and Development	3 Credit(s)
PSYC 2030	Human Sexuality	3 Credit(s)
PSYC 2080	Introduction to Lifespan Psychology	3 Credit(s)
POLS C1000	American Government and Politics	3 Credit(s)
SOC 1510	Introduction to Sociology	3 Credit(s)
SOC 2038	Gender Studies	3 Credit(s)
SOC 2110	Minority Group Relations	3 Credit(s)
SOC 2120	American Social Problems	3 Credit(s)

AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES (At least 2 courses, one physical and one biological science course; at least one must include a laboratory. Courses in **BOLD** contain a laboratory component. 7-9 semester or 9-12 quarter units)

5A-Physical Sciences (One course)

ASTR 1511	Introduction to Astronomy with Lab	4 Credit(s)
BIOL 1513	Introduction to Environmental Studies with Lab	4 Credit(s)
CHEM 1510	Introduction to College Chemistry	4 Credit(s)
CHEM 1520	Introduction to Organic and Biochemistry	4 Credit(s)
CHEM 2211	General Chemistry	5 Credit(s)
ESCI 1520	Introduction to Earth Science Lecture and Laboratory	4 Credit(s) GEOG
PSCI 1510	Physical Geography	3 Credit(s)
GEOL 1500	Introduction to Geology	4 Credit(s)
GEOL 1501	Historical Geology	4 Credit(s)
PHYS 2221	General Physics (Calculus)	4 Credit(s)
PSCI 1520	Introduction to Physical Science Lecture and Laboratory	4 Credit(s)

5B-Biological Sciences (One course)

BIOL 1500	Fundamentals of Biology	3 Credit(s)
BIOL 1510	Fundamentals of Biology with Lab	4 Credit(s)
BIOL 2201	Introduction to Biology-Cells	4 Credit(s)
BIOL 2202	General Zoology	5 Credit(s)
BIOL 2203	General Botany	4 Credit(s)
BIOL 2250	Human Anatomy	5 Credit(s)
BIOL 2257	Human Physiology with Lab	5 Credit(s)
BIOL 2258	Human Anatomy and Physiology I	5 credit(s)
BIOL 2259	Human Anatomy and Physiology II	5 Credit(s)
BIOL 2260	General Microbiology	5 Credit(s)

5C-Laboratory (One course)

ASTR 1511	Introduction to Astronomy with Lab	4 Credit(s)
BIOL 1510	Fundamentals of Biology with Lab	4 Credit(s)
BIOL 1513	Introduction to Environmental Studies with Lab	4 Credit(s)
BIOL 2201	Introduction to Biology-Cells	4 Credit(s)
BIOL 2202	General Zoology	5 Credit(s)
BIOL 2203	General Botany	4 Credit(s)
BIOL 2250	Human Anatomy	5 Credit(s)
BIOL 2257	Human Physiology with Lab	5 Credit(s)
BIOL 2258	Human Anatomy and Physiology I	5 credit(s)
BIOL 2259	Human Anatomy and Physiology II	5 Credit(s)
CHEM 1510	Introduction to College Chemistry	4 Credit(s)
CHEM 1520	Introduction to Organic and Biochemistry	4 Credit(s)
CHEM 2211	General Chemistry	5 Credit(s)
ESCI 1520	Introduction to Earth Science Lecture and Laboratory	4 Credit(s)
GEOL 1500	Introduction to Geology	4 Credit(s)
GEOL 1501	Historical Geology	4 Credit(s)
PHYS 2221	General Physics (Calculus)	4 Credit(s)

PSCI 1520 Introduction to Physical Science Lecture and Laboratory 4 Credit(s)

AREA 6: Ethnic Studies (1 course, 3 semester units, No AP/IB units accepted)

ETHN 6 Introduction to Ethnic Studies 3 Credit(3)

* NOTE: Courses listed in multiple areas shall not be certified in more than one area. UC bound students should also complete Area 6: Languages other than English prior to transferring. There are multiple options to satisfy this requirement.

U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS (This is not a Cal-GETC requirement; however, these courses should be completed prior to transferring to any CSU campus) Courses in this area can double count with general education.

Recommended: Complete two (2) courses, one from Group 1 and one from Group 2

Group 1 (One course)

HIST 2231	History of the United States to 1877	3 Credit(s)
HIST 2232	History of the United States Since 1877	3 Credit(s)

Group 2 (One course)

POSC 1501	Government	3 Credit(s)

Certificate of Achievement: TRANSFER STUDIES: California General Education Transfer Curriculum (Cal-GETC)

Courses offered each semester

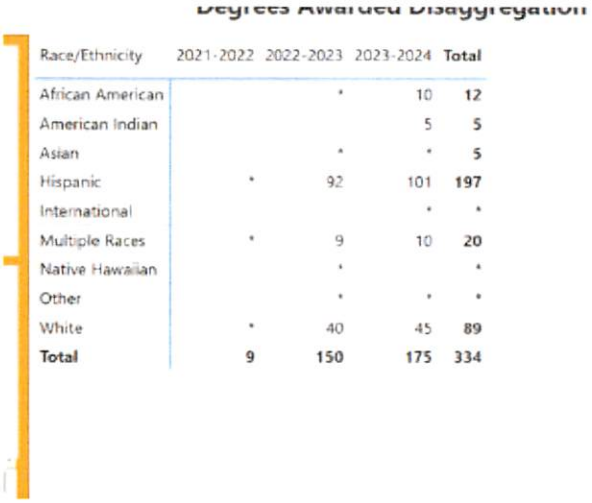
Item 4. Master Planning

By providing students a certificate upon completing their transfer general education, TC acknowledges students have meet the Cal-GETC requirements designed to provide the knowledge, skills, experiences, and perspectives that will enable CSU or UC students to expand their capacities to take part in a wide range of human interests and activities and to confront personal, cultural, moral, and social problems that are an inevitable part of human life.

Item 5. Enrollment and Completer Projections

Enrollment Data

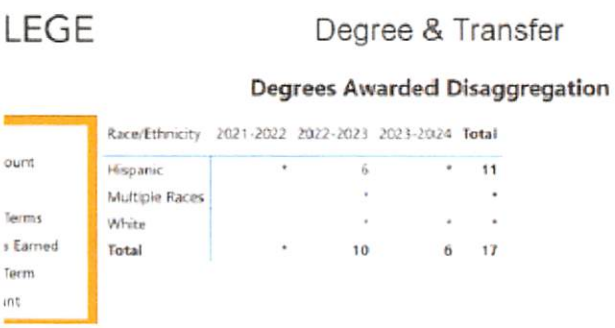
CSU GE Breadth awards



Degrees Awarded Disaggregation

Race/Ethnicity	2021-2022	2022-2023	2023-2024	Total
African American		*	10	12
American Indian			5	5
Asian		*	*	5
Hispanic	*	92	101	197
International			*	*
Multiple Races	*	9	10	20
Native Hawaiian		*		*
Other		*	*	*
White	*	40	45	89
Total	**9**	**150**	**175**	**334**

IGETC awards



LEGE Degree & Transfer

Degrees Awarded Disaggregation

ount
Terms
Earned
Term
int

Race/Ethnicity	2021-2022	2022-2023	2023-2024	Total
Hispanic	*	6	*	11
Multiple Races		*		*
White		*	*	*
Total	*	10	6	17

Item 6. Place of Program in Curriculum/Similar Programs

Before completing this section, review the college's existing program inventory in the CCC Curriculum Inventory, then address the following questions:

a) Do any active inventory records need to be made inactive or changed in connection with the approval of the proposed program? If yes, please specify. **NO**

b) Does the program replace any existing program(s) on the college's inventory? Provide relevant details if this program is related to the termination or scaling down of another program(s). **NO**

c) What related programs are offered by the college? **None**

Item 7. Similar Programs at Other Colleges in Service Area

None-Taft College is a single college district.

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 29, 2025

Submitted by: Jason Norris, Curriculum Technician

Area Administrator: Greg Bormann, Vice President of Instruction

Subject: Request for Approval

Board Meeting Date:
June 11, 2025

Title of Board Item:
Course Revisions

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

Allied Health/Applied Technologies

1. CTRP 0510 Machine Shorthand Theory and Lab
2. CTRP 0631 60 WPM Machine Shorthand Speed Building Literary and Jury Charge
3. CTRP 0632 100 WPM Machine Shorthand Speed Building Literary and Jury Charge
4. CTRP 0633 140 WPM Machine Shorthand Speed Building Literary and Jury Charge
5. CTRP 0634 180 WPM Machine Shorthand Speed Building Literary and Jury Charge
6. CTRP 0641 60 WPM Machine Shorthand Speed Building 2-Voice
7. CTRP 0652 120 WPM Machine Shorthand Speed Building Literary and Jury Charge
8. CTRP 0653 160 WPM Machine Shorthand Speed Building Literary and Jury Charge
9. CTRP 0654 200 WPM Machine Shorthand Speed Building Literary and Jury Charge
10. CTRP 0661 80 WPM Machine Shorthand Speed Building 2-Voice
11. CTRP 0662 120 WPM Machine Shorthand Speed Building 2-Voice
12. CTRP 0663 160 WPM Machine Shorthand Speed Building 4-Voice
13. CTRP 0664 200 WPM Machine Shorthand Speed Building 4-Voice
14. CTRP 0760 Machine Shorthand Speed Building Dictation/Transcription
15. UDGE 3005 Research Methodology

Social Sciences Division

1. ECEF 1561 Literature and Storytelling in the Early Childhood Environment
2. ECEF 1581 Introduction to Infant Development – Infant, Family, and Society
3. ECEF 1582 Infant Massage
4. ECEF 1583 Using Infant Cues
5. ECEF 1584 Field Experience: Infant and Toddler Care and Education
6. ECEF 1611 Introduction to Children with Special Needs Birth to Age Eight

7. ECEF 1612 Curriculum and Intervention for Children with Special Needs
8. ECEF 1621 Administration I: Planning and Administering an Early Care and Education Program
9. ECEF 1653 Discipline Techniques for Preschool Children
10. ECEF 2021 Introduction to the Primary Grade Classroom
11. ECEF 2041 Administration II: Personnel and Leadership in Early Care and Education Programs
12. ECEF 2051 Adult Supervision: Mentoring in a Collaborative Learning Setting
13. HIST 2000 Critical Thinking and the Historian's Craft
14. HIST 2231 History of the United States to 1877
15. HIST 2232 History of the United States Since 1877

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

Terms (if applicable):
N/A

Expense (if applicable):
N/A

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

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

TAFTCOLLEGE

Course Development Memo

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

From: Kanoe Bandy

Division: Applied Technologies

Date: 3/29/2025

Re: Court Reporting COR updates

Type of Curriculum Change:

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

For Course Changes, why is this course being updated?

☐ For C-ID

☒ As part of the 5 year review cycle

☒ Other (please explain): CTRP 1010, CTRP 1131 and distance education CTRP 1131. No changes to the SLO's. The textbook is a bit out of date, however, there is not an appropriate text at this time. We will be looking into ZCT for this course. CTRP 1131 will need a distance education review. We are preparing for the potential for voice recording.

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

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

Click here to enter text.

Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

Court Reporting Associate degree

SLOASC review date: _____

*SLOs are required

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

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

☐ Natural Science ☐ Social & Behavioral Science ☐ English Composition

☐ Humanities ☐ Communication & Critical Thinking

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

Click here to enter text.

*SLOs are required

TAFTCOLLEGE

Prepared by: ~~G. Shaw~~
L. McDonnell

Reviewed by: K. Bandy
Date Revised: ~~Fall 2021~~ Spring 2025
C & G Ed approval: ~~April 21, 2022~~
Board Approved: ~~May 11, 2022~~
Semester Effective: ~~Fall 2023~~

Court Reporting (CTRP) ~~1010~~ 0510 Beginning Machine Shorthand Theory and Lab (5 units)
[Formerly Court Reporting 51, Business 71, CTRP 1010]

Advisory: ~~Eligibility for English 1000 and Reading 1005 strongly recommended~~None

Hours and Units Calculation:
64 hours lecture (128 Outside of Class Hours); 48 hours lab (240 Total Student Learning Hours) 5 Units

Catalog Description: This course covers the basic theory of machine shorthand and mastery of the keyboard. It covers the introduction and mastery of basic stenotype concepts for all one-syllable words and ~~simple two-~~ multi-syllable words written by sound, beginning number writing, all marks of punctuation, ~~one- and two-letter~~ brief forms, ~~two- and three-letter~~ phrases, reading from stenotype notes, and dictation at 40 words per minute. This course meets partial requirements of the Court Reporters Board of California and the National Court Reporters Association. This course is offered on a Pass/No Pass basis only.

Type of Class/Course: Degree Credit

Text:
Machine Shorthand Theory, Volume I. National Court Reporting Systems, 2005.

Machine Shorthand Theory, Volume II. National Court Reporting Systems, 2005.
~~Patterson, N. Machine Shorthand Theory, Volume I. National Court Reporting Systems, 2005.~~
~~Patterson, N. Machine Shorthand Theory, Volume II. National Court Reporting Systems, 2005.~~

Additional Materials:
Stenography machine, ~~computer for word processing~~ laptonp; Case Catalyst software, newspaper articles, court reporting magazine articles, court transcripts.

~~Student Learning Outcomes:~~

~~Course #1 – Perform simple dictation using appropriate symbols, numbers, works, money, and other forms of notation~~

~~Course #2 – Demonstrate proficiency to adequately transcribe recorded dictated materials~~

~~Course #3 - Demonstrate fluency in reading from shorthand notes~~

Course Objectives:

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

1. record dictated ~~simple one and two stroke~~ words, arbitraries, punctuation symbols, numbers, and amounts of money,
2. transcribe recorded dictated material with 95 percent accuracy, and
3. read fluently and accurately from shorthand notes.

Student Learning Outcomes:

Course #1 – Perform simple dictation using appropriate symbols, numbers, works, money, and other forms of notation

Course #2 – Demonstrate proficiency to adequately transcribe recorded dictated materials

Course #3 - Demonstrate fluency in reading from shorthand notes

Course Scope and Content

Unit I: Machine Setup, Theory Orientation
- A. Introduction to Steno Machine setup
- B. Finger placement
- C. Introduction to Computer Shorthand Theory

Unit II: Use of speed-building techniques
- A. Simple dictation using simple one and two stroke words, arbitraries, punctuation symbols, numbers, and amounts of money
- B. Transcribe recorded dictated materials
- C. Read from shorthand notes

Unit III: Basic principles of touch method of transcription
- A. Shorthand numbers
- B. Understanding phrasing used in shorthand
- C. Identifying arbitraries and derivatives

Course Scope and Content: Laboratory

Unit I: Speed-building
- A. Introduction to simple one and two stroke words
- B. Numbers
- C. Amounts of money

Unit II: Keyboard Practice
- A. Long and short vowels
- B. Punctuation
- C. Phrases
- D. Sentences

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 8 hours per week outside of the regular class time doing the following:

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1. Read material to improve vocabulary, spelling, and word usage
2. Required non-tested transcription

Methods of Instruction:

1. Lecture
2. Skill development drills
3. Live dictation
4. Spelling and word usage
5. Required non-tested transcription

Methods of Evaluation

1. Recorded accuracy of dictated material of ~~one or two stroke~~ words, arbitraries, phrases, punctuation symbols, numbers, and amounts of money.
2. Transcription of dictated ~~one or two stroke~~ words, arbitraries, phrases, punctuation symbols, numbers, and amounts of money.

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Supplemental Data:

TOP Code:	051430: Court Reporting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable (funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO

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Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline	Court Reporting

TAFTCOLLEGE

Revised by: ~~G. Shaw~~
L. McDonnell
Reviewed by: K. Bandy
Date Revised: Spring ~~2022~~ 2025
Textbook update: Spring ~~2022~~ 2025
C & GE approved: ~~April 21, 2022~~
Semester effective:

Court Reporting (CTRP) ~~1131~~ 0631 60 WPM Machine Shorthand Speed Building Literary and Jury Charge (5 Units)
[Formerly CTRP 1031 and CTRP 1131]

Prerequisite: ~~Court Reporting 1010~~Successful completion of CTRP 0510 with a grade of 'C' or better.

Prerequisite knowledge/skills:

Before entering the course, the student should be able to:

1. Record dictated ~~one-and-two-stroke~~ words, arbitraries, punctuation symbols, numbers, and amounts of money and
2. Transcribe dictated jury charge, literary, medical and 2-Voice material with 95 percent accuracy and have the ability to read fluently and accurately from ~~shorthand~~ notes.

Advisory: ~~Eligibility for English 1000 and Reading 1005 strongly recommended~~None

Hours and Unit Calculations:
256 lab hours. (256 Total Student Learning Hours) 5 Units

Catalog Description: This course presents beginning speed-building ~~writing~~ strategies to prepare for progressively more difficult speed-based competency goals. Promotes the development of speed and accuracy in taking dictation ~~on a stenotype machine.~~ It reviews basic theory and will introduce the student in developing sufficient skills to ~~write~~ record literary and Jury Charge material ~~on a stenotype machine~~ at 60 words per minute (wpm) for a minimum of five minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and an introduction to proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board.

Type of Class/Course: Degree Credit

Text:

The Merriam-Webster Dictionary: America's Best-Selling Dictionary. Revised ed., Merriam-Webster, 2022.

~~Merriam-Webster Dictionary (latest edition)~~

Additional Materials: Stenography machine, ~~stenograph paper~~ or voice writing equipment

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Course Objectives:

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

1. Listen and ~~write~~ record various material at varying speeds,
2. Attain speed and accuracy ~~on stenotype machine~~ at higher speeds with increasingly complex dictated material,
3. Pass one (1) five-minute literary dictation test and one (1) five-minute jury charge dictation test at 60 wpm with a pass rate of 97.5%,
4. Use material learned in academics to improve quality of transcripts and work product ~~on and off the stenotype machine,~~
5. ~~Operate a stenotype machine and work to master keyboard,~~
6. Demonstrate effective listening technique in order to transcribe from ~~steno~~ notes verbatim dictation,
7. Demonstrate ~~ear-finger coordination~~ ability in taking dictation as well as in transcription,
8. Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods,
9. Provide correct punctuation in dictated and transcribed material,
10. Read ~~steno~~ notes out loud at rapid rate of speed,
11. Proofread using proofreader marks,
12. Effectively use a dictionary, spellcheck software, ~~stenographic computer~~ software dictionary and other resources to produce verbatim and usable transcripts,
13. Improve ability to meet deadlines with transcribed work product, and
14. Develop concentration skills.

~~14.~~

Student Learning Outcomes:

Course #1 - Demonstrate appropriate listening and writing proficiency levels in Literary and Jury Charge at 60 wpm to adequately record and transcribe materials.

Course #2 - Demonstrate speed and accuracy on stenotype machine at 60 wpm.

Course #3 - Pass 60 wpm five minute literary tests in Literary and Jury Charge.

Course Scope and Content (Laboratory):

Unit I — Speed Building Techniques
- A. Daily observations
- B. Dictation at 60 wpm of various complex material
- C. Theory techniques through timed dictation tests
- D. Theory techniques through word usage and spelling tests
- E. Concentration and listening skills: timed dictation and tests
- F. Read back ~~steno~~ notes
- G. Complex material from legal opinion, literary, medical, and multi-voice

Unit II — Dictation/Transcription Outcome
- A. Daily observations

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B. Personal dictionary
C. Identify homonyms, numbers, possessives and symbols
D. ~~Writing~~ practicing "briefs", (~~steno~~ shorthand abbreviations)
E. Read and transcribe ~~steno~~ notes
F. Transcribe, edit, and proofread timed dictation documents

Unit III Skills development
A. Build speed and continue to master ~~writing~~ recording dictated material
B. Practice material from various media sources
C. Lab practice material (CD's, DVD's, tapes, etc) to improve speed

~~Learning Activities Required Outside of Class:~~

~~The students in this class will be given the opportunity to practice with school-approved speed-building material a minimum of 1 hour per day outside of the regular class time. Additionally, students are expected to do the following:~~

~~1. Read material to improve vocabulary, spelling, and word usage.~~
~~2. Required non-tested transcription.~~
~~3. Court observation, and~~
~~4. Dictionary building.~~

Methods of Instruction:

1. Direction and instruction,
2. Specialized software,
3. Live dictation,~~in person or via Zoom~~
4. Spelling and word usage,
5. Required non-tested transcription,
6. Court observations, and
7. Dictionary building.

Methods of Evaluation:

1. Direct evaluation of transcribed documents with student meeting the requirements in formatting, punctuation, word usage and spelling,
2. Weekly vocabulary tests that include, but are not limited to, spelling and word usage
3. Live dictation from qualified staff readers,
4. Speed building tapes in lab environment and to be used as homework as needed, and
5. Timed dictation tests on new material at 60 wpm in two areas; literary and jury charge with a pass rate of 97.5%.

Supplemental Data:

TOP Code:	051430: Court Reporting
SAM Priority Code:	C: Clearly Occupational

TAFTCOLLEGE

Distance Education:	~~Not Applicable~~ ~~Synchronous online course~~Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Court Reporting

TAFTCOLLEGE

Course Development Memo

To: Greg Bormann, Chief Instructional Officer
Dr. Vicki Jacobi, Curriculum Co-Chair

From: Kanoe Bandy

Division: Applied Technologies

Date: 3/30/2025

Re: Court Reporting COR updates

Type of Curriculum Change:

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

For Course Changes, why is this course being updated?

☐ For C-ID

☒ As part of the 5 year review cycle

☒ Other (please explain):__CTRP 1132, 1133, 1133, 1134 5 – year review. No change to SLO's. Need distance learning approved.

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

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

Click here to enter text.

Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

Court Reporting

SLOASC review date: _____

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

*SLOs are required

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

☐ Natural Science ☐ Social & Behavioral Science ☐ English Composition

☐ Humanities ☐ Communication & Critical Thinking

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

Click here to enter text.

*SLOs are required

TAFTCOLLEGE

Updated by: ~~G. Shaw~~
L. McDonnell
Reviewed by: K. Bandy
Date Revised: ~~Fall 2021~~ Spring 2025
Text Update: Spring ~~2022~~ 2025
C & GE Update: ~~April 21, 2022~~
Board Approved: ~~May 11, 2022~~
Semester Effective:

Court Reporting (CTRP) ~~1132~~ 0632 100 WPM Machine Shorthand Speed Building – Literary and Jury Charge (5 Units)
[Formerly CTRP 1032 and CTRP 1132]

~~Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1151 and 1161~~

~~Prerequisite knowledge/skills:~~

~~Before entering the course, the student should be able to:~~

1. ~~Listen and write record dictated material at varying speeds.~~
2. ~~Attain speed and accuracy on stenotype machine at higher speeds with increasingly complex material.~~
3. ~~Transcriberanscribe dictated jury charge, literary and 2-Voice material at 80 wpm with 97.5 percent accuracy.~~
4. ~~Use material learned in academics to improve quality of transcripts and work product on and off the stenotype machine.~~
5. ~~Operate a stenotype machine and work to master keyboard.~~
6. ~~Demonstrate effective listening technique in order to transcribe from steno notes verbatim dictation.~~
7. ~~Demonstrate ear-finger coordination~~ ability ~~in taking dictation as well as in transcription.~~
8. ~~Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods.~~
9. ~~Provide correct punctuation in dictated and transcribed material.~~
10. ~~Read steno notes out loud at rapid rate of speed.~~
11. ~~Proofread using proofreader marks.~~
12. ~~Effectively use a dictionary, spell check software, stenographic computer software dictionary and other resources to produce verbatim and usable transcripts.~~
13. ~~Improve ability to meet deadlines with transcribed work product. and~~
14. ~~Develop concentration skills.~~

Advisory: ~~Eligibility for English 1000 and Reading 1005 strongly recommended~~None

Hours and Unit Calculations:
256 lab hours. (256 Total Student Learning Hours) 5 Units

Catalog Description: This course presents more complex speed-building ~~writing~~ strategies to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation ~~on a stenotype machine~~. It reviews basic theory and further develops sufficient skills to ~~write~~ record literary and jury charge material ~~on a stenotype machine~~ at 100 words per minute (wpm) for a minimum of five minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board.

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Type of Class/Course: Degree Credit

Text:

The Merriam-Webster Dictionary: America's Best-Selling Dictionary. Revised ed., Merriam-Webster, 2022.

~~Merriam-Webster Dictionary (latest edition)~~

Additional Materials: Stenography machine ~~and stenograph paper~~ or voice writing equipment

~~Student Learning Outcomes:~~

~~Course #1 - Demonstrate appropriate listening and writing proficiency levels in literary and jury charge at 100 wpm to adequately record and transcribe materials.~~

~~Course #2 - Demonstrate speed and accuracy on stenotype machine at 100 wpm.~~

~~Course #3 - Pass 100 wpm five minute literary and jury charge tests.~~

Course Objectives:

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

1. Listen and write increasingly more complex material literary and jury charge at varying speeds,
2. Attain speed and accuracy ~~on stenotype machine~~ at higher speeds with increasingly complex dictated literary and jury charge material,
3. Pass one five-minute literary and one (1) five-minute jury charge dictation test at 100 wpm
4. Use material learned in academics to improve quality of transcripts and work product ~~on and off the stenotype machine.~~
5. ~~Operate a stenotype machine and work to master keyboard,~~
6. Demonstrate effective listening technique in order to transcribe from ~~steno~~ notes verbatim dictation,
7. Demonstrate ~~ear-finger coordination~~ ability in taking dictation as well as in transcription,
8. Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods,
9. Provide correct punctuation in dictated and transcribed material,
10. Read ~~steno~~ notes out loud at rapid rate of speed,
11. Proofread using proofreader marks,
12. Effectively use a dictionary, spell check software, ~~stenographic computer~~ software dictionary and other resources to produce verbatim and usable transcripts,
13. Improve ability to meet deadlines with transcribed work product, and
14. Develop concentration skills.

Student Learning Outcomes:

Course #1 - Demonstrate appropriate listening and writing proficiency levels in literary and jury charge at 100 wpm to adequately record and transcribe materials.

Course #2 - Demonstrate speed and accuracy ~~on stenotype machine~~ at 100 wpm.

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Course #3 - Pass 100 wpm five minute literary and jury charge tests.
~~11.~~

Course Scope and Content (laboratory):

Unit I — Speed Building Techniques
- A. Daily observations
- B. Dictation at 100 wpm of various complex literary and jury charge material
- C. Theory techniques through timed dictation tests
- D. Theory techniques through word usage and spelling tests
- E. Concentration and listening skills: timed dictation tests
- F. Read back ~~steno~~ notes
- G. Complex material from legal opinion, literary, medical, and multi-voice

Unit II — Dictation/Transcription Outcome
- A. Daily observations
- B. Personal dictionary
- C. Identify homonyms, numbers, possessives and symbols
- D. ~~Writing~~ Practicing "briefs", (~~steno~~ shorthand abbreviations)
- E. Read and transcribe ~~steno~~ notes
- F. Transcribe, edit and proofread timed dictation documents

Unit III — Skills development
- A. Build speed and continue to master writing dictated material
- B. Practice material from various media sources
- C. Lab practice material (CD's, DVD's, tapes, etc) to improve speed

~~Learning Activities Required Outside of Class:~~

~~The students in this class will be given the opportunity to practice with school-approved speed-building material a minimum of 1 hour per day outside of the regular class time. Additionally, students are expected to do the following:~~

~~1. Read material to improve vocabulary, spelling, and word usage.~~
~~2. Required non-tested transcription.~~
~~3. Court observation, and~~
~~4. Dictionary building.~~

Methods of Instruction:

1. Direction and instruction,
2. Specialized software,
3. Live dictation,
4. Spelling and word usage,
5. Required non-tested transcription,
6. Court observations, and
7. Dictionary building.

Methods of Evaluation:

1. Direct evaluation of transcribed documents with student meeting the requirements in formatting, punctuation, word usage and spelling,
2. Weekly vocabulary tests that include, but are not limited to, spelling and word usage,

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3. Live dictation from qualified staff readers,
4. Speed building tapes in lab environment and to be used as homework as needed, and
5. Timed dictation tests on new material at 100 wpm in two areas; jury charge and literary-with a pass rate of 97.5% in order to advance to next level.

Supplemental Data:

TOP Code:	051430: Court Reporting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	~~Not Applicable~~ ~~Synchronous online course~~Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Court Reporting

TAFTCOLLEGE

Updated by: ~~G. Shaw~~
L. McDonnell
Reviewed by: K. Bandy
Date Revised: ~~Fall 2021~~ Spring 2025
Text Update: Spring ~~2022~~ 2025
C & GE Update: ~~April 21, 2022~~
Board Approved: ~~May 11, 2022~~
Semester Effective:

Court Reporting (CTRP) ~~1133~~ 0633 140 WPM Machine Shorthand Speed Building – Literary and Jury Charge (5 Units)
[Formerly CTRP 1033 and CTRP 1133]

~~Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1152 and 1162~~

~~Prerequisite knowledge/skills:~~

~~Before entering the course, the student should be able to:~~

~~1. Listen and write record dictated material at varying speeds.~~
~~2. Attain speed and accuracy on stenotype machine at higher speeds with increasingly complex material.~~
~~3. Transcribe dictated jury charge, literary and 2-Voice material at 120 wpm with 97.5 percent accuracy.~~
~~4. Use material learned in academics to improve quality of transcripts and work product on and off the stenotype machine.~~
~~5. Operate a stenotype machine and work to master keyboard.~~
~~6. Demonstrate effective listening technique in order to transcribe from steno notes verbatim dictation.~~
~~7. Demonstrate ear-finger coordination ability in taking dictation as well as in transcription.~~
~~8. Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods.~~
~~9. Provide correct punctuation in dictated and transcribed material.~~
~~10. Read steno notes out loud at rapid rate of speed.~~
~~11. Proofread using proofreader marks.~~
~~12. Effectively use a dictionary, spell check software, stenographic computer software dictionary and other resources to produce verbatim and usable transcripts.~~
~~13. Improve ability to meet deadlines with transcribed work product, and~~
~~14. Develop concentration skills.~~

Advisory: ~~Eligibility for English 1000 and Reading 1005 strongly recommended~~None

Hours and Unit Calculations:
256 lab hours. (256 Total Student Learning Hours) 5 Units

Catalog Description: This course presents more complex speed-building ~~writing~~ strategies for Literary and Jury Charge material to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation ~~on a stenotype machine~~. It reviews basic theory and further develops sufficient skills to ~~write~~ record literary, medical, and jury charge material ~~on a~~

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~~stenotype machine~~ at 140 words per minute (wpm) for a minimum of five minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board.

Type of Class/Course: Degree Credit

Text:

The Merriam-Webster Dictionary: America's Best-Selling Dictionary. Revised ed., Merriam-Webster, 2022.

~~Merriam-Webster Dictionary (latest edition)~~

Additional Materials: Stenography machine ~~and stenograph paper~~ or voice writing equipment

~~Student Learning Outcomes:~~

~~Course #1 - Demonstrate appropriate listening and writing proficiency levels in literary and jury charge at 140 wpm to adequately record and transcribe materials.~~

~~Course #2 - Demonstrate speed and accuracy on stenotype machine at 140 wpm.~~

~~Course #3 - Pass 140 wpm and 160 wpm five minute literary and jury charge tests.~~

Course Objectives:

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

1. Listen and ~~write~~ record increasingly more complex material at varying speeds,
2. Attain speed and accuracy ~~on stenotype machine~~ at higher speeds with increasingly complex dictated material,
3. Pass one five-minute jury charge and one (1) five-minute literary dictation test at 140 wpm with a pass rate of 97.5%,
4. Use material learned in academics to improve quality of transcripts and work product ~~on and off the stenotype machine;~~
5. ~~Operate a stenotype machine and work to master keyboard;~~
6. Demonstrate effective listening technique in order to transcribe from ~~steno~~ notes verbatim dictation,
7. Demonstrate ~~ear-finger coordination~~ ability in taking dictation as well as in transcription,
8. Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods,
9. Provide correct punctuation in dictated and transcribed material,
10. Read ~~steno~~ notes out loud at rapid rate of speed,
11. Proofread using proofreader marks,
12. Effectively use a dictionary, spell check software, ~~stenographic computer~~ software dictionary and other resources to produce verbatim and usable transcripts,
13. Improve ability to meet deadlines with transcribed work product, and
14. Develop concentration skills.

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Student Learning Outcomes:

Course #1 - Demonstrate appropriate listening and writing proficiency levels in literary and jury charge at 140 wpm to adequately record and transcribe materials.

Course #2 - Demonstrate speed and accuracy ~~on stenotype machine~~ at 140 wpm.

Course #3 - Pass 140 wpm and 160 wpm five minute literary and jury charge tests.

~~14.~~

Course Scope and Content (laboratory):

Unit I — Speed Building Techniques
- A. Daily observations
- B. Dictation at 140 wpm of various complex literary, medical and jury charge material
- C. Theory techniques through timed dictation tests
- D. Theory techniques through word usage and spelling tests
- E. Concentration and listening skills: timed dictation tests
- F. Read back ~~steno~~ notes
- G. Complex material from legal opinion, literary and medical, and multi-voice

Unit II — Dictation/Transcription Outcome
- A. Daily observations
- B. Personal dictionary
- C. Identify homonyms, numbers, possessives and symbols
- D. ~~Writing~~ Practicing "briefs."; (~~steno~~ shorthand abbreviations)
- E. Read and transcribe ~~steno~~ notes
- F. Transcribe, edit and proofread timed dictation documents

Unit III — Skills development
- A. Build speed and continue to master writing dictated material
- B. Practice material from various media sources
- C. Lab practice material (CD's, DVD's, videos) to improve speed

~~Learning Activities Required Outside of Class:~~

~~The students in this class will be given the opportunity to practice with school-approved speed-building material a minimum of 1 hour per day outside of the regular class time in addition to the following:~~

~~1. Read material to improve vocabulary, spelling, and word usage.~~
~~2. Required non-tested transcription.~~
~~3. Court observation, and~~
~~4. Dictionary building.~~

Methods of Instruction:

1. Direction and instruction,
2. Specialized software,
3. Live dictation,

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4. Spelling and word usage,
5. Required non-tested transcription,
6. Court observations, and
7. Dictionary building.

Methods of Evaluation

1. Direct evaluation of transcribed documents with student meeting the requirements in formatting, punctuation, word usage and spelling,
2. Weekly vocabulary tests that include, but are not limited to, spelling and word usage,
3. Live dictation from qualified staff readers,
4. Speed building tapes in lab environment and to be used as homework as needed, and
5. Timed dictation tests on new material at 140 wpm in two areas, literary and jury charge with a pass rate of 97.5%.

Supplemental Data:

TOP Code:	051430: Court Reporting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	~~Not Applicable~~ ~~Synchronous online course~~Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO

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Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Court Reporting

TAFTCOLLEGE

Updated by: ~~G. Shaw~~ L. McDonnell
Reviewed by: K. Bandy
Date Revised: ~~Fall 2021~~ Spring 2025
Text Update: Spring ~~2022~~ 2025
C & GE Update: ~~April 21, 2022~~
Board Approved: ~~May 11, 2022~~
Semester Effective:

Court Reporting (CTRP) ~~1134~~ 0634 180 WPM Machine Shorthand Speed Building – Literary and Jury Charge (5 Units)
[Formerly CTRP 1034 and CTRP 1134]

~~Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1153 and 1163~~

~~Prerequisite knowledge/skills:~~

~~Before entering the course, the student should be able to:~~

1. ~~Listen and write record dictated material at varying speeds.~~
2. ~~Attain speed and accuracy on stenotype machine at higher speeds with increasingly complex material.~~
3. ~~Transcribe dictated jury charge, literary and 4-Voice material at 160 wpm with 97.5 percent accuracy.~~
4. ~~Use material learned in academics to improve quality of transcripts and work product on and off the stenotype machine~~
5. ~~Operate a stenotype machine and work to master keyboard~~
6. ~~Demonstrate effective listening technique in order to transcribe from steno notes verbatim dictation~~
7. ~~Demonstrate ear-finger coordination ability in taking dictation as well as in transcription~~
8. ~~Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods~~
9. ~~Provide correct punctuation in dictated and transcribed material~~
10. ~~Read steno notes out loud at rapid rate of speed~~
11. ~~Proofread using proofreader marks~~
12. ~~Effectively use a dictionary, spell check software, stenographic computer software dictionary and other resources to produce verbatim and usable transcripts~~
13. ~~Improve ability to meet deadlines with transcribed work product~~
14. ~~Develop concentration skills~~

Advisory: ~~Eligibility for English 1000 and Reading 1005 strongly recommended~~None

Hours and Unit Calculations:
256 lab hours. (256 Total Student Learning Hours) 5 Units

Catalog Description: This course presents more complex speed-building ~~writing~~ strategies to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation ~~on a stenotype machine~~. It reviews basic theory and further develops sufficient skills to ~~write~~ record literary, medical, and jury charge material ~~on a stenotype machine~~ at 180 words per minute (wpm) for a minimum of five minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board.

Type of Class/Course: Degree Credit

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Text:

The Merriam-Webster Dictionary: America's Best-Selling Dictionary. Revised ed., Merriam-Webster, 2022.

~~Merriam-Webster Dictionary (latest edition)~~

Additional Materials: Stenography machine ~~and stenograph paper~~ or voice writing equipment

~~Student Learning Outcomes:~~

~~Course #1 - Demonstrate appropriate listening and writing proficiency levels in literary and jury charge at 180 wpm to adequately record and transcribe materials.~~
~~Course #2 - Demonstrate speed and accuracy on stenotype machine at 180 wpm.~~
~~Course #3 - Pass 180 wpm five minute literary and jury charge tests.~~

Course Objectives:

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

1. Listen and ~~write~~ record increasingly more complex material at varying speeds,
2. Attain speed and accuracy ~~on stenotype machine~~ at higher speeds with increasingly complex dictated material,
3. Pass one five-minute literary and one (1) five-minute jury charge dictation test at 180 wpm with a pass rate of 97.5%,
4. ~~4.~~ Use material learned in academics to improve quality of ~~literary~~ transcripts and work product ~~on and off the stenotype machine.~~
5. ~~5. Operate a stenotype machine and work to master keyboard,~~
6. Demonstrate effective listening technique in order to transcribe from ~~steno~~ notes verbatim dictation,
7. Demonstrate ~~ear-finger coordination~~ ability in taking dictation as well as in transcription,
8. Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods,
9. Provide correct punctuation in dictated and transcribed material,
10. Read ~~steno~~ notes out loud at rapid rate of speed,
11. Proofread using proofreader marks,
12. Effectively use a dictionary, spell check software, ~~stenographic computer~~ software dictionary and other resources to produce verbatim and usable transcripts,
13. Improve ability to meet deadlines with transcribed work product, and
14. Develop concentration skills.

Student Learning Outcomes:

Course #1 - Demonstrate appropriate listening and writing proficiency levels in literary and jury charge at 180 wpm to adequately record and transcribe materials.
Course #2 - Demonstrate speed and accuracy ~~on stenotype machine~~ at 180 wpm.
Course #3 - Pass 180 wpm five minute literary and jury charge tests.
~~14.~~

Course Scope and Content (laboratory):

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Unit I Speed Building Techniques

A. Daily observations
B. Dictation at 180 wpm of various complex literary, medical and jury charge material
C. Theory techniques through timed dictation tests
D. Theory techniques through word usage and spelling tests
E. Concentration and listening skills: timed dictation tests
F. Read back ~~steno~~ notes
G. Complex material from legal opinion, literary and medical, and an introduction to 180 WPM multi-voice

Unit II Dictation/Transcription Outcome

A. Daily observations
B. Personal dictionary
C. Identify homonyms, numbers, possessives and symbols
D. ~~Writing~~ Practicing "briefs", (~~steno~~ shorthand abbreviations)
E. Read and transcribe ~~steno~~ notes
F. Transcribe, edit and proofread timed dictation documents

Unit III Skills development

A. Build speed and continue to master writing dictated material
B. Practice material from various media sources
C. Lab practice material (CD's, DVD's, tapes, etc) to improve speed

~~Learning Activities Required Outside of Class:~~

~~The students in this class will be given the opportunity to practice with school-approved speed-building material a minimum of 1 hour per day outside of the regular class time in addition to the following:~~

~~1. Read material to improve vocabulary, spelling, and word usage.~~
~~2. Required non-tested transcription.~~
~~3. Court observation, and~~
~~4. Dictionary building.~~

Methods of Instruction:

1. Direction and instruction,
2. Specialized software,
3. Live dictation,
4. Spelling and word usage,
5. Required non-tested transcription,
6. Court observations, and
7. Dictionary building.

Methods of Evaluation

1. Direct evaluation of transcribed documents with student meeting the requirements in formatting, punctuation, word usage and spelling,
2. Weekly vocabulary tests that include, but are not limited to, spelling and word usage,
3. Live dictation from qualified staff readers,
4. Speed building tapes in lab environment and to be used as homework as needed, and
5. Timed dictation tests on new material at 180 wpm in two areas; literary and jury charge with a pass rate of 97.5%.

Supplemental Data:

TAFTCOLLEGE

TOP Code:	051430: Court Reporting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	~~Not Applicable~~ ~~Synchronous online course~~Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Court Reporting

TAFTCOLLEGE

Updated by: ~~G. Shaw~~ L. McDonnell
Reviewed by: K. Bandy
Date Revised: ~~Fall 2021~~ Spring 2025
Text Update: Spring ~~2022~~ 2025
C & GE Update: ~~April 21, 2022~~
Board Approved: ~~May 11, 2022~~
Semester Effective:

Court Reporting (CTRP) ~~1141~~ 0641 60 WPM Machine Shorthand Speed Building - 2-Voice (5 Units)
[Formerly CTRP 1041 and CTRP 1141]

Prerequisite: ~~Court Reporting 1010~~Successful completion of CTRP 0510 with a grade of 'C' or better.

Prerequisite knowledge/skills:

Before entering the course, the student should be able to:

1. Record dictated ~~one and two stroke~~ words, arbitraries, punctuation symbols, numbers, and amounts of money and
2. Transcribe dictated jury charge, literary, medical and 2-voice material with 97.5 percent accuracy and have the ability to read fluently and accurately from ~~shorthand~~ notes.

Advisory: ~~Eligibility for English 1000 and Reading 1005 strongly recommended~~None

Hours and Unit Calculations:
256 lab hours. (256 Total Student Learning Hours) 5 Units

Catalog Description: This course presents more complex speed-building ~~writing~~ strategies to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation ~~on a stenotype machine~~. It reviews basic theory and will introduce the student in developing sufficient skills to ~~write~~ record 2-Voice material ~~on a stenotype machine~~ at 60 words per minute (wpm) for a minimum of five minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board.

Type of Class/Course: Degree Credit

Text:

The Merriam-Webster Dictionary: America's Best-Selling Dictionary. Revised ed., Merriam-Webster, 2022.

~~Merriam-Webster Dictionary (latest edition)~~

Additional Instructional Materials: Stenography machine ~~and stenograph paper~~ or voice writing equipment

~~Student Learning Outcomes:~~

~~Course #1 - Demonstrate appropriate listening and writing proficiency levels in 2-Voice at 60 wpm to adequately record and transcribe materials.~~

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~~Course #2 - Demonstrate speed and accuracy on stenotype machine at 60.~~
~~Course #3 - Pass 60 wpm five minute 2-Voice test.~~

Course Objectives:

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

1. Listen and ~~write~~ record increasingly more complex 2-Voice material at varying speeds
2. Attain speed and accuracy ~~on stenotype machine~~ at higher speeds with increasingly complex dictated material,
3. Pass one (1) five-minute 2-Voice dictation test at 60 wpm with a pass rate of 97.5%,
4. Use material learned in academics to improve quality of transcripts and work product ~~on and off the stenotype machine,~~
5. ~~Operate a stenotype machine and work to master keyboard,~~
6. Demonstrate effective listening technique in order to transcribe from ~~steno~~ notes verbatim dictation,
7. Demonstrate ~~ear-finger coordination~~ ability in taking dictation as well as in transcription,
8. Recognize appropriate words when transcribing from dictated material (i.e. Effect/affect or doe/dough); use of conflict-free theory methods,
9. Provide correct punctuation in dictated and transcribed material,
10. Read ~~steno~~ notes out loud at rapid rate of speed,
11. Proofread using proofreader marks,
12. Effectively use a dictionary, spell check software, ~~stenographic computer~~ software dictionary and other resources to produce verbatim and usable transcripts,
13. Improve ability to meet deadlines with transcribed work product, and
14. Develop concentration skills.

Student Learning Outcomes:

Course #1 - Demonstrate appropriate listening and writing proficiency levels in 2-Voice at 60 wpm to adequately record and transcribe materials.
Course #2 - Demonstrate speed and accuracy ~~on stenotype machine~~ at 60.
Course #3 - Pass 60 wpm five minute 2-Voice test.
~~11.~~

Course Scope and Content (laboratory):

Unit I — Speed Building Techniques
- A. Daily observations
- B. Dictation at 60 wpm of various complex 2-Voice material
- C. Theory techniques through timed dictation tests
- D. Theory techniques through word usage and spelling tests
- E. Concentration and listening skills: timed dictation
- F. Read back ~~steno~~ notes
- G. Complex material from legal opinion, literary, medical, and multi-voice

Unit II — Dictation/Transcription Outcome
- A. Daily observations
- B. Personal dictionary
- C. Identify homonyms, numbers, possessives and symbols
- D. ~~Writing~~ Practicing "briefs", (~~steno~~ shorthand abbreviations)
- E. Read and transcribe ~~steno~~ notes
- F. Transcribe, edit and proofread timed dictation documents

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Unit III Skills development

A. Build speed and continue to master writing dictated material
B. Practice material from various media sources
C. Lab practice material (CD's, DVD's, tapes, etc) to improve speed

~~Learning Activities Required Outside of Class:~~

~~The students in this class will be given the opportunity to practice with school-approved speed-building material a minimum of 1 hour per day outside of the regular class time. Additionally, students are expected to do the following:~~

~~1. Read material to improve vocabulary, spelling, and word usage.~~
~~2. Required non-tested transcription.~~
~~3. Court observation, and~~
~~4. Dictionary building.~~

Methods of Instruction:

1. Direction and instruction,
2. Specialized software,
3. Live dictation,
4. Spelling and word usage,
5. Required non-tested transcription,
6. Court observations, and
7. Dictionary building.

Methods of Evaluation:

1. Direct evaluation of transcribed documents with student meeting the requirements in formatting, punctuation, word usage and spelling,
2. Weekly vocabulary tests that include, but are not limited to, spelling and word usage,
3. Live dictation from qualified staff readers,
4. Speed building tapes in lab environment and to be used as homework as needed, and
5. Timed dictation tests on new 2-Voice material at 60 wpm with a pass rate of 97.5%.

Supplemental Data:

TOP Code:	051430: Court Reporting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	~~Not Applicable~~ ~~Synchronous online course~~Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable

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Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Court Reporting

TAFTCOLLEGE

Course Development Memo

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

From: Kanoe Bandy

Division: Applied Technologies

Date: 4/15/2025

Re: Court Reporting COR Review

Type of Curriculum Change:

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

For Course Changes, why is this course being updated?

☐ For C-ID

☒ As part of the 5 year review cycle

☒ Other (please explain): CTRP 1152, 1153, 1154 5 year review including distance learning request.

Courses need review for SLOs and DLE applications before coming to Tech Review. CSLO and GELO need to be included in the Course Outline of Record.

Date COR went to SLO Committee _____

Date COR went to Distance Learning Education Committee _____

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

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

Click here to enter text.

Programs Affected/Stand Alone:

Please list all degrees and certificates affected. The division will need to submit the degrees where the CORs is part of the degree.

Court Reporting degree and certificates.

*SLOs are required

Click here to enter text.

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

☐ Natural Science ☐ Social & Behavioral Science ☐ English Composition

☐ Humanities ☐ Communication & Critical Thinking

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

Click here to enter text.

*SLOs are required

TAFTCOLLEGE

Revised by: ~~G. Shaw~~ L. McDonnell
Reviewed by: K. Bandy
Date reviewed: Spring ~~2022~~ 2025
Text update: Spring ~~2022~~ 2025
C & GE approved: ~~April 21, 2022~~
Board approved: ~~May 11, 2022~~
Semester effective:

Court Reporting (CTRP) ~~1152~~ 0652 120 WPM Machine Shorthand Speed Building – Literary and Jury Charge (5 Units) [Formerly CTRP 1152]

~~Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1132 and 1142~~

~~Prerequisite knowledge/skills:~~

~~Before entering the course, the student should be able to:~~

1. ~~Listen and write record dictated material at varying speeds.~~
2. ~~Attain speed and accuracy on stenotype machine at higher speeds with increasingly complex material.~~
3. ~~Transcribe dictated jury charge, literary and 2-Voice material at 100 wpm with 97.5 percent accuracy.~~
4. ~~Use material learned in academics to improve quality of transcripts and work product on and off the stenotype machine.~~
5. ~~Operate a stenotype machine and work to master keyboard.~~
6. ~~Demonstrate effective listening technique in order to transcribe from steno notes verbatim dictation.~~
7. ~~Demonstrate ear-finger coordination ability in taking dictation as well as in transcription.~~
8. ~~Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods.~~
9. ~~Provide correct punctuation in dictated and transcribed material.~~
10. ~~Read steno notes out loud at rapid rate of speed.~~
11. ~~Proofread using proofreader marks.~~
12. ~~Effectively use a dictionary, spell check software, stenographic-computer software dictionary and other resources to produce verbatim and usable transcripts.~~
13. ~~Improve ability to meet deadlines with transcribed work product; and~~
14. ~~Develop concentration skills.~~

Advisory: ~~Eligibility for English 1000 and Reading 1005 strongly recommended~~None

Hours and Unit Calculations:
256 lab hours. (256 Total Student Learning Hours) 5 Units

Catalog Description: This course presents more complex speed-building ~~writing~~ strategies to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation ~~on a stenotype machine~~. It reviews basic theory and further develops sufficient skills to ~~write~~ record literary and jury charge material ~~on a stenotype machine~~ at 120 wpm for a minimum of five minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board.

Type of Class/Course: Degree Credit

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Text:

The Merriam-Webster Dictionary: America's Best-Selling Dictionary. Revised ed., Merriam-Webster, 2022.

~~Merriam-Webster Dictionary (latest edition)~~

Additional Materials: Stenography machine ~~and stenograph paper.~~ or voice writing equipment

~~Student Learning Outcomes:~~

~~Course #1 - Demonstrate appropriate listening and writing proficiency levels in Literary and Jury Charge at 120 wpm to adequately record and transcribe materials.~~
~~Course #2 - Demonstrate speed and accuracy on stenotype machine at 120 wpm.~~
~~Course #3 - Pass 120 wpm five minute Literary and Jury Charge tests.~~

Course Objectives:

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

1. Listen and ~~write~~ record increasingly more complex literary and jury charge material at varying speeds,
2. Attain speed and accuracy ~~on stenotype machine~~ at higher speeds with increasingly complex dictated material,
3. Pass one five-minute literary and one (1) five-minute jury charge dictation test at 120 wpm with a pass rate of 97.5%,
4. Use material learned in academics to improve quality of transcripts and work product ~~on and off the stenotype machine~~,
5. ~~Operate a stenotype machine and work to master keyboard,~~
6. Demonstrate effective listening technique in order to transcribe from ~~steno~~ notes verbatim dictation,
7. Demonstrate ~~ear-finger coordination~~ ability in taking dictation as well as in transcription,
8. Recognize appropriate words when transcribing from dictated material (i.e. Effect/affect or doe/dough); use of conflict-free theory methods,
9. Provide correct punctuation in dictated and transcribed material,
10. Read ~~steno~~ notes out loud at rapid rate of speed,
11. Proofread using proofreader marks,
12. Effectively use a dictionary, spell check software, ~~stenographic-computer~~ software dictionary and other resources to produce verbatim and usable transcripts,
13. Improve ability to meet deadlines with transcribed work product, and
14. Develop concentration skills.

Student Learning Outcomes:

Course #1 - Demonstrate appropriate listening and writing proficiency levels in Literary and Jury Charge at 120 wpm to adequately record and transcribe materials.
Course #2 - Demonstrate speed and accuracy ~~on stenotype machine~~ at 120 wpm.
Course #3 - Pass 120 wpm five minute Literary and Jury Charge tests.
~~14.~~

Course Scope and Content (laboratory):

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Unit I — Speed Building Techniques
- A. Daily observations
- B. Dictation at 120 wpm of various complex material
- C. Theory techniques through timed dictation tests
- D. Theory techniques through word usage and spelling tests
- E. Concentration and listening skills: timed dictation tests
- F. Read back ~~steno~~ notes
- G. Complex material from legal opinion, literary, medical, and multi-voice

Unit II — Dictation/Transcription Outcome
- A. Daily observations
- B. Personal dictionary
- C. Identify homonyms, numbers, possessives and symbols
- D. ~~Writing~~ Practicing "briefs", (~~steno~~ shorthand abbreviations)
- E. Read and transcribe ~~steno~~ notes
- F. Transcribe, edit and proofread timed dictation documents

Unit III — Skills development
- A. Build speed and continue to master ~~writing~~ recording dictated material
- B. Practice material from various media sources
- C. Lab practice material (CD's, DVD's, tapes, etc) to improve speed

~~Learning Activities Required Outside of Class:~~

~~The students in this class will be given the opportunity to practice with school-approved speed-building material a minimum of 1 hour per day outside of the regular class time in addition to the following:~~

~~1. Read material to improve vocabulary, spelling, and word usage.~~
~~2. Required non-tested transcription.~~
~~3. Court observation, and~~
~~4. Dictionary building.~~

Methods of Instruction:

1. Direction and instruction,
2. Specialized software,
3. Live dictation,
4. Spelling and word usage,
5. Required non-tested transcription,
6. Court observations, and
7. Dictionary building.

Methods of Evaluation:

1. Direct evaluation of transcribed documents with student meeting the requirements in formatting, punctuation, word usage and spelling,
2. Weekly vocabulary tests that include, but are not limited to, spelling and word usage,
3. Live dictation from qualified staff readers,
4. Speed building tapes in lab environment and to be used as homework as needed, and
5. Timed dictation tests on new material at 120 wpm in two areas; jury charge and literary with a pass rate of 97.5% in order to advance to next level.

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Supplemental Data:

TOP Code:	051430: Court Reporting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	~~Not Applicable~~ ~~Synchronous online course~~Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Court Reporting

TAFTCOLLEGE

Revised by: ~~G. Shaw~~ L. McDonnell
Reviewed by: K. Bandy
Date Reviewed: ~~Fall 2021~~ Spring 2025
Text Update: Spring ~~2022~~ 2025
C & GE Approved: ~~April 21, 2022~~
Board Approved: ~~May 11, 2022~~
Semester Effective:

Court Reporting (CTRP) ~~1153~~ 0653 160 WPM Machine Shorthand Speed Building Literary and Jury Charge (5 Units) [Formerly CTRP 1153]

~~Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1133 and 1143~~

~~Prerequisite knowledge/skills:~~

~~Before entering the course, the student should be able to:~~

~~1. Listen and write record dictated material at varying speeds.~~
~~2. Attain speed and accuracy on stenotype machine at higher speeds with increasingly complex material.~~
~~3. Transcribe dictated jury charge, literary and 4-Voice material at 140 wpm with 97.5 percent accuracy.~~
~~4. Use material learned in academics to improve quality of transcripts and work product on and off the stenotype machine.~~
~~5. Operate a stenotype machine and work to master keyboard.~~
~~6. Demonstrate effective listening technique in order to transcribe from steno notes verbatim dictation.~~
~~7. Demonstrate ear-finger coordination ability in taking dictation as well as in transcription.~~
~~8. Recognize appropriate words when transcribing from dictated material (i.e. Effect/affect or doe/dough); use of conflict-free theory methods.~~
~~9. Provide correct punctuation in dictated and transcribed material.~~
~~10. Read steno notes out loud at rapid rate of speed.~~
~~11. Proofread using proofreader marks.~~
~~12. Effectively use a dictionary, spell check software, stenographic computer software dictionary and other resources to produce verbatim and usable transcripts.~~
~~13. Improve ability to meet deadlines with transcribed work product, and~~
~~14. Develop concentration skills.~~

Advisory: ~~Eligibility for English 1000 and Reading 1005 strongly recommended~~None

Hours and Unit Calculations:
256 lab hours. (256 Total Student Learning Hours) 5 Units

Catalog Description: This course presents more complex speed-building ~~writing~~ strategies to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation ~~on a stenotype machine~~. It reviews basic theory and further develops sufficient skills to ~~write~~ record medical, literary and jury charge material ~~on a stenotype machine~~ at 160 wpm for a minimum of ten (10) ~~five~~ minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board.

Type of Class/Course: Degree Credit

TAFTCOLLEGE

Text:

The Merriam-Webster Dictionary: America's Best-Selling Dictionary. Revised ed., Merriam-Webster, 2022.

~~Merriam-Webster Dictionary (latest edition)~~

Additional Materials: Stenography machine ~~and stenograph paper~~ or voice writing equipment

~~Student Learning Outcomes:~~

~~Course #1 - Demonstrate appropriate listening and writing proficiency levels in Literary and Jury Charge at 160 wpm to adequately record and transcribe materials.~~
~~Course #2 - Demonstrate speed and accuracy on stenotype machine at 160 wpm.~~
~~Course #3 - Pass 160 wpm five minute Literary and Jury Charge tests.~~

Course Objectives:

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

1. Listen and ~~write~~ record increasingly more complex material at varying speeds,
2. Attain speed and accuracy ~~on stenotype machine~~ at higher speeds with increasingly complex dictated material,
3. Pass one five-minute literary dictation test and one five-minute jury charge dictation test at 160 wpm with a pass rate of 97.5%,
4. Use material learned in academics to improve quality of transcripts and work product ~~on and off the stenotype machine~~,
5. ~~Operate a stenotype machine and work to master keyboard.~~
6. Demonstrate effective listening technique in order to transcribe from ~~steno~~ notes verbatim dictation,
7. Demonstrate ~~ear-finger coordination~~ ability in taking dictation as well as in transcription,
8. Recognize appropriate words when transcribing from dictated material (i.e. Effect/affect or doe/dough); use of conflict-free theory methods,
9. Provide correct punctuation in dictated and transcribed material,
10. Read ~~steno~~ notes out loud at rapid rate of speed,
11. Proofread using proofreader marks,
12. Effectively use a dictionary, spell check software, ~~stenographic computer~~ software dictionary and other resources to produce verbatim and usable transcripts,
13. Improve ability to meet deadlines with transcribed work product, and
14. Develop concentration skills.

Student Learning Outcomes:

Course #1 - Demonstrate appropriate listening and writing proficiency levels in Literary and Jury Charge at 160 wpm to adequately record and transcribe materials.
Course #2 - Demonstrate speed and accuracy ~~on stenotype machine~~ at 160 wpm.
Course #3 - Pass 160 wpm five minute Literary and Jury Charge tests.
~~14.~~

TAFTCOLLEGE

Course Scope and Content (laboratory):

Unit I — Speed Building Techniques
- A. Daily observations
- B. Dictation at 160 wpm of various complex literary and jury charge material
- C. Theory techniques through timed dictation tests
- D. Theory techniques through word usage and spelling tests
- E. Concentration and listening skills: timed dictation tests
- F. Read back ~~steno~~ notes
- G. Complex material from legal opinion, literary and medical, and multi-voice

Unit II — Dictation/Transcription Outcome
- A. Daily observations
- B. Personal dictionary
- C. Identify homonyms, numbers, possessives and symbols
- D. ~~Writing~~ Practicing "briefs", (~~steno~~ shorthand abbreviations)
- E. Read and transcribe ~~steno~~ notes
- F. Transcribe, edit and proofread timed dictation documents

Unit III — Skills development
- A. Build speed and continue to master ~~writing~~ recording dictated material
- B. Practice material from various media sources
- C. Lab practice material (CD's, DVD's, tapes, etc) to improve speed

~~Learning Activities Required Outside of Class:~~

~~The students in this class will be given the opportunity to practice with school-approved speed building material a minimum of 1 hour per day outside of the regular class time in addition to the following:~~

1. ~~Read material to improve vocabulary, spelling, and word usage~~
2. ~~Required non-tested transcription~~
3. ~~Court observation~~
4. ~~Dictionary building~~

Methods of Instruction:

1. Direction and instruction,
2. Specialized software,
3. Live dictation,
4. Spelling and word usage,
5. Required non-tested transcription,
6. Court observations, and
7. Dictionary building.

Methods of Evaluation:

1. Direct evaluation of transcribed documents with student meeting the requirements in formatting, punctuation, word usage and spelling,
2. Weekly vocabulary tests that include, but are not limited to, spelling and word usage,
3. Live dictation from qualified staff readers,
4. Speed building tapes in lab environment and to be used as homework as needed, and
5. Timed dictation tests on new material at 160 wpm in two areas: literary and jury charge, with a pass rate of 97.5%.

TAFTCOLLEGE

Supplemental Data:

TOP Code:	051430: Court Reporting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	~~Not Applicable~~ ~~Synchronous online course~~Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Court Reporting

TAFTCOLLEGE

Revised by: ~~G. Shaw~~ L. McDonnell
Reviewed by: K. Bandy
Date Reviewed: ~~Fall 2021~~ Spring 2025
Text update: Spring ~~2022~~ 2025
C & GE approved: ~~April 21, 2022~~
Board approved: ~~May 11, 2022~~
Semester effective:

Court Reporting (CTRP) ~~1154~~ 0654 200 WPM Machine Shorthand Speed Building - Literary and Jury Charge (5 Units) [Formerly CTRP 1154]

Prerequisite: Qualification by assessment process or successful completion of Court Reporting ~~1134~~ 0634 ~~[Formerly CTRP 1134] and 1144~~

Prerequisite knowledge/skills:

Before entering the course, the student should be able to:

1. Listen and ~~write~~ record dictated material at varying speeds,
2. Attain speed and accuracy ~~on stenotype machine~~ at higher speeds with increasingly complex material,
3. Transcribe dictated jury charge, literary and 4-Voice material at 180 wpm with 97.5 percent accuracy,
4. Use material learned in academics to improve quality of transcripts and work product ~~on and off the stenotype machine~~,
5. ~~Operate a stenotype machine and work to master keyboard,~~
6. Demonstrate effective listening technique in order to transcribe from ~~steno~~ notes verbatim dictation,
7. Demonstrate ~~ear-finger coordination~~ ability in taking dictation as well as in transcription,
8. Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods,
9. Provide correct punctuation in dictated and transcribed material,
10. Read ~~steno~~ notes out loud at rapid rate of speed,
11. Proofread using proofreader marks,
12. Effectively use a dictionary, spell check software, ~~stenographic-computer~~ software dictionary and other resources to produce verbatim and usable transcripts,
13. Improve ability to meet deadlines with transcribed work product, and
14. Develop concentration skills.

Advisory: ~~Eligibility for English 1000 and Reading 1005 strongly recommended~~None

Hours and Unit Calculations:
256 lab hours. (256 Total Student Learning Hours) 5 Units

Catalog Description: This course presents more complex speed-building ~~writing~~ strategies to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation ~~on a stenotype machine~~. It reviews basic theory and further develops sufficient skills to ~~write~~ record literary and jury charge material ~~on a stenotype machine~~ at 200 wpm for a minimum of five minutes with 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board.

Type of Class/Course: Degree Credit

TAFTCOLLEGE

Text:

The Merriam-Webster Dictionary: America's Best-Selling Dictionary. Revised ed., Merriam-Webster, 2022.

~~Merriam-Webster Dictionary (latest edition)~~

Additional Materials: Stenography machine ~~and stenography paper~~ or voice writing equipment

Course Objectives:

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

1. Listen and ~~write~~ record increasingly more complex material at varying speeds,
2. Attain speed and accuracy ~~on stenotype machine~~ at higher speeds with increasingly complex dictated material,
3. Pass one five-minute literary and one (1) five-minute jury charge dictation test at 200 wpm with a pass rate of 97.5%,
4. Use material learned in academics to improve quality of transcripts and work product ~~on and off the stenotype machine~~,
5. ~~Operate a stenotype machine and work to master keyboard,~~
6. Demonstrate effective listening technique in order to transcribe from ~~steno~~ notes verbatim dictation,
7. Demonstrate ~~ear-finger coordination~~ ability in taking dictation as well as in transcription,
8. Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods,
9. Provide correct punctuation in dictated and transcribed material,
10. Read ~~steno~~ notes out loud at rapid rate of speed,
11. Proofread using proofreader marks,
12. Effectively use a dictionary, spell check software, ~~stenographic-computer~~ software dictionary and other resources to produce verbatim and usable transcripts,
13. Improve ability to meet deadlines with transcribed work product, and
14. Develop concentration skills.

Student Learning Outcomes:
Course #1 - Demonstrate appropriate listening and writing proficiency levels in Literary and Jury Charge at 200 wpm to adequately record and transcribe materials.
Course #2 - Demonstrate speed and accuracy ~~on stenotype machine~~ at 200 wpm.
Course #3 - Pass 200- wpm five minute Literary and Jury Charge tests.
~~14.~~

Course Scope and Content (laboratory):

Unit I Speed Building Techniques
- A. Daily observations
- B. Dictation at 200 wpm of various complex material
- C. Theory techniques through timed dictation tests
- D. Theory techniques through word usage and spelling tests
- E. Concentration and listening skills: timed dictation tests

TAFTCOLLEGE

F. Read back ~~steno~~ notes
G. Complex material from legal opinion, literary and medical, and an introduction to 200 WPM 4-Voice

Unit II Dictation/Transcription Outcome
A. Daily observations
B. Personal dictionary
C. Identify homonyms, numbers, possessives and symbols
D. ~~Writing~~ Practicing "briefs", (~~steno~~ shorthand abbreviations)
E. Read and transcribe ~~steno~~ notes
F. Transcribe, edit and proofread timed dictation documents

Unit III Skills Development
A. Build speed and continue to master ~~writing~~ recording dictated material
B. Practice material from various media sources
C. Lab practice material (CD's, DVD's, tapes, etc) to improve speed

~~Learning Activities Required Outside of Class:~~

~~The students in this class will be given the opportunity to practice with school-approved speed-building material a minimum of 1 hour per day outside of the regular class time in addition to the following:~~

~~1. Read material to improve vocabulary, spelling, and word usage.~~
~~2. Required non-tested transcription.~~
~~3. Court observation, and~~
~~4. Dictionary building.~~

Methods of Instruction:

1. Direction and instruction,
2. Specialized software,
3. Live dictation,
4. Spelling and word usage,
5. Required non-tested transcription,
6. Court observations, and
7. Dictionary building.

Methods of Evaluation:

1. Direct evaluation of transcribed documents with student meeting the requirements in formatting, punctuation, word usage and spelling,
2. Weekly vocabulary tests that include, but are not limited to, spelling and word usage,
3. Live dictation from qualified staff readers,
4. Speed building tapes in lab environment and to be used as homework as needed, and
5. Timed dictation tests on new material at 200 wpm in two areas: literary and jury charge with a pass rate of 97.5% in order to advance to next level.

Supplemental Data:

TOP Code:	051430: Court Reporting
SAM Priority Code:	C: Clearly Occupational

TAFTCOLLEGE

Distance Education:	~~Not Applicable~~ ~~Synchronous online course~~Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Court Reporting

TAFTCOLLEGE

Course Development Memo

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

From: Kanoe Bandy

Division: Applied Technologies

Date: 4/20/2025

Re: Court Reporting COR Review

Type of Curriculum Change:

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

For Course Changes, why is this course being updated?

☐ For C-ID

☒ As part of the 5 year review cycle

☒ Other (please explain): CTRP 1161, 1162, 1163, 1164, 1260 5 year review including distance learning requests for each.

Courses need review for SLOs and DLE applications before coming to Tech Review. CSLO and GELO need to be included in the Course Outline of Record.

Date COR went to SLO Committee _____

Date COR went to Distance Learning Education Committee _____

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

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

Click here to enter text.

Programs Affected/Stand Alone:

Please list all degrees and certificates affected. The division will need to submit the degrees where the CORs is part of the degree.

Court Reporting degree and certificates.

*SLOs are required

Click here to enter text.

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

☐ Natural Science ☐ Social & Behavioral Science ☐ English Composition

☐ Humanities ☐ Communication & Critical Thinking

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

Click here to enter text.

*SLOs are required

TAFTCOLLEGE

Revised by: ~~G. Shaw~~ L. McDonnell
Reviewed by: K. Bandy
Date reviewed: Spring ~~2022~~ 2025
Text Update: Spring ~~2022~~ 2025
C & GE Update: ~~April 21, 2022~~
Board approved: ~~May 11, 2022~~
Semester effective:

Court Reporting (CTRP) ~~1161~~ 0661 80 WPM Machine Shorthand Speed Building 2-Voice (5 Units)
[Formerly CTRP 1161]

~~Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1131 and 1141~~

~~Prerequisite knowledge/skills:~~

~~Before entering the course, the student should be able to:~~

1. ~~Record dictated one and two stroke words, arbitraries, punctuation symbols, numbers, and amounts of money, and~~
2. ~~Transcribe dictated jury charge, literary, medical and 2-voice material at 60 wpm with 97.5 percent accuracy, and read fluently and accurately from shorthand notes.~~

Advisory: ~~Eligibility for English 1000 and Reading 1005 strongly recommended~~None

Hours and Unit Calculations:
256 lab hours. (256 Total Student Learning Hours) 5 Units

Catalog Description**:** This course presents more complex speed-building ~~writing~~ strategies to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation ~~on a stenotype machine~~. It reviews basic theory and will provide the student with sufficient skills to ~~write~~ record 2-Voice material ~~on a stenotype machine~~ at 80 wpm for a minimum of five minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board.

Type of Class/Course: Degree Credit

Text:

The Merriam-Webster Dictionary: America's Best-Selling Dictionary. Revised ed., Merriam-Webster, 2022.

~~Merriam-Webster Dictionary (latest edition)~~

Additional Instructional Materials:

Stenography machine ~~and stenograph paper~~ or voice writing equipment

~~Student Learning Outcomes:~~

TAFTCOLLEGE

~~Course #1 - Demonstrate appropriate listening and writing proficiency levels in 2-Voice at 80 wpm to adequately record and transcribe materials.~~
~~Course #2 - Demonstrate speed and accuracy on stenotype machine at 80 wpm.~~
~~Course #3 - Pass 80 wpm five minute 2-Voice test~~

Course Objectives:

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

1. Listen and ~~write~~ record increasingly more complex 2-Voice material at varying speeds,
2. Attain speed and accuracy ~~on stenotype machine~~ at higher speeds with increasingly complex dictated material,
3. Pass one (1) five-minute 2-Voice dictation test at 80 wpm with a pass rate of 97.5%,
4. Use material learned in academics to improve quality of transcripts and work product ~~on and off the stenotype machine~~,
5. ~~Operate a stenotype machine and work to master keyboard,~~
6. Demonstrate effective listening technique in order to transcribe from ~~steno~~ notes verbatim dictation,
7. Demonstrate ~~ear-finger coordination~~ ability in taking dictation as well as in transcription,
8. Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods,
9. Provide correct punctuation in dictated and transcribed material,
10. Read ~~steno~~ notes out loud at rapid rate of speed,
11. Proofread using proofreader marks,
12. Effectively use a dictionary, spell check software, ~~stenographic-computer~~ software dictionary and other resources to produce verbatim and usable transcripts,
13. Improve ability to meet deadlines with transcribed work product, and
14. Develop concentration skills.

Student Learning Outcomes:

Course #1 - Demonstrate appropriate listening and writing proficiency levels in 2-Voice at 80 wpm to adequately record and transcribe materials.
Course #2 - Demonstrate speed and accuracy ~~on stenotype machine~~ at 80 wpm.
Course #3 - Pass 80 wpm five minute 2-Voice test.
~~14.~~

Course Scope and Content (laboratory):

Unit I — Speed Building Techniques
- A. Daily observations
- B. Dictation at 80 wpm of various complex 2-Voice material
- C. Theory techniques through timed dictation tests
- D. Theory techniques through word usage and spelling tests
- E. Concentration and listening skills: timed dictation and multi-voice tests
- F. Read back ~~steno~~ notes
- G. Complex material from legal opinion, literary, medical, and multi-voice

Unit II — Dictation/Transcription Outcome
- A. Daily observations
- B. Personal dictionary
- C. Identify homonyms, numbers, possessives and symbols

D. ~~Writing~~ Practicing "briefs", (~~steno~~ shorthand abbreviations)
E. Read and transcribe ~~steno~~ notes
F. Transcribe, edit and proofread timed dictation documents

Unit III Skills development
A. Build speed and continue to master ~~writing~~ recording dictated material
B. Practice material from various media sources
C. Lab practice material (CD's, DVD's, tapes, etc) to improve speed

~~Learning Activities Required Outside of Class:~~

~~The students in this class will be given the opportunity to practice with school-approved speed-building material a minimum of 1 hour per day outside of the regular class time. Additionally, students are expected to do the following:~~

~~1. Read material to improve vocabulary, spelling, and word usage.~~
~~2. Required non-tested transcription.~~
~~3. Court observation, and~~
~~4. Dictionary building.~~

Methods of Instruction:
1. Direction and instruction,
2. Specialized software,
3. Live dictation,
4. Spelling and word usage,
5. Required non-tested transcription,
6. Court observations, and
7. Dictionary building.

Methods of Evaluation:

1. Direct evaluation of transcribed documents with student meeting the requirements in formatting, punctuation, word usage and spelling,
2. Weekly vocabulary tests that include, but are not limited to, spelling and word usage,
3. Live dictation from qualified staff readers,
4. Speed building tapes in lab environment and to be used as homework as needed, and
5. Timed dictation tests on new 2-Voice material at 80 with a pass rate of 97.5% in order to advance to next level.

Supplemental Data:

TOP Code:	051430: Court Reporting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	~~Not Applicable~~ ~~Synchronous online course~~Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable

TAFTCOLLEGE

Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Court Reporting

TAFTCOLLEGE

Revised by: ~~G. Shaw~~ L. McDonnell
Reviewed by: K. Bandy
Date Reviewed:
Text update: Spring ~~2022~~ 2025
C & GE update: ~~April 21, 2022~~
Board approved: ~~May 11, 2022~~
Semester effective:

Court Reporting (CTRP) ~~1162~~ 0662 120 WPM Machine Shorthand Speed Building – 2-Voice (5 Units)
[Formerly CTRP 1162]

~~Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1132 and 1142~~

~~Prerequisite knowledge/skills:~~

~~Before entering the course, the student should be able to:~~

1. ~~Listen and write record dictated material at varying speeds.~~
2. ~~Attain speed and accuracy on stenotype machine at higher speeds with increasingly complex Multi-voice material.~~
3. ~~Transcribe dictated jury charge, literary and 2-Voice material at 100 wpm with 97.5 percent accuracy.~~
4. ~~Use material learned in academics to improve quality of transcripts and work product on and off the stenotype machine.~~
5. ~~Operate a stenotype machine and work to master keyboard.~~
6. ~~Demonstrate effective listening technique in order to transcribe from steno notes verbatim dictation.~~
7. ~~Demonstrate ear-finger coordination ability in taking dictation as well as in transcription.~~
8. ~~Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods.~~
9. ~~Provide correct punctuation in dictated and transcribed material.~~
10. ~~Read steno notes out loud at rapid rate of speed.~~
11. ~~Proofread using proofreader marks.~~
12. ~~Effectively use a dictionary, spell check software, stenographic computer software dictionary and other resources to produce verbatim and usable transcripts.~~
13. ~~Improve ability to meet deadlines with transcribed work product, and~~
14. ~~Develop concentration skills.~~

Advisory: ~~Eligibility for English 1000 and Reading 1005 strongly recommended~~None

Hours and Unit Calculations:
256 lab hours. (256 Total Student Learning Hours) 5 Units

Catalog Description: This course presents more complex speed-building ~~writing~~ strategies to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation ~~on a stenotype machine~~. It reviews basic theory and further develops sufficient skills to ~~write~~ record 2-Voice material ~~on a stenotype machine~~ at 120 wpm for a minimum of five minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board.

Type of Class/Course: Degree Credit

TAFTCOLLEGE

Text:

The Merriam-Webster Dictionary: America's Best-Selling Dictionary. Revised ed., Merriam-Webster, 2022.

~~Merriam-Webster Dictionary (latest edition)~~

Additional Materials: Stenography machine ~~and stenograph paper~~ or voice writing equipment

~~Student Learning Outcomes:~~

~~Course #1 - Demonstrate appropriate listening and writing proficiency levels in 2-Voice at 120 wpm to adequately record and transcribe materials.~~
~~Course #2 - Demonstrate speed and accuracy on stenotype machine at 120 wpm.~~
~~Course #3 - Pass 120 wpm five minute 2-Voice test.~~

Course Objectives:

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

1. Listen and ~~write~~ record increasingly more complex material at varying speeds,
2. Attain speed and accuracy ~~on stenotype machine~~ at higher speeds with increasingly complex dictated material,
3. Pass one five-minute 2-Voice dictation test at 120 wpm with a pass rate of 97.5%,
4. Use material learned in academics to improve quality of transcripts and work product ~~on and off the stenotype machine~~,
5. ~~Operate a stenotype machine and work to master keyboard,~~
6. Demonstrate effective listening technique in order to transcribe from ~~steno~~ notes verbatim dictation,
7. Demonstrate ~~ear-finger coordination~~ ability in taking dictation as well as in transcription,
8. Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods,
9. Provide correct punctuation in dictated and transcribed material,
10. Read ~~steno~~ notes out loud at rapid rate of speed,
11. Proofread using proofreader marks,
12. Effectively use a dictionary, spell check software, ~~stenographic-computer~~ software dictionary and other resources to produce verbatim and usable transcripts,
13. Improve ability to meet deadlines with transcribed work product, and
14. Develop concentration skills.

Student Learning Outcomes:

Course #1 - Demonstrate appropriate listening and writing proficiency levels in 2-Voice at 120 wpm to adequately record and transcribe materials.
Course #2 - Demonstrate speed and accuracy ~~on stenotype machine~~ at 120 wpm.
Course #3 - Pass 120 wpm five minute 2-Voice test.
~~14.~~

Course Scope and Content (laboratory):

TAFTCOLLEGE

Unit I Speed Building Techniques

A. Daily observations
B. Dictation at 120 wpm of various complex 2-Voice material
C. Theory techniques through timed dictation tests
D. Theory techniques through word usage and spelling tests
E. Concentration and listening skills: timed dictation tests
F. Read back ~~steno~~ notes
G. Complex material from legal opinion, literary, medical, and multi-voice

Unit II Dictation/Transcription Outcome

A. Daily observations
B. Personal dictionary
C. Identify homonyms, numbers, possessives and symbols
D. ~~Writing~~ Practicing "briefs", (~~steno~~ shorthand abbreviations)
E. Read and transcribe ~~steno~~ notes
F. Transcribe, edit and proofread timed dictation documents

Unit III Skills development

A. Build speed and continue to master ~~writing~~ recording dictated material
B. Practice material from various media sources
C. Lab practice material (CD's, DVD's, tapes, etc) to improve speed

~~Learning Activities Required Outside of Class:~~

~~The students in this class will be given the opportunity to practice with school-approved speed-building material a minimum of 1 hour per day outside of the regular class time in addition to the following:~~

~~1. Read material to improve vocabulary, spelling, and word usage.~~
~~2. Required non-tested transcription.~~
~~3. Court observation, and~~
~~4. Dictionary building.~~

Methods of Instruction:

1. Direction and instruction,
2. Specialized software,
3. Live dictation,
4. Spelling and word usage,
5. Required non-tested transcription,
6. Court observations, and
7. Dictionary building.

Methods of Evaluation:

1. Direct evaluation of transcribed documents with student meeting the requirements in formatting, punctuation, word usage and spelling,
2. Weekly vocabulary tests that include, but are not limited to, spelling and word usage,
3. Live dictation from qualified staff readers,
4. Speed building tapes in lab environment and to be used as homework as needed, and timed dictation tests on new 2-Voice material at 100 and 120 with a pass rate of 97.5%.

Supplemental Data:

TAFTCOLLEGE

TOP Code:	051430: Court Reporting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	~~Not Applicable~~ ~~Synchronous online course~~Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Court Reporting

TAFTCOLLEGE

Revised by: ~~G. Shaw~~ L. McDonnell
Reviewed by: K. Bandy
Date Reviewed: Spring ~~2022~~ 2025
Text update: Spring ~~2022~~ 2025
C & GE approved: ~~April 18, 2022~~
Board approved: ~~May 11, 2022~~
Semester effective: ~~Fall 2024~~

Court Reporting (CTRP) ~~1163~~ 0663 160 WPM Machine Shorthand Speed Building-4-Voice (5 Units)
[Formerly CTRP 1163]

~~Prerequisite: Qualification by assessment process or successful completion of Court Reporting 1133 and 1143~~

~~Prerequisite knowledge/skills.~~

~~Before entering the course, the student should be able to:~~

1. ~~Listen and write record dictated multi-voice at varying speeds.~~
2. ~~Attain speed and accuracy on stenotype machine at higher speeds with increasingly complex.~~
3. ~~Transcribe dictated jury charge, literary and 2-Voice material at 140 wpm with 97.5 percent accuracy.~~
4. ~~Use material learned in academics to improve quality of multi-voice transcripts and work product on and off the stenotype machine.~~
5. ~~Operate a stenotype machine and work to master keyboard.~~
6. ~~Demonstrate effective listening technique in order to transcribe from steno notes verbatim dictation.~~
7. ~~Demonstrate ear-finger coordination ability in taking dictation as well as in transcription.~~
8. ~~Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods.~~
9. ~~Provide correct punctuation in dictated and transcribed material.~~
10. ~~Read steno notes out loud at rapid rate of speed.~~
11. ~~Proofread using proofreader marks.~~
12. ~~Effectively use a dictionary, spell check software, stenographic computer software dictionary and other resources to produce verbatim and usable transcripts.~~
13. ~~Improve ability to meet deadlines with transcribed work product, and~~
14. ~~Develop concentration skills.~~

Advisory: ~~Eligibility for English 1000 and Reading 1005 strongly recommended~~None

Hours and Unit Calculations:
256 lab hours. (256 Total Student Learning Hours) 5 Units

Catalog Description: This course presents more complex speed-building ~~writing~~ strategies to prepare for higher speed-based competency goals. Promotes the development of speed and accuracy in taking dictation ~~on a stenotype machine~~. It reviews basic theory and further develops sufficient skills to ~~write~~ record 4-Voice material ~~on a stenotype machine~~ at 160 wpm for a minimum of ten (10) minutes with a goal of 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board.

TAFTCOLLEGE

Type of Class/Course: Degree Credit

Text:

The Merriam-Webster Dictionary: America's Best-Selling Dictionary. Revised ed., Merriam-Webster, 2022.

~~Merriam-Webster Dictionary (latest edition)~~

Additional Materials: Stenography machine ~~and stenograph paper~~ or voice writing equipment

~~Student Learning Outcomes:~~

~~Course #1 - Demonstrate appropriate listening and writing proficiency levels in 4-Voice at 160 wpm to adequately record and transcribe materials.~~
~~Course #2 - Demonstrate speed and accuracy on stenotype machine at 160 wpm.~~
~~Course #3 - Pass 160 wpm five minute 4-Voice tests.~~

Course Objectives:

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

1. Listen and ~~write~~ record 4-Voice at varying speeds,
2. Attain speed and accuracy ~~on stenotype machine~~ at higher speeds with increasingly complex 4-Voice material,
3. Pass one ten-minute 4-Voice dictation test at 160 wpm with a pass rate of 97.5%,
4. Use material learned in academics to improve quality of 4-Voice transcripts and work product ~~on and off the stenotype machine~~,
5. ~~Operate a stenotype machine and work to master keyboard,~~
6. Demonstrate effective listening technique in order to transcribe from ~~steno~~ notes verbatim dictation,
7. Demonstrate ~~ear-finger coordination~~ ability in taking dictation as well as in transcription,
8. Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods,
9. Provide correct punctuation in dictated and transcribed material,
10. Read ~~steno~~ notes out loud at rapid rate of speed,
11. Proofread using proofreader marks,
12. Effectively use a dictionary, spell check software, ~~stenographic-computer~~ software dictionary and other resources to produce verbatim and usable transcripts,
13. Improve ability to meet deadlines with transcribed work product, and
14. Develop concentration skills.

Student Learning Outcomes:

Course #1 - Demonstrate appropriate listening and writing proficiency levels in 4-Voice at 160 wpm to adequately record and transcribe materials.
Course #2 - Demonstrate speed and accuracy ~~on stenotype machine~~ at 160 wpm.
Course #3 - Pass 160 wpm five minute 4-Voice tests.

~~14.~~

TAFTCOLLEGE

Course Scope and Content (laboratory):

Unit I — Speed Building Techniques
- A. Daily observations
- B. Dictation at 160 wpm of various complex multi-voice material
- C. Theory techniques through timed dictation tests
- D. Theory techniques through word usage and spelling tests
- E. Concentration and listening skills: timed dictation and Multi-voice tests
- F. Read back ~~steno~~ notes
- G. Complex material from legal opinion, multi-voice, medical, and multi-voice

Unit II — Dictation/Transcription Outcome
- A. Daily observations
- B. Personal dictionary
- C. Identify homonyms, numbers, possessives and symbols
- D. ~~Writing~~ Practicing "briefs", (~~steno~~ shorthand abbreviations)
- E. Read and transcribe ~~steno~~ notes
- F. Transcribe, edit and proofread timed dictation documents

Unit III — Skills development
- A. Build speed and continue to master ~~writing~~ recording dictated material
- B. Practice material from various media sources
- C. Lab practice material (CD's, DVD's, tapes, etc) to improve speed

~~Learning Activities Required Outside of Class:~~

~~The students in this class will be given the opportunity to practice with school-approved speed-building material a minimum of 1 hour per day outside of the regular class time in addition to the following:~~

~~1. Read material to improve vocabulary, spelling, and word usage.~~
~~2. Required non-tested transcription.~~
~~3. Court observation, and~~
~~4. Dictionary building.~~

Methods of Instruction:

1. Direction and instruction,
2. Specialized software,
3. Live dictation,
4. Spelling and word usage,
5. Required non-tested transcription,
6. Court observations, and
7. Dictionary building.

Methods of Evaluation:

1. Direct evaluation of transcribed documents with student meeting the requirements in formatting, punctuation, word usage and spelling,
2. Weekly vocabulary tests that include, but are not limited to, spelling and word usage,
3. Live dictation from qualified staff readers,
4. Speed building tapes in lab environment and to be used as homework as needed, and
5. Timed dictation tests on new 4-voice material at 160 wpm with a pass rate of 97.5%.

TAFTCOLLEGE

Supplemental Data:

TOP Code:	051430: Court Reporting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	~~Not Applicable~~ ~~Synchronous online course~~Online; Offline
Funding Agency:	Y: Not Applicable (funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Court Reporting

TAFTCOLLEGE

Revised by: ~~G. Shaw~~ L. McDonnell
Reviewed by: K. Bandy
Date Reviewed: Spring ~~2022~~ 2025
Text update: Spring ~~2022~~ 2025
C & GE approved: ~~April 18, 2022~~
Board approved: ~~May 11, 2022~~
Semester effective:

Court Reporting (CTRP) ~~1164~~ 0664 200 WPM Machine Shorthand Speed Building: 4-Voice (5 Units) [Formerly CTRP 1164]

Prerequisite: Qualification by assessment process or successful completion of ~~Court Reporting 1134 and 1144~~ CTRP 0644 with a grade of 'C' or better ~~(formerly CTRP 1144)~~

Prerequisite knowledge/skills:

Before entering the course, the student should be able to:

1. Listen and ~~write~~ record multi-voice at varying speeds,
2. Attain speed and accuracy ~~on stenotype machine~~ at higher speeds with increasingly complex 4-Voice material,
3. Transcribe dictated jury charge, literary and 4-Voice material at 180 wpm with 97.5 percent accuracy
4. Use material learned in academics to improve quality of multi-voice transcripts and work product ~~on and off the stenotype machine;~~
5. ~~Operate a stenotype machine and work to master keyboard;~~
6. Demonstrate effective listening technique in order to transcribe from ~~steno~~ notes verbatim dictation,
7. Demonstrate ~~ear-finger coordination~~ ability in taking dictation as well as in transcription,
8. Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods,
9. Provide correct punctuation in dictated and transcribed material,
10. Read ~~steno~~ notes out loud at rapid rate of speed,
11. Proofread using proofreader marks,
12. Effectively use a dictionary, spell check software, ~~stenographic computer~~ software dictionary and other resources to produce verbatim and usable transcripts,
13. Improve ability to meet deadlines with transcribed work product, and
14. Develop concentration skills.

Advisory: ~~Eligibility for English 1000 and Reading 1005 strongly recommended~~None

Hours and Unit Calculations:
256 lab hours. (256 Total Student Learning Hours) 5 Units

Catalog Description: This course promotes the development of speed and accuracy in taking dictation ~~on a stenotype machine~~. It reviews basic theory and develops sufficient skills to ~~write~~ record 4-Voice material ~~on a stenotype machine~~ at 200 wpm for a minimum of ten minutes with 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board.

Type of Class/Course: Degree Credit

TAFTCOLLEGE

Text:

The Merriam-Webster Dictionary: America's Best-Selling Dictionary. Revised ed., Merriam-Webster, 2022.

~~Merriam-Webster Dictionary (latest edition)~~

Additional Materials: Stenography machine ~~and stenograph paper~~ or voice writing equipment

~~Student Learning Outcomes:~~

~~Course #1 - Demonstrate appropriate listening and writing proficiency levels in 4-Voice at 200 wpm to adequately record and transcribe materials.~~
~~Course #2 - Demonstrate speed and accuracy on stenotype machine at 200 wpm.~~
~~Course #3 - Pass five-minute 4-Voice test at 200 wpm.~~

Course Objectives:

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

1. Listen and ~~write~~ record multi-voice at varying speeds,
2. Attain speed and accuracy ~~on stenotype machine~~ at higher speeds with increasingly complex Multi-voice material,
3. Pass one ten-minute 4-Voice dictation test at 200 wpm with a pass rate of 97.5%,
4. Use material learned in academics to improve quality of multi-voice transcripts and work product ~~on and off the stenotype machine~~,
5. ~~Operate a stenotype machine and work to master keyboard,~~
6. Demonstrate effective listening technique in order to transcribe from ~~steno~~ notes verbatim dictation,
7. Demonstrate ~~ear-finger coordination~~ ability in taking dictation as well as in transcription,
8. Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods,
9. Provide correct punctuation in dictated and transcribed material,
10. Read ~~steno~~ notes out loud at rapid rate of speed,
11. Proofread using proofreader marks,
12. Effectively use a dictionary, spell check software, ~~stenographic computer~~ software dictionary and other resources to produce verbatim and usable transcripts,
13. Improve ability to meet deadlines with transcribed work product, and
14. Develop concentration skills.

Student Learning Outcomes:

Course #1 - Demonstrate appropriate listening and writing proficiency levels in 4-Voice at 200 wpm to adequately record and transcribe materials.
Course #2 - Demonstrate speed and accuracy ~~on stenotype machine~~ at 200 wpm.
Course #3 - Pass five-minute 4-Voice test at 200 wpm.
~~14.~~

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Course Scope and Content (laboratory):

Unit I Speed Building Techniques
- A. Daily observations
- B. Dictation at 200 wpm of various complex multi-voice material
- C. Theory techniques through timed dictation tests
- D. Theory techniques through word usage and spelling tests
- E. Concentration and listening skills: timed dictation and Multi-voice tests
- F. Read back ~~steno~~ notes
- G. Complex material from legal opinion, literary, medical, and multi-voice

Unit II Dictation/Transcription Outcome
- A. Daily observations
- B. Personal dictionary
- C. Identify homonyms, numbers, possessives and symbols
- D. ~~Writing~~ Practicing "briefs", (~~steno~~ shorthand abbreviations)
- E. Read and transcribe ~~steno~~ notes
- F. Transcribe, edit and proofread timed dictation documents

Unit III: Skills Development
- A. Build speed and continue to master ~~writing~~ recording dictated material
- B. Practice material from various media sources
- C. Lab practice material (CD's, DVD's, tapes, etc) to improve speed

~~Learning Activities Required Outside of Class:~~

~~The students in this class will be given the opportunity to practice with school-approved speed-building material a minimum of 1 hour per day outside of the regular class time in addition to the following:~~

~~1. Read material to improve vocabulary, spelling, and word usage.~~
~~2. Required non-tested transcription.~~
~~3. Court observation, and~~
~~4. Dictionary building.~~

Methods of Instruction:

1. Direction and instruction,
2. Specialized software,
3. Live dictation,
4. Spelling and word usage,
5. Required non-tested transcription,
6. Court observations, and
7. Dictionary building.

Methods of Evaluation:

1. Direct evaluation of transcribed documents with student meeting the requirements in formatting, punctuation, word usage and spelling,
2. Weekly vocabulary tests that include, but are not limited to, spelling and word usage,
3. Live dictation from qualified staff readers,
4. Speed building tapes in lab environment and to be used as homework as needed, and
5. Timed dictation tests on new 4-voice material at 200 wpm with a pass rate of 97.5%.

TAFTCOLLEGE

Supplemental Data:

TOP Code:	051430: Court Reporting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	~~Not Applicable~~ ~~Synchronous online course~~Online, Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Court Reporting

TAFTCOLLEGE

Prepared by: ~~G. Shaw~~ L. McDonnell
Reviewed by: K. Bandy
Date prepared: Spring ~~2022~~ 2025
Text update: Spring ~~2022~~ 2025
C & GE approved: ~~April 21, 2022~~
Board approved: ~~May 11, 2022~~
Semester effective:

Court Reporting (CTRP) ~~1260~~ 0760 Machine Shorthand Speed Building – Dictation/Transcription (1.25 units) ~~[Formerly CTRP 1260]~~

Prerequisite: Qualification by assessment process or successful completion of ~~Court Reporting 1034, 1044, 1054 and 1064~~ CTRP 0634, 0644, 0654, and 0664. ~~(formerly CTRP 1134, 1144, 1154, and 1164)~~

Prerequisite knowledge/skills:

Before entering the course, the student should be able to:

1. Listen and ~~write~~ record complex jury charge, medical, literary and multi-voice material at varying speeds
2. Attain speed and accuracy ~~on stenotype machine~~ at higher speeds with increasingly complex material
3. Pass one five-minute medical, literary, jury charge and multi-voice dictation test at 200 wpm with a pass rate of 97.5%
4. Use material learned in academics to improve quality of transcripts and work product ~~on and off the stenotype machine~~
5. ~~Operate a stenotype machine and work to master keyboard~~
6. Demonstrate effective listening technique in order to transcribe from ~~steno~~ notes verbatim dictation
7. Demonstrate ~~ear-finger coordination~~ ability in taking dictation as well as in transcription
8. Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods
9. Provide correct punctuation in dictated and transcribed material
10. Read ~~steno~~ notes out loud at rapid rate of speed
11. Proofread using proofreader marks
12. Effectively use a dictionary, spell check software, ~~stenographic computer~~ software dictionary and other resources to produce verbatim and usable transcripts
13. Improve ability to meet deadlines with transcribed work product
14. Develop concentration skills

Advisory: ~~Eligibility for English 1000 and Reading 1005 strongly recommended~~None

Hours and Unit Calculations:
64 hours ~~l~~abecture ~~(128 Outside-of-class Hours).~~ (~~192~~ 64 Total Student Learning Hours) 1.~~2~~5~~4~~ Units

Catalog Description: This course promotes the development of speed and accuracy in taking dictation ~~on a stenotype machine~~. It reviews basic theory and develops sufficient skills to ~~write~~ record and transcribe complex material ~~on a stenotype machine~~ up to 240 words per minute (wpm) for a minimum of five

minutes with 97.5% accuracy. Includes English usage, punctuation, spelling/word usage, and proper transcription and document formatting. This course meets the requirements of the California Court Reporting Board. This course is offered on a Pass/No Pass basis only.

Type of Class/Course: Degree Credit

Text:

The Merriam-Webster Dictionary: America's Best-Selling Dictionary. Revised ed., Merriam-Webster, 2022.

~~Merriam-Webster Dictionary (latest edition)~~

Additional Materials: Stenography machine or voice writing equipment, computer for word processing; newspaper articles, court reporting magazine articles, court transcripts~~, steno paper~~.

~~Student Learning Outcomes:~~

~~Course #1 - Demonstrate appropriate listening and writing proficiency levels in 2-Voice at 225 wpm to adequately record and transcribe materials.~~
~~Course #2 - Demonstrate speed and accuracy on stenotype machine at 225 wpm.~~
~~Course #3 - Pass 225 wpm five minute 2-Voice test.~~

Course Objectives:

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

1. Listen to, ~~write~~ record and transcribe complex material at varying speeds
2. Attain speed and accuracy ~~on stenotype machine~~ up to 240 wpm with increasingly complex material.
3. Use material learned in academics to improve quality of complex transcripts and work product ~~on and off the stenotype machine~~
4. ~~Operate a stenotype machine and work to master keyboard~~
5. Demonstrate effective listening technique in order to transcribe from ~~steno~~ notes verbatim dictation
6. Demonstrate ~~ear-finger coordination~~ ability in taking dictation as well as in transcription
7. Recognize appropriate words when transcribing from dictated material (i.e. effect/affect or doe/dough); use of conflict-free theory methods
8. Provide correct punctuation in dictated and transcribed material
9. Read ~~steno~~ notes out loud at rapid rate of speed
10. Proofread using proofreader marks
11. Effectively use a dictionary, spell check software, ~~stenographic computer~~ software dictionary and other resources to produce verbatim and usable transcripts
12. Improve ability to meet deadlines with transcribed work product
13. Develop concentration skills

Student Learning Outcomes:

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Course #1 - Demonstrate appropriate listening and writing proficiency levels in 2-Voice at 225 wpm to adequately record and transcribe materials.
Course #2 - Demonstrate speed and accuracy ~~on stenotype machine~~ at 225 wpm.
Course #3 - Pass 225 wpm five minute 2- Voice test.

~~13.~~

Course Scope and Content

Unit I: Speed Building Techniques

A. Daily observations
B. Dictation up to 240 wpm of various complex material
C. Theory techniques through timed dictation tests
D. Theory techniques through word usage and spelling tests
E. Concentration and listening skills: timed dictation and jury charge tests
F. Read back ~~steno~~ notes

Unit II: Dictation/Transcription Outcome

A. Daily observations
B. Personal dictionary
C. Identify homonyms, numbers, possessives and symbols
D. ~~Writing~~ Practicing "briefs", (~~steno~~ shorthand abbreviations)
E. Read and transcribe ~~steno~~ notes
F. Transcribe, edit and proofread timed dictation documents

Unit III: Skills development

A. Build speed and continue to master ~~writing~~ recording dictated material
B. Practice material from various media sources
C. Lab practice material (CD's, DVD's, tapes, etc) to improve speed

~~Learning Activities Required Outside of Class:~~

~~The students in this class will spend a minimum of 1 hour per week outside of the regular class time doing the following:~~

~~1. Read material to improve vocabulary, spelling, and word usage~~
~~2. Required non-tested transcription~~
~~3. Court observation~~
~~4. Dictionary building~~

Methods of Instruction:
1. Direction and instruction
2. specialized software
3. live dictation
4. Spelling and word usage
5. required non-tested transcription
6. court observations
7. dictionary building

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Methods of Evaluation

1. Direct evaluation of transcribed documents with student meeting the requirements in formatting, punctuation, word usage and spelling
2. Weekly vocabulary tests that include, but are not limited to, spelling and word usage
3. Live dictation from qualified staff readers
4. Speed building tapes in lab environment and to be used as homework as needed
5. Timed dictation tests in multi-voice, jury charge, medical and literary

Supplemental Data:

TOP Code:	051430: Court Reporting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	~~Not Applicable~~ ~~Synchronous online course~~Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Court Reporting

TAFTCOLLEGE

Course Development Memo

To: Greg Bormann, Chief Instructional Officer
Dr. Vicki Jacobi, Curriculum Co-Chair

From: Kanoe Bandy

Division: Applied Technologies

Date: 3/17/2025

Re: Dental Hygiene COR updates

Type of Curriculum Change:

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

For Course Changes, why is this course being updated?

☐ For C-ID

☐ As part of the 5 year review cycle

☒ Other (please explain): UDGE 3005 There are current updates to the COR and to the SLO's.

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

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

Click here to enter text.

Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

Dental Hygiene Bachelors Degree

SLOASC review date: 4/21/2025

Distance Learning and Education Committee review date: 8/23/2024 if requesting DLE.

*SLOs are required

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

☐ Natural Science ☐ Social & Behavioral Science ☐ English Composition

☐ Humanities ☐ Communication & Critical Thinking

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

Click here to enter text.

TAFTCOLLEGE

Prepared by: M.Oja
Reviewed by: K.Ward
Reviewed by: V.Kimbrough
Text Update: Fall 2024
Date Prepared: Spring 2025
C & GE Approved:
Board approved:
Semester effective: Fall 2025

Upper Division General Education (UDGE) 3005 Research Methodology and Composition for Health Professionals (4 Units)

Prerequisites: Admission to the Dental Hygiene Completion Program and college level statistics course. STAT C1000 or PSYC 2200 or equivalent with a grade of "C" or better.

Hours and Unit Calculations:
64 hours lecture. 128 Outside of class hours. (192 Total Student Learning Hours) 4 Units

Catalog Description: This course is designed to introduce students to the research process and how it applies to evidence-based patient care and health education. The course will discuss qualitative and quantitative ~~Emphasis on~~ research designs as a way to support patient care or health education. A variety of ways to measure outcome variables and their operational definitions will be covered. Students will have experience finding and summarizing research articles from library ~~and methods, scientific~~ databases to demonstrate understanding of ~~, and evidence-based resources. Application of~~ research methods and statistical techniques to the critical evaluation of current scientific literature through technical writing.

Type of Class/Course: Degree Credit

Example Textbooks:

Eyler, A. A. (2021). *Research methods for public health*. New York, NY: Springer Publishing Company.

~~Eyler, Amy. *Research Methods for Public Health.* Springer Publishing, 2020.~~

~~Forrest, Jane L., et al. *Evidence-Based Decision Making: A Translational Guide for Dental Professionals*, 9th ed. Lippincott, Williams & Wilkins, 2012.~~

~~Patten, Mildred L., and Michelle Newhart. *Understanding Research Methods: An Overview of the Essentials,* 10th ed., Routledge, 2017.~~

~~Chiappelli, Francesco & Brant, Xenia & Oluwadara, Oluwadayo & Neagos, Negoita & Ramchandani, Manisha. 2005.~~

~~Introduction: Research Synthesis in Evidence-Based Clinical Decision-Making. Evidence-Based Practice: Toward Optimizing Clinical Outcomes. 3-16. 10.1007/978-3-642-05025-1_1.~~

Additional Required Materials: ~~Dental Hygiene Journal~~ None

Course Objectives:

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

~~1. Compile a list of scientific articles for a literature review/research paper.~~

TAFTCOLLEGE

~~2. Critically analyze scientific journal articles.~~
~~3. Differentiate between components of research design.~~
~~4. Apply the principles of scientific writing.~~
1. Find empirical research articles in a literature review/research paper.
2. Critically analyze empirical research articles.
3. Differentiate between qualitative and quantitative of design.
4. Apply operational definitions of variables in proposed research topics.
5. Demonstration knowledge through technical (scientific) writing.

Course Student Learning Outcomes:

~~#1 - Develop a well-defined research question and methodology using scientific databases.~~
~~#2 - Evaluate local public oral health needs and design services to address identified needs.~~

1. Create a research proposal with operational definitions of variables based on empirical research articles on topic.
2. Create proposals for services to address community oral health needs.

Course Scope and Content:

Unit I Literature Review

A. Purpose of the literature review
B. ~~Development of~~ ~~Conducting~~ a literature review
    a. identifying the problem
    b. searching databases
        i. sources for literature review
            1. ~~scientific~~ empirical peer-reviewed journals
            2. conference proceedings
            3. government reports
        ii. citing references
        iii. evaluating sources
            1. scientific peer-reviewed journals
            2. conference proceedings
            3. government reports

~~C. Evaluating data~~
    ~~a. summarizing information~~
    ~~b. determine importance of information to topic~~
~~D. Analyzing and drawing conclusions~~
    ~~a. finding similarities and differences between articles~~
C. Author's qualifications

Unit II Critical ~~a~~Analysis

A. Parts of a scientific journal article
    a. abstract
    b. introduction
    c. methods and materials
    d. results
    e. discussion
    f. conclusion
    g. references
B. ~~Purpose of critical~~ Critically analysis~~ze~~
    ~~a. evaluate strengths and weaknesses~~
    ~~b. determine if research is valid~~

a. methods and materials
   i. validity and reliability
   ii. sampling methods
   iii. statistical analysis
   iv. research design
b. results
c. discussion
   v. conclusions supported by findings
   vi. recommendations for future research
d. references
   vii. comprehensive list
   viii. combination of historical and current sources

~~C. Criteria~~
~~a. type of publications~~
~~i. textbooks~~
~~ii. peer-reviewed journals~~
~~iii. current vs historical resources~~
~~b. authors' qualifications~~
~~c. purpose of research~~
~~d. methods and materials~~
~~i. validity and reliability~~
~~ii. sampling methods~~
~~iii. statistical analysis~~
~~iv. research design~~
~~e. results~~
~~f. discussion~~
~~i. conclusions supported by findings~~
~~ii. recommendations for future research~~
~~g. references~~
~~i. comprehensive list~~
ii. ~~combination of historical and current sources~~

C. Find similarities and differences between articles

Unit III Research Design

A. Quantitative s~~S~~tudy designs
~~a. prospective cohort~~
~~b. retrospective case control~~
~~c. cross-sectional~~
~~d. clinical trials~~
~~i. double-blind and single-blind studies~~
~~ii. parallel design~~
~~iii. crossover design~~

B. ~~Sampling methods~~ Qualitative study designs
~~a. convenience~~
~~b. judgmental~~
~~c. stratified~~
~~d. randomized~~
~~e. systematic~~

C. ~~Controlling~~ bias Hypothesis testing
~~a. sample size~~
~~b. examiner calibration~~
~~i. intrarater reliability~~
~~ii. interrater reliability~~
~~c. validity~~

~~d. sampling method~~

D. ~~Hypothesis~~ testing Variables
   ~~a. alternate hypothesis~~
   ~~b. null hypothesis~~
   ~~c. Type 1 error~~
   ~~d. Type 2 error~~
   ~~e. variables~~
      ~~i. independent~~
      ~~ii. dependent~~
      ~~iii. confounding~~
      i. operational definitions
      ii. independent
      iii. dependent
      iv. confounding

E. Research ethics
   a. informed consent
   b. Institutional Review Board

Unit IV Technical s~~S~~cientific writing

A. Organization of information
   ~~a. Outlines~~
   ~~b. paragraph order~~
      ~~i. topic sentences~~
      ~~ii. supporting information~~

B. Style
   ~~a. Scientific terminology~~
   ~~b. use of abbreviations~~
   ~~c. sentence structure~~
      ~~i. past or present tense~~
      ~~ii. first or third person~~
      ~~iii. basic grammar guidelines~~

~~C. Bibliography~~
   ~~a. NLM format (National Library of Medicine)~~
   ~~b. how to cite references within paper~~

~~D. Reference sources~~
   ~~a. Library catalog~~
   ~~b. CREDO Reference~~
      ~~i. Books~~
   ~~c. Library catalog~~
   ~~d. eBook Academic Collection (EBSCOhost)~~
      ~~i. Periodicals (journals, magazines, and newspapers)~~
   ~~e. Electronic databases, including PubMed, MEDLINE, and Dentistry & Oral Sciences Source~~
   ~~f. Internet sources (.gov, .edu, .org, .com, etc)~~
      ~~i. Search engines~~

   a. scientific terminology
   b. technical writing
   c. purpose of report
   d. how to cite within paper
   e. formatting references

Learning Activities Required Outside of Class
The students in the class will spend a minimum of 8 hours per week outside of the regular class time doing the following:

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~~1. Read a 10-page scientific journal article on a contemporary topic in health care and identify the purpose of the study, hypothesis and independent and dependent variables.~~
~~2. Conduct a literature search on a health related topic and compile a list of 10-15 articles from current, peer-reviewed journals.~~
~~3. Write a review of the literature using 10-15 articles from current, peer-reviewed journals.~~
1. Completing required reading of the textbook and other resources
2. Review videos and other provided resources
3. Finding, reading, and summarizing empirical research articles
4. Writing assignments to analyze readings
5. Writing research reports based on empirical research articles identified during a literature review
6. Project to apply research findings to a community oral health need

Methods of Instruction

1. Lecture presentation, online discussions and ~~case study analysis~~ substantial instructor-student interaction.
2. Presentations of major projects followed by discussion and evaluation.

Methods of Evaluation

1. Written Critical Evaluation of a current scientific research.
2. Literature Search based on research problem.
3. Exams (multiple choice, short answer, essay questions).
4. Problem solving exercises.
5. Oral presentation on research.
~~6. Small group work~~

Supplemental Data:

TOP Code:	499900: Other Interdisciplinary Studies
SAM Priority Code:	E: Non-Occupational
Distance Education:	Online
Funding Agency:	Y: Not Applicable (funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course

TAFTCOLLEGE

Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	NO
Eligible for Pass/No Pass:	NO
Taft College General Education:	Meets General Education requirement for Bachelors Degree
Discipline:	~~Dental Technology~~ or Interdisciplinary Studies or Psychology or Sociology or Health

TAFTCOLLEGE

Course Development Memo

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

From: Michelle A. Beasley

Division: Social Science

Date: 2/10/2025

Re: ECEF 1561 Update

Type of Curriculum Change:

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

For Course Changes, why is this course being updated?

☐ For C-ID

☒ As part of the 5 year review cycle

☐ Other (please explain):

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

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

N/A

Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

ECEF

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

☐ Natural Science ☐ Social & Behavioral Science ☐ English Composition

☐ Humanities ☐ Communication & Critical Thinking

*SLOs are required

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

N/A

TAFT COLLEGE
West Kern Community College District

Reviewed by: M. Beasley
Reviewed by: R. Roth
Reviewed by: ~~S. Eveland~~
Date Revised: ~~August 19, 2015~~ Spring 2025
Text Update: ~~April 5, 2013~~ Spring 2026
C&GE approved: ~~September 14, 2015~~
Board approved: ~~October 9, 2015~~
Semester effective: ~~Fall 2016~~

Early Care, Education, and Family Studies (ECEF) 1561 Literature and Storytelling in the Early Childhood Environment (3 Units) (DS 3) CSU
[formerly Early Childhood Education 1561; Early Childhood Education 10]

Advisory: ~~Eligibility for English 1000 and Reading 1005 strongly recommended~~None

Total Hours: 48 hours lecture, 96 Outside of Class hours (144 Total Student Learning Hours)

Catalog Description: This is an introduction to children's literature, storytelling and book selection for children from two to ten years. The major emphasis will center on the works of contemporary authors whose books are chosen for many collections. Techniques of storytelling and story reading will be presented along with various methods used to interest children in literature. Children's poetry will be introduced as well as dramatic readings.

Type of Class/Course: Degree Credit

Text~~: Giorgis, Cyndi and Joan I. Glazer. *Literature for the Young Children: Supporting Emergent Literacy, Ages 0-8*. 7th ed. Upper Saddle River: Pearson, 2013. Print.~~

Short, Kathy G., and Cueto, Desireé W. *Essentials of Children's Literature*. 10th ed., Pearson, 2023.

Schneider, Dr. Jenifer. *The Inside, Outside, and Upside Downs of Children's Literature: From Poets and Pop-ups to Princesses and Porridge*. U of South Florida, 2016.

~~Short, Kathy G. and Cueto, Desiree W. *Essentials of Children's Literature*. 10th ed. Pearson, 2023. Print~~

~~Or~~

~~Schneider, Dr. Jenifer. *The Inside, Outside, and Upside Downs of Children's Literature: From Poets and Pop-ups to Princesses and Porridge*. DOI: http://dx.doi.org/10.5038/9780977674411~~

Additional Required Materials: Instructor related materials and puppetry

Course Objectives:

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

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1. recognize and know some contemporary children's authors as presented by the instructor,
2. describe at least six different techniques used in presenting literature to children,
3. recall reference works available to assist in the selection of good books for children,
4. successfully demonstrate at least three of the techniques used in presenting stories to children,
5. plan and incorporate monthly curriculum in literature to coincide with the regular scheduled themes,
6. adapt a story to meet different age levels,
7. understand the importance of incorporating and presenting multicultural literature to children,
8. identify various literature and materials appropriate for children with special needs,
9. demonstrate competency in writing,
10. apply critical thinking skills, and
11. examine and give examples that support the idea that the knowledge of children's literature is an important vocational skill for early childhood educators.

Student Learning Outcomes:

1. Research, recognize, and compare and contrast classic and contemporary children's authors.
2. Assess and evaluate the role children's literature plays in the lives of young children.
3. Demonstrate reading and storytelling skills.

Course Scope and Content:

I. Literacy Development
   - A. Research and Brain Development
   - B. Written and Spoken Language
   - C. Stages of Reading and Writing
   - D. Building passion for reading

II. Choosing Literature
   - A. Infants and Toddlers
   - B. Preschool Children
   - C. School Age
   - D. Elementary

III. Genres and Authors
   - A. Fiction
   - B. Non-Fiction
   - C. Diversity and Culture
   - D. Ability
   - E. Age and Gender
   - F. Developmentally Appropriate
   - G. Life and Death, and Self Help

IV. Curriculum
   - A. Including literature in specific areas of the classroom
   - B. Enhancing curriculum topics
   - C. Meeting the needs and interests of children
   - D. Addressing issues that may arise

TAFT COLLEGE
West Kern Community College District

Learning Activities Required Outside of Class:

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

1. Studying
2. Answering questions
3. Skill practice
4. Completing required reading
5. Written work
6. Journal
7. Observation of or participation in an activity related to course content

Methods of instruction:

1. Lecture
2. American Library Association Films
3. Reading of standard references for books selection and biographical material.
4. Individual presentations of storytelling and story readings.
5. Written assignments involving storytelling techniques and book reviews.
6. Special guest speakers from the Kern County Library in Taft and Bakersfield.
7. Library time for book reviews of certain authors.

Methods of evaluation:

1. Substantial writing assignments, including:
   a. essay exams
   b. reading reports
   c. term or other papers
   d. demonstrations of books
2. Computational or non-computational problem-solving demonstrations, including:
   a. exams
   b. field work
   c. demonstrations of books
3. Skill demonstrations, including:
   a. class performance
   b. performance exams
   c. field work
4. Other examinations, including:
   a. multiple choice
   b. matching items
   c. true/false items
   d. completion

Supplemental Data:

TOP Code:	130500: Child Development/Early Care a

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West Kern Community College District

SAM Priority Code:	C: Clearly Occupational
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline	Early Childcare Education and Family Studies / Child Development

TAFTCOLLEGE

Reviewed by: ~~B. Roth~~ M. Beasley
Reviewed by: ~~M. Beasley~~ T. Mendoza
~~Reviewed by: S. Eveland~~
Date Revised: ~~Spring 2018~~ Spring 2025
Textbook update: ~~Spring 2020~~ Spring 2026
C & GE Approved: ~~February 2, 2018~~
Board approved: ~~March 14, 2018~~
Semester effective: ~~Spring 2019~~

Early Care, Education and Family Studies (ECEF) 1581 Introduction to Infant and Toddler Development ~~- Infant, Family, and Society~~ (3 Units) (DS 4) CSU
[formerly Early Childhood Education 1581; Early Childhood Education 11A; Early Childhood Education 11]

Advisory: Eligibility for English ~~1500~~ C1000 strongly recommended

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

Catalog Description: This is an introduction to the study of infant behavior and development from conception to 36 months. This course is designed to prepare students to work effectively with infants, toddlers, and their families. It addresses theories of infant development, primary care and continuity of care, social, emotional, cognitive, linguistic and physical development; how to create healthful physical and social environments, and how to work respectfully with children, staff, and families with various cultures, beliefs, backgrounds, and abilities. The role of family and relationships in development is emphasized.

Type of Class/Course: Degree Credit

Textbook:
~~Gonzalez-Mena, Janet, and Dianne Widmeyer Eyer. *Infants Toddlers & Caregivers: Curriculum Relationship. 11th Edition.* McGraw-Hill Education, 2017.~~

Swim, Terri. *Infants and Toddlers: Caregiving and Responsive Curriculum Development.* 10th Edition. Cengage Learning, Inc, 2023. Or

Infant and Toddler Care and Development (Taintor and LaMarr). https://socialsci.libretexts.org/Bookshelves/Early_Childhood_Education/Infant_and_Toddler_Care_and_Development_(Taintor_and_LaMarr)

~~Additional Required Instructional Materials:~~

~~Mooney, Carol Garhart. *Theories of Attachment: An Introduction to Bowlby, Ainsworth, Gerber, Brazelton, Kennell, and Klaus.* Redleaf Press, 2010.~~

Course Objectives:

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

1. ~~identify the periods of infant development,~~ Summarize developmental milestones.

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characteristics, and growth patterns of children from conception through 36 months.

2. ~~recognize and demonstrate the need for primary care and continuity of care in infant/toddler programs~~. .Use current research to evaluate the impact of various birth practices on the newborn and family.
3. ~~explain the domains of development: cognitive, physical, linguistic, social, and emotional.~~ Describe the primary role of the family in the development of the child.
4. ~~assess each of the domains of development as it relates to individual infants.~~ Link neurobiological processes to infant and toddler development.
5. ~~describe the components of a quality physical and social environment.~~ Relate developmental theory to infant and toddler development, interactions, and relationships.
6. ~~identify and define curriculum as it relates to infants and toddlers.~~ Compare and contrast caregiving practices and environments that support optimal development.
7. ~~describe the effects of early intervention on children identified with special needs.~~
8. ~~demonstrate the ability to work with children, staff and families from diverse linguistic and cultural backgrounds.~~
9 7. demonstrate competency in writing,
10 8. apply critical thinking skills, and
11 9. describe appropriate vocational skills needed in infant/toddler care and education.

Course Student Learning Outcomes

1. Demonstrate knowledge of biological and environmental factors that influence pre-conception and prenatal health and development.
2. Connect observed behaviors of children birth to 36 months to developmental concepts and theories in the physical, cognitive, language, social and emotional domains.
3. Analyze the multiple contextual influences on infant and toddler development including diverse family practices and environments.

Course Scope and Content:

Unit I — Overview of Developmental Theory and Processes

- A. Cognitive Development Theory – Jean Piaget
- B. Cognitive Development Theory – Lev Vygotsky
- C. Attachment – Mary Ainsworth
- D. Emotional Development – Erik Erikson
- E. Infant Care Theorists – Emmi Pikler, Madga Gerber and T. Berry Brazelton
- F. Additional Theories as Presented

Unit II — ~~Principles and Practices in Infant/Toddler Care~~

- ~~A. Primary Caregiving and Attachment~~
- B. ~~Continuity of Care~~
- B. Current Research
  - 1. Brain development
  - 2. Social development
  - 3. Influences on growth patterns
  - 4. Early intervention

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Unit III ~~Developmental Periods~~
~~A. Young Infants~~
~~B. Mobile Infants~~
~~C. Older Infants~~
C. Developmental Domains and Processes
1.Prenatal development and birth
a. Preconception influences
b. Conception
c. Prenatal development
d. Birth
2. Physical development
a. Brain development
b. Health and nutrition
c. Growth patterns
3. Cognitive development
a. Sensorimotor stages
b. Information processing
c. Language development
d. Theories of language development
e. Multi-language learning
f. Critical periods
4. Social and emotional development
a. Attachment
b. Reciprocal relationships
c. Psychosocial theory
d. Temperament
5. Variations in Development
6. Influences on Development
a. Family
b. Cultural perspectives
c. Care settings
d. Routines and schedules

~~Unit IV Developmental Domains~~
~~A. Physical~~
~~B. Cognitive~~
~~C. Linguistic~~
~~D. Social~~
~~E. Emotional~~

~~Unit V Curriculum~~
~~A. Caregiving~~
~~B. Play~~
~~C. Adaptations for children with special needs~~

~~Unit VI Creating Environments~~
~~A. Physical Environment~~
~~B. Social and Cultural Environment~~

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~~C. Accessibility and Planning for Children with Special Needs~~
~~D. Creating environments that are culturally respectful and inclusive~~

~~Unit VII Health and Safety~~
~~A. Establishing a Healthy Environment~~
~~B. Teaching and Modeling Healthy Behaviors~~
~~C. Assessing and Establishing a Safe Indoor/Outdoor Environment~~

~~Unit VIII Relationships with Staff and Families~~
~~A. Building Relationships with Staff and Families~~
~~B. Supporting Culture and Home Language~~
~~C. Resolving Conflict~~
~~D. Staff Development and Parent Education~~

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Learning Activities Required Outside of Class:

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

1. Studying
2. Answering questions
3. Skill practice
4. Completing required reading
5. Problem solving activity or exercise
6. Written work
7. Journal
8. Observation of or participation in an activity related to course content

Methods of Instruction:

1. Lecture
2. Observations
3. Special guest speakers
4. Written assignments involving practicum reports
5. Films

Methods of Evaluation:

1. Writing assignments, including:
   a. essay exams
   b. laboratory reports
   c. term or other papers
   d. written homework
   e. observations
2. Computational or non-computational problem-solving demonstrations, including:
   a. exams
   b. homework problems
   c. laboratory reports
   d. observations

3. Skill demonstrations, including:
   a. class performance
   b. performance exams
   c. field work
4. Other examinations, including:
   a. multiple choice
   b. matching items
   c. true/false items
   d. completion

Supplemental Data:

TOP Code:	130590: Infants & Toddlers
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass

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Taft College General Education:	NONE
Discipline	Early Childcare Education and Family Studies / Child Development

TAFTCOLLEGE

Course Development Memo

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

From: Michelle A. Beasley

Division: Social Science

Date: 2/10/2025

Re: ECEF 1581 Update

Type of Curriculum Change:

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

For Course Changes, why is this course being updated?

☐ For C-ID

☒ As part of the 5 year review cycle

☐ Other (please explain):

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

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

N/A

Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

Early Care, Education, and Family Studies: Certificate of Achievement, Early Intervention Assistant I: Certificate of Achievement, Early Intervention Assistant II: Certificate of Achievement, and Master Teacher: Certificate of Achievement

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

☐ Natural Science ☐ Social & Behavioral Science ☐ English Composition

*SLOs are required

☐ Humanities ☐ Communication & Critical Thinking

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

N/A

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Reviewed by: ~~B. Roth~~ M. Beasley
Reviewed by: ~~M. Beasley~~ T. Mendoza
~~Reviewed by: S. Eveland~~
Date Revised: ~~Spring 2018~~ Spring 2025
Textbook update: ~~Spring 2020~~ Spring 2026
C & GE Approved: ~~February 2, 2018~~
Board approved: ~~March 14, 2018~~
Semester effective: ~~Spring 2019~~

Early Care, Education and Family Studies (ECEF) 1581 Introduction to Infant **and Toddler** Development ~~- Infant, Family, and Society~~ (3 Units) (DS 4) CSU
[formerly Early Childhood Education 1581; Early Childhood Education 11A; Early Childhood Education 11]

Advisory: Eligibility for English ~~1500~~ C1000 strongly recommended

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

Catalog Description: This is an introduction to the study of infant behavior and development from conception to 36 months. This course is designed to prepare students to work effectively with infants, toddlers, and their families. It addresses theories of infant development, primary care and continuity of care, social, emotional, cognitive, linguistic and physical development; how to create healthful physical and social environments, and how to work respectfully with children, staff, and families with various cultures, beliefs, backgrounds, and abilities. The role of family and relationships in development is emphasized.

Type of Class/Course: Degree Credit

Textbook:
~~Gonzalez-Mena, Janet, and Dianne Widmeyer Eyer. *Infants Toddlers & Caregivers: Curriculum Relationship. 11th Edition.* McGraw-Hill Education, 2017.~~

Swim, Terri. *Infants and Toddlers: Caregiving and Responsive Curriculum Development*. 10th Edition. Cengage Learning, Inc, 2023. Or

Infant and Toddler Care and Development (Taintor and LaMarr).
https://socialsci.libretexts.org/Bookshelves/Early_Childhood_Education/Infant_and_Toddler_Care_and_Development_(Taintor_and_LaMarr)

~~Additional Required Instructional Materials:~~

~~Mooney, Carol Garhart. *Theories of Attachment: An Introduction to Bowlby, Ainsworth, Gerber, Brazelton, Kennell, and Klaus.* Redleaf Press, 2010.~~

Course Objectives:

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

1. ~~identify the periods of infant development,~~ Summarize developmental milestones.

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characteristics, and growth patterns of children from conception through 36 months.

2. ~~recognize and demonstrate the need for primary care and continuity of care in infant/toddler programs.~~ Use current research to evaluate the impact of various birth practices on the newborn and family.
3. ~~explain the domains of development: cognitive, physical, linguistic, social, and emotional.~~ Describe the primary role of the family in the development of the child.
4. ~~assess each of the domains of development as it relates to individual infants.~~ Link neurobiological processes to infant and toddler development.
5. ~~describe the components of a quality physical and social environment.~~ Relate developmental theory to infant and toddler development, interactions, and relationships.
6. ~~identify and define curriculum as it relates to infants and toddlers.~~ Compare and contrast caregiving practices and environments that support optimal development.
7. ~~describe the effects of early intervention on children identified with special needs.~~
8. ~~demonstrate the ability to work with children, staff and families from diverse linguistic and cultural backgrounds.~~
9. 7. demonstrate competency in writing,
10. 8. apply critical thinking skills, and
11. 9. describe appropriate vocational skills needed in infant/toddler care and education.

Course Student Learning Outcomes

1. Demonstrate knowledge of biological and environmental factors that influence pre-conception and prenatal health and development.
2. Connect observed behaviors of children birth to 36 months to developmental concepts and theories in the physical, cognitive, language, social and emotional domains.
3. Analyze the multiple contextual influences on infant and toddler development including diverse family practices and environments.

Course Scope and Content:

Unit I — Overview of Developmental Theory and Processes

- A. Cognitive Development Theory – Jean Piaget
- B. Cognitive Development Theory – Lev Vygotsky
- C. Attachment – Mary Ainsworth
- D. Emotional Development – Erik Erikson
- E. Infant Care Theorists – Emmi Pikler, Madga Gerber and T. Berry Brazelton
- F. Additional Theories as Presented

Unit II — ~~Principles and Practices in Infant/Toddler Care~~

- ~~A. Primary Caregiving and Attachment~~
- ~~B. Continuity of Care~~
- B. Current Research
  - 1. Brain development
  - 2. Social development
  - 3. Influences on growth patterns
  - 4. Early intervention

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Unit III ~~Developmental Periods~~
~~A. Young Infants~~
~~B. Mobile Infants~~
~~C. Older Infants~~
C. Developmental Domains and Processes
1.Prenatal development and birth
a. Preconception influences
b. Conception
c. Prenatal development
d. Birth
2. Physical development
a. Brain development
b. Health and nutrition
c. Growth patterns
3. Cognitive development
a. Sensorimotor stages
b. Information processing
c. Language development
d. Theories of language development
e. Multi-language learning
f. Critical periods
4. Social and emotional development
a. Attachment
b. Reciprocal relationships
c. Psychosocial theory
d. Temperament
5. Variations in Development
6. Influences on Development
a. Family
b. Cultural perspectives
c. Care settings
d. Routines and schedules

~~Unit IV Developmental Domains~~
~~A. Physical~~
~~B. Cognitive~~
~~C. Linguistic~~
~~D. Social~~
~~E. Emotional~~

~~Unit V Curriculum~~
~~A. Caregiving~~
~~B. Play~~
~~C. Adaptations for children with special needs~~

~~Unit VI Creating Environments~~
~~A. Physical Environment~~
~~B. Social and Cultural Environment~~

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~~C. Accessibility and Planning for Children with Special Needs~~
~~D. Creating environments that are culturally respectful and inclusive~~

~~Unit VII Health and Safety~~
~~A. Establishing a Healthy Environment~~
~~B. Teaching and Modeling Healthy Behaviors~~
~~C. Assessing and Establishing a Safe Indoor/Outdoor Environment~~

~~Unit VIII Relationships with Staff and Families~~
~~A. Building Relationships with Staff and Families~~
~~B. Supporting Culture and Home Language~~
~~C. Resolving Conflict~~
~~D. Staff Development and Parent Education~~

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Learning Activities Required Outside of Class:

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

1. Studying
2. Answering questions
3. Skill practice
4. Completing required reading
5. Problem solving activity or exercise
6. Written work
7. Journal
8. Observation of or participation in an activity related to course content

Methods of Instruction:

1. Lecture
2. Observations
3. Special guest speakers
4. Written assignments involving practicum reports
5. Films

Methods of Evaluation:

1. Writing assignments, including:
   a. essay exams
   b. laboratory reports
   c. term or other papers
   d. written homework
   e. observations
2. Computational or non-computational problem-solving demonstrations, including:
   a. exams
   b. homework problems
   c. laboratory reports
   d. observations

3. Skill demonstrations, including:
   a. class performance
   b. performance exams
   c. field work
4. Other examinations, including:
   a. multiple choice
   b. matching items
   c. true/false items
   d. completion

Supplemental Data:

TOP Code:	130590: Infants & Toddlers
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass

TAFTCOLLEGE

Taft College General Education:	NONE
Discipline	Early Childcare Education and Family Studies / Child Development

TAFTCOLLEGE

Course Development Memo

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

From: Dr. Becky Roth

Division: Social Science

Date: 3/17/2025

Re: ECEFS 1582

Type of Curriculum Change:

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

For Course Changes, why is this course being updated?

☐ For C-ID

☒ As part of the 5 year review cycle

☐ Other (please explain):_____

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

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

Click here to enter text.

Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

ECEFS Program Early Interventionist II Certificate – Required Specialization Course

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

☐ Natural Science ☐ Social & Behavioral Science ☐ English Composition

☐ Humanities ☐ Communication & Critical Thinking

*SLOs are required

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

Click here to enter text.

*SLOs are required

TAFTCOLLEGE

Reviewed By: R. Roth
Reviewed By: M. Beasley
Reviewed By: ~~S. Eveland~~ **T. Martinez**
Date Reviewed: ~~Spring 2017~~ **August 2024**
C & GE Approved: ~~October 3, 2017~~
Board Approved: ~~November 8, 2017~~
Semester Effective: ~~Fall 2018~~

Early Care, Education and Family Studies (ECEF) 1582 Infant Massage (1 Unit) (DS4) CSU
[formerly Early Childhood Education 1582; Early Childhood Education11C]

Advisory: Eligibility for English C1000 strongly recommended. Completion of or concurrent enrollment in Early Care, Education and Family Studies 1581 and 1583 recommended.

Hours and Unit Calculations: 16 hours lecture + 32 outside of class hours (48 total student learning hours)

Catalog Description: This course provides instruction on positive touch, infant massage, and relaxation techniques to support the development of the infant, **with special attention to meeting their unique cultural and developmental needs**. The impact of positive touch is discussed in terms of child growth and development, bonding and attachment, human anatomy and physiology, stress management, self-esteem, and overall health and well-being. The course also covers **the** facilitation of positive interactions between infant and caregiver through instruction on the recognition of infant cues, sensitivity to cultural issues and special needs infants, and **the** development and maintenance of safe and appropriate environments during **the** use of these techniques. Emphasis is on the interaction between the caregiver and the infant in reading and understanding cues, relaxation techniques**,** and the importance of preparing for massage and massage techniques. Additionally, the benefit of positive touch, massage, communication**,** and mindfulness for all ages is explored.

Type of Class/Course: Degree Credit

Discipline Specific Texts Such as:
McClure, Vimala. *Infant Massage - A Handbook for Loving Parents.* 4th ed., Bantam, 2017.

Additional Instructional Materials: None

Course Objectives:

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

1. Explain the impact of positive touch with infants on growth and development, bonding and attachment, human anatomy and physiology, stress management, self-esteem, and overall health and well-being,
2. examine and recognize that external pressures create challenges and stress on infants and caregivers,
3. demonstrate appropriate infant massage techniques,
4. facilitate positive interactions between caregivers and infants,
5. demonstrate sensitivity to diversity in caregivers and infants, maintain a safe, developmentally appropriate environment for infants conducive to positive touch and massage, deep relaxation, and supportive of the clear beliefs and values of families,
6. demonstrate a sensitivity to the **cultural needs and** special needs of infants and their families in a childcare setting,

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~~7. demonstrate critical thinking and college-level writing skills, and~~
~~8. cite vocational opportunities in early care and education.~~

Student Course Learning Outcomes:

1. **Analyze and identify the benefits of positive touch/massage on the infant, child, and adolescents.**
2. **Explain the necessary steps in preparing for massage and demonstrate the massage cycle.**
3. **Identify massage as a form of communication and examine the role of positive touch in building relationships between child and caregiver.**

Course Scope and Content:

Unit I — The Benefits of Infant Massage and Positive Touch
- A. A vehicle **for** building relationships
- B. Positive impact on health, growth, and development
- C. Reduces **st**ress
- D. Builds positive self-esteem
- E. Improves **g**eneral **h**ealth and well-being
- F. Supports **b**onding and **at**tachment
- G. Positive impact on anatomy and physiology
- H. Introduces mindfulness and mind/body awareness

Unit II — Preparing for Massage
- A. Relaxing environment
- B. Lighting and music
- C. Caregiver relaxation techniques
- D. Cues from the infants: engagement and disengagement
- E. Timing and infant states of arousal
- F. Oil and lotion

Unit III — Bonding and Infant Massage
- A. Reading infant cues
- B. Establishing trust
- C. Communication through skin-to-skin contact
- D. Learning about your infant and child

Unit IV — Who benefits from using infant massage and positive touch?
- A. Parents
- B. Caregivers
- C. Foster parents and kinship caregivers
- D. Siblings
- E. Teachers
- F. Infants, children, and adolescents
- G. Foster children
- H. Children with special needs
- I. Communities

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Unit V — Using Massage in Special Circumstances
- A. Gas and colic
- B. Medically fragile and premature infants
- C. Special Needs children
- D. Children and adolescents
- E. Foster children
- F. Abused children

Unit VI — Massage Techniques and Approaches
- A. Swedish and Indian massage techniques
- B. Gas and colic massage
- C. Massage for children and adolescents
- D. Gentle movements and exercises
- E. Relaxation techniques

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 3 hours per week outside of the regular class time doing the following:

1. Studying
2. Answering questions
3. Completing required reading
4. Completing written work
5. Skills practice

Methods of Instruction:

1. Films when available
2. Workshops
3. Visiting specialists
4. Class presentations
5. Reading and evaluations
6. Peer interactions

Methods of Evaluation:

1. Written assignments, including:
   - a. journal entries
   - b. self-assessment inventory
   - c. reading reflections and book reviews
2. Skill demonstrations, including:
   - a. presentations
   - b. demonstrations
   - c. observations
   - d. fieldwork

Examples of Assignments:
1. **Massage demonstration**
2. **Weekly reading reflections and assignments**
3. **Communication Analysis**

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Supplemental Data:

TOP Code:	130590: Infants & Toddlers
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline	Early Childcare Education and Family Studies/ Child Development

TAFTCOLLEGE

Course Development Memo

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

From: Dr. Becky Roth

Division: Social Science

Date: 3/17/2025

Re: ECEFS 1583 Course Revision

Type of Curriculum Change:

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

For Course Changes, why is this course being updated?

☐ For C-ID

☒ As part of the 5 year review cycle

☐ Other (please explain):_____

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

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

Click here to enter text.

Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

ECEFS Program Early Interventionist II Certificate – Required Specialization Course

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

☐ Natural Science ☐ Social & Behavioral Science ☐ English Composition

☐ Humanities ☐ Communication & Critical Thinking

*SLOs are required

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

Click here to enter text.

*SLOs are required

TAFTCOLLEGE

Reviewed By: R. Roth
Reviewed By: M. Beasley
Reviewed By: ~~S. Eveland~~ **T. Mendoza**
Date Revised: ~~Spring 2017~~ **August 2024**
C & GE Approved: ~~October 3, 2017~~
Board Approved: ~~November 8, 2017~~
Semester Effective: ~~Fall 2018~~

Early Care, Education and Family Studies (ECEF) 1583 ~~Using~~ **Reading** Infant/**Toddler** Cues (1Unit) (DS4) CSU
[formerly Early Childhood Education 1583; Early Childhood Education 11D]

Advisory: Eligibility for English C1000 is strongly recommended. Completion of or concurrent enrollment in Early Care, Education, and Family Studies 1581 is recommended.

Hours and Unit Calculations: 16 hours of lecture + 32 outside-of-class hours (48 total student learning hours)

Catalog Description: This course is a study of the **unique** verbal and non-verbal forms of communication in infants and toddlers that enhance the relationships between primary caregivers and the children in their care. Emphasis is on the role of the caregiver in reading the **diverse** infant/toddler's gestures, body language, facial expressions, and verbal cues to establish a nurturing relationship. Strategies for working with children with special needs, **dual language learners, and those experiencing trauma** ~~and~~ ~~ESL learners~~ will be explored. **The importance of supporting and engaging diverse families will also be addressed.**

Type of Class/Course: Degree Credit

Discipline Specific Texts Such as:

Mangione, Peter L., and Deborah Greenwald, editors. *Infant/Toddler Care Giving: A Guide to Language Development and Communication*. 2nd ed., California Department of Education, 2011. https://www.pitc.org/resources/infanttoddler-caregiving-guide-language-development-and-communication-second-edition

Mangione, Peter L., and Jennifer Marcella-Burdett, editors. *Infant/Toddler Caregiving: A Guide to Social-Emotional Growth and Development,* 3rd ed., WestEd for the California Department of Social Services, 2023. https://wested.ent.box.com/s/yiw2o6kpc7n3aiggj3ji2ivj1gurggjv

*This is the most recent version and comes from the State Department of Education as a training resource for the Program for Infant/Toddler Caregivers.

Additional Resources:

https://www.pitc.org/featured-resources

https://www.naeyc.org/

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Course Objectives:

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

~~1. identify and use appropriate models of temperament assessments,~~
identify the stages of language development of infants/toddlers
2. ~~recognize~~ identify the ~~developmental~~ stages of social-emotional development and differing abilities of infants,
3. ~~recognize~~ **analyze and describe the** ~~communicative messages~~ **verbal and nonverbal cues** and needs ~~in~~ **of** infants**/toddlers,**
4. facilitate positive interactions between primary caregivers and infants/toddlers,
5. demonstrate **a** sensitivity to the responsive process with **an** awareness of diversity **and the cultural needs** ~~in~~ **of** both children, families, and caregivers,
6. explain the effects of temperament, parental stress, depression, and violence on **communication and the** relationships between the caregiver and the child, **and**
7. **Explain the relationship between reading and responding to infant cues and the development of healthy attachment relationships.**
8. ~~maintain a safe, developmentally appropriate environment for children and families while fostering the growth of caregivers,~~
9. ~~demonstrate critical thinking and college-level writing skills, and~~
10. ~~cite vocational opportunities in early care and education.~~

Student Course Learning Outcomes:

1. **Describe the stages of social-emotional and language development in infants and toddlers.**
2. **Examine and identify the effect temperament, ability, and culture can have on early communication.**
3. **Examine and identify the various verbal and non-verbal cues presented by infants and toddlers and strategies for building respectful relationships.**

Course Scope and Content:

Unit I The Young Infant
- A. Emergence of communication: earliest signs
- B. Perceptual abilities and communicative messages
- C. Developmental milestones
- D. Warning signs
- E. Caregiver's practices

Unit II The Mobile Infant
- A. Emergence of communication: give and take between adult and child
- B. Suggestions to support language development at various developmental levels
- C. Developmental milestones
- D. Warning signs
- E. Caregiver's practices

Unit III The Older Infant
- A. Emergence of communication: words, grammar, and first conversations
- B. Stages of language communication
- C. Encouraging language and communication
- D. Warning signs
- E. Caregiver's talk and practices

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Unit IV The ~~Bilingual~~ Multilingual Child Care Setting
- A. Caring for infants/toddlers ~~in a bilingual childcare setting~~ **that are dual language learners**
- B. Supporting the dual language learner
- C. The importance of the child's home language
- D. ~~Challenge of diversity~~ **The benefit of diverse cultures, languages, and experiences**
- E. ~~Caregiver's practices~~

Unit V Communication in a Culturally Diverse Setting
- A. Culture, communication, and the care of infants/toddlers
- B. Cultural differences in adult-infant communication
- C. Care and communication outside the home culture
- D. **Warning signs**
- E. ~~Caregiver's practices~~

Unit VI The Developing Self
- A. Temperaments of infants and toddlers
- B. Emotional development in infants and toddlers
- C. Caregiver's role in the child's development of self
- D. Parental stress and depression
- E. Inconsolable child
- F. Self-esteem do's and don'ts

Unit VII The Development of Social Skills
- A. Creating nurturing relationships with infants and toddlers
- B. Responsive process
- C. Adaptation and age
- D. Getting in tune
- E. Self-esteem, security, and social competence
- F. Over stimulating babies, focus on special needs
- G. Fostering toddler relationships
- H. Understanding gestures and fears

Unit VIII Guidance
- A. Socialization, guidance and discipline with infants and toddlers
- B. Roots of socialization and techniques
- C. Physical punishment and violence
- D. Dealing with aggressive behavior
- E. Considering the quality of care
- F. Caregiver's practices - guiding acceptable behavior

Unit IX Appropriate and Inappropriate Practices
- A. Using appropriate practices when working with infants and toddlers
- B. Identifying inappropriate practices when working with infants and toddlers
- C. Using the Developmentally Appropriate Practice handbook as a guide to providing quality care

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 2 hours per week outside of the regular class time doing the following:

1. Studying

2. Answering questions
3. Completing required reading
4. Completing written work

Methods of Instruction:
1. Films
2. Workshops
3. Visiting specialists
4. Class presentations
5. Reading and evaluations

Methods of Evaluation:
1. Written assignments, including:
   a. journal entries
   b. self-assessment inventory
   c. essay or other substantial paper

2. Skill demonstrations, including:
   a. presentations
   b. observations
   c. field work
   d. quizzes

Examples of Assignments:
1. **Writing assignments that require students to explain the stages of emotional and social development, and language development.**
2. **Writing assignments or presentations that require students to describe the importance of reading infant cues and communication strategies that support the development of healthy relationships.**
3. **Reading assigned materials and completing written assignments**

Supplemental Data:

TOP Code:	130590: Infants & Toddlers
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course

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Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Early Childcare Education and Family Studies / Child Development

TAFTCOLLEGE

Course Development Memo

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

From: Dr. Becky Roth

Division: Social Science

Date: 3/17/2025

Re: ECEFS 1584 Revision

Type of Curriculum Change:

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

For Course Changes, why is this course being updated?

☐ For C-ID

☒ As part of the 5 year review cycle

☐ Other (please explain):_____

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

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

Click here to enter text.

Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

ECEFS Program – Master Teacher Specialization Option 1: Infant Development

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

☐ Natural Science ☐ Social & Behavioral Science ☐ English Composition

☐ Humanities ☐ Communication & Critical Thinking

*SLOs are required

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

Click here to enter text.

TAFTCOLLEGE

Reviewed by: R. Roth
Reviewed by: M. Beasley
Reviewed by: ~~S. Eveland~~ T. Mendoza
Date revised: ~~Spring 2018~~ August 2024
Text update: ~~Fall 2018~~
C & GE approval: ~~February 2, 2018~~
Board approval: ~~March 14, 2018~~

Early Care, Education and Family Studies (ECEF) 1584 Field Experience: Infant and Toddler Care and ~~Education~~ Curriculum(2 Units) CSU
[Formerly Early Childhood Education 11E]

Corequisite /Prerequisite: Successful completion of ECEFS 1581 with a grade of 'C' or higher, or concurrent enrollment.

Advisory: Eligibility for English ~~1500~~ C1000 strongly recommended

Prerequisite knowledge and skills: Before entering the course, the student should be able to:
1. identify the periods of infant development,
2. recognize and demonstrate the need for primary care and continuity of care in infant/toddler programs,
3. explain the domains of development: cognitive, physical, linguistic, social, and emotional,
4. assess each of the domains of development as it relates to individual infants,
5. describe the components of a quality physical and social environment,
6. identify and define curriculum as it relates to infants and toddlers,
7. describe the effects of early intervention on children identified with special needs, and
8. demonstrate the ability to work with children, staff, and families from diverse linguistic and cultural backgrounds.

Hours and Units Calculations: 16 hours lecture. 32 Outside-of-class-hours; ~~48~~ 50~~48~~ hours lab (9~~8~~6 Total Student Learning Hours) 2 Units

Catalog Description: ~~This course is designed to support and guide the student in working directly with infants and toddlers in a group setting, while under the supervision of a qualified infant/toddler teacher. Information learned in ECEFS 1581 will be analyzed and applied. Students will examine essential policies, principles, and practices that lead to quality care and a developmentally appropriate curriculum for children birth to 36 months. A TB clearance and proof of the MMR and Tdap immunizations are required.~~
A study of research-based approaches related to the care and education of infants and toddlers in group settings. Examines theories of learning and development, regulations, and essential practices that lead to quality care and developmentally appropriate curriculum and environments for children birth to 36 months. Emphasizes strategies to promote healthy relationships in the care and education of infants and toddlers.

Type of Class/Course: Degree Credit

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~~Discipline~~ ~~Discipline~~ ~~Sspecific~~ ~~Ttexts~~ ~~Ssuch as:~~

~~Text:~~ ~~California Department of Education. *California Infant/Toddler Learning & Development Foundations.* Sacramento: California Department of Education, 2009.~~

~~Barbre, Jean. *Responsive Caregiving Set*. Redleaf Press, 2013.~~

Harm, Thelma, et al. *Infant Toddler Environment Rating Scale (ITERS-3)*. 3rd ed., Teachers College Press, 2017.

Taintor, Amanda, et al. *Infant and Toddler Care and Development (Taintor and LaMarr)*. 2nd ed., ASCCC Open Education Resources, LibreTexts Social Sciences, 2024. https://socialsci.libretexts.org/Bookshelves/Early_Childhood_Education/Infant_and_Toddler_Care_and_Development_(Taintor_and_LaMarr)

~~Harm, Thelma, et al. Clifford. *Infant Toddler Environment Rating Scale (ITERS-3)*. 3rd ed., Teachers College Press, 2017.~~

~~Herr, Judy, and Terri Jo Swim. *Creative Resources for Infants and Toddlers*. 2nd ed., Delmar Publishing, 2001.~~

~~Additional Materials: None~~

Suggested Open Education Resources/Text:

Taintor, A. & Lamar, T. *Infant and Toddler Care and Development. 2nd Ed.* ASCCC Open Educational Resources Initiative. 2024.

https://www.pitc.org/featured-resources

Course Objectives:

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

~~1. explain and apply primary~~ **care giving** ~~and continuity of care techniques in the classroom,~~
~~2. observe, document, and reflect on infant and toddler play and interactions to plan for care and learning,~~
~~3. evaluate curriculum and environments for infants and toddlers,~~
~~4. design appropriate play spaces and care routines that that support infant toddler care and learning,~~
~~5. describe and facilitate positive interactions and reciprocal communication techniques between children 0-3, parents, and other adults working with infants and toddlers to promote brain development and healthy relationships,~~
~~6. exhibit culturally sensitive behaviors while working with children, caregivers, and families,~~
~~7. exhibit appropriate behaviors while working with caregivers, families, and children with special needs, and~~

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~~8. identify delivery systems, licensing regulations, and quality indicators in infant and toddler care.~~

1. Describe program types, licensing regulations, and quality assessment tools for infant and toddler care.
2. Discuss the care, development, and learning needs specific to infants and toddlers.
3. Explain the benefits of primary care, continuity of care, culturally responsive care, and small group size in infant and toddler group settings.
4. Identify inclusive practices that support and respect the diverse cultures, values, and beliefs of families and caregivers.
5. Describe ways to support dual language learners, birth to 3, in building language and literacy skills in home language(s) as well as in English.
6. Observe, document, and assess infant and toddler play and interactions to plan individualized care and curriculum.
7. Design appropriate play spaces and care routines that invite infant and toddler participation and learning.
8. Describe teaching strategies that promote relationships, learning, and development.

Student Course Learning Outcomes:

1. Summarize the essential policies and practices of quality infant and toddler programs.
2. Demonstrate strategies to promote healthy relationships in the care and education of infants and toddlers.
3. Evaluate infant and toddler curriculum and environments based on observation, documentation, and reflection.

Course Scope and Content:

Unit I Observation and Assessment of Infants and Toddlers
- A. Observation and Documentation
- B. Assessment Techniques

Unit II Building Relationships with Children and Families
- A. Supporting Relationships among Children
- B. Relationships with Families
- C. Respecting and Supporting Culture and Home Language

Unit III Creating Environments for Infants and Toddlers
- A. Creating Appropriate Physical Environments for Infants and Toddlers
- B. Creating Appropriate and Supportive Emotional Environments for Infants and Toddlers
- C. Using the ITERS (Infant/Toddler Environmental Rating Scale

Unit IV Developing Curriculum for Infants and Toddlers
- A. Using Assessment to Develop Curriculum
- B. Developmentally Appropriate Curriculum for Infants and Toddlers

Unit V Awareness of Primary Care-giving and Continuity of Care
- A. Primary Care Giving
- B. Continuity of Care

Unit VI Application of Health and Safety Practices in Group Care

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A. Healthy Environments and Practices
B. Establishing Safe Environments and Practices

Unit VII Working with Infants and Toddlers with Special Needs
A. Modifying Curriculum
B. Assessing and Adapting Environments
C. Understanding Legislation
D. Inclusion and Mainstreaming

Course Scope and Content: Laboratory

Unit I Regulations for Infant and Toddler Programs
A. Delivery systems
B. Licensing regulations
C. Teacher qualifications
D. Quality indicators

Unit II Introduction to the Early Care Environment
A. Entering the environment and meeting the mentor teacher
B. Using respectful interaction to get to know infants and toddlers
C. Learning about the environment, curriculum and schedules

Unit III Caregiving Routines
A. Feeding
B. Diapering and Toileting
C. Napping and Dressing

Unit IV Primary Caregiving and Continuity of Care
A. Building relationships with children and their families
B. Learning about the primary caregiver's role
C. Supporting continuity of care

Unit V Communicating with Families
A. Completing daily communication forms, needs plans and journals
B. Creating newsletters, bulletin boards and personal notes
C. Using technology to communicate

Unit VI Curriculum
A. Recognizing play as curriculum
B. Providing curriculum that supports social, emotional, physical , cognitive, and linguistic development
C. Developing art, music, movement, literacy, and dramatic play activities
D. Learning to communicate with families about curriculum and appropriate practice
E. Developing curriculum that is inclusive of all children

Unit VII Health and Safety
A. Learning about health and safety codes and licensing standards
B. Analyzing the environment for meeting health and safety standards

Unit VIII Diversity and Cultural Awareness
A. Learning to develop culturally appropriate activities

B. Evaluating curriculum for cultural and linguistic sensitivity
C. ~~Learning to communicate with children and families in their home language~~ Supporting infants and toddlers who are dual language learners
D. Engaging and supporting diverse families
~~C.~~

Unit IX Observation and Assessment
A. Using the Infant/Toddler Environmental Rating Scale (ITERS) to assess the environment
B. Using the DRDP to assess children
C. Using anecdotal records and portfolios to assess children and develop curriculum
D. Using behavior logs to guide children and plan for a child-centered environment

Unit X Leaving the Environment
A. Transitioning out of the lab environment and separating from infants and toddlers

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 4 hours per week outside of the regular class time doing the following:

1. Designing and using activities from the workbooks
2. Complete required reading
3. Studying handouts

Methods of Instruction:

1. Field Experience
2. Workshops when appropriate/available
3. Visiting specialists
4. Class presentations
5. Readings and evaluations
6. Peer interactions/role playing
7. Videos when available

Methods of evaluations m~~Evaluation: M~~ay include but are not limited to:

1. Lab/Field Experience Evaluations
2. Oral Question and Answer
3. Written Explanation/Report
4. Demonstration
5. Observation
6. Opportunities (tests)

Examples of Assignments:

1. Demonstration of appropriate and respectful infant/toddler care and education in a caregiving setting.
2. Demonstration of the skills necessary for developing healthy attachment relationships with infants and toddlers.
3. Written assignment or presentation demonstrating the importance of primary caregiving and continuity of care in developing healthy attachment relationships.

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4. Reading assignments that require analysis of the policies and procedures indicative of a quality infant/toddler program.
5. A written analysis of observations and assessments of infants/toddlers that support the design and development of environments and curriculum.

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Supplemental Data:

TOP Code:	130590: Infants & Toddlers
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline	Early Childcare Education and Family Studies / Child Development

TAFTCOLLEGE

TAFTCOLLEGE

Course Development Memo

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

From: Michelle A. Beasley

Division: Social Science

Date: 2/10/2025

Re: ECEF 1611 Update

Type of Curriculum Change:

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

For Course Changes, why is this course being updated?

☐ For C-ID

☒ As part of the 5 year review cycle

☐ Other (please explain):

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

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

N/A

Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

Early Care, Education, and Family Studies: Certificate of Achievement, Early Intervention Assistant I: Certificate of Achievement, Early Intervention Assistant II: Certificate of Achievement, and Master Teacher: Certificate of Achievement

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

☐ Natural Science ☐ Social & Behavioral Science ☐ English Composition

*SLOs are required

☐ Humanities ☐ Communication & Critical Thinking

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

N/A

*SLOs are required

TAFTCOLLEGE

Revised by: ~~R. Roth~~ ~~M. Beasley~~

Reviewed by: ~~S. Eveland~~
Date revised: ~~February 2016~~ January 2025
Text update: ~~April 27, 2009~~ January 20
C&GE approved: ~~March 14, 2016~~
Board approved: ~~April 13, 2016~~

Early Care, Education and Family Studies (ECEF) 1611 Introduction to Children With Special Needs Birth to Age Eight (3 Units) (DS9) CSU
[formerly Early Childhood Education 1611; Early Childhood Education 16A; Early Childhood Education 16]

Advisory~~: Eligibility for English 1000 and Reading 1005 strongly recommended~~: None

Total Hours: 48 hours lecture. 96 Outside of Class hours (144 Total Student Learning Hours)

~~Catalog Description: This course is an introduction to the variations in development of children with special needs and the resulting impact on families. It will include an overview of historical and societal influences, laws relating to children with special needs and the identification and referral process.~~
An introduction to the variations in the development of children with disabilities or delays ages birth through eight. Includes an overview of historical and societal influences, laws relating to children with disabilities or delays, and the assessment and referral process. Emphasizes the importance of working in partnership with families and specialists to support children's development.

Type of Class/Course: Degree Credit

Text:
Allen, K. Eileen, and Glynnis Cowdery. *The Exceptional Child: Inclusion in Early Childhood Education*. 9th ed., Cengage Learning, 2021.
~~Allen, K. Eileen and G. E. Cowdery. *The Exceptional Child: Inclusion in Early Childhood Education.* 6 9th ed. Albany: Thompson, 2009 22. Print~~

Additional Instructional Materials:

~~Gould, Patti and Joyce Sullivan. *The Inclusive Early Childhood Education Classroom.* Beltsville: Gryphon, 1999. Print.~~

Course Objectives:

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

~~1. describe the sequence of development and the relationship among developmental areas,~~
~~2. examine major developmental theories, advocates and legal decisions influencing best practices in early childhood special education.~~
~~3. identify community resources available to children with special needs and their families.~~
~~4. explain various strategies that support collaboration among families and community in promoting optimal development of children,~~
~~5. describe the referral process including observation, documentation, screening and assessment, and~~
~~6. identify the benefit of using a strength based approach in working with children with special needs and their families, emphasizing "ability".~~

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1. Describe the progression of children's development across developmental domains.
2. Discuss the different characteristics of disabilities and delays.
3. Review the key contributions of developmental theorists, advocates, and legal decisions in influencing best practices in early childhood inclusion and special education.
4. Identify resources, agencies, and specialists that support the needs of children with disabilities or delays and their families.
5. Explain family-centered practices that support the optimal development of children within the context of their family and community.
6. Summarize the steps for the assessment and referral process.

Course Student Learning Outcomes

1. Identify types of disabilities effecting young children.
2. Explain and locate resources available to children and families with special needs
3. Describe theories and viewpoints of teaching children with special needs.
4. Compare programs that serve children with special needs.

Course Scope and Content:

~~Unit I Historical Overview of Early Intervention /Special Education~~

- ~~A. Theory and Educational Foundations~~
- ~~B. Laws and regulations~~
  - ~~1. Individuals with Disabilities Act (IDEA)~~
  - ~~2. Individualized Family Service Plan~~
  - ~~3. Individualized Education Plan~~
  - ~~4. Inclusion vs. Mainstreaming~~
  - ~~5. Least restrictive environments (LREs)~~
- ~~C. People First Language~~
- ~~D. Advocacy and Public Policy~~
- ~~E. Ethics and Professional Behavior~~

~~Unit II Development and Variations in Development~~

- ~~A. Prenatal development and risk factors~~
- ~~B. Genetically inherited conditions~~
- ~~C. Environmental Factors~~
- ~~D. Cognitive~~
- ~~E. Communication and Language~~
- ~~F. Social and emotional~~
- ~~G. Mental Health~~
- ~~H. Physical~~

~~Unit III Impact on Families~~

- ~~A. Grief, stress and coping strategies~~
- ~~B. Family Support and Resources~~
- ~~C. Diversity~~

~~Unit IV Developmental Screening and assessments~~

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~~A. The referral process~~
~~B. Community agencies and resources~~
1. Historical Overview of Early Intervention/Special Education
a. Theory and educational foundations
b. Laws and regulations
i. Individuals with Disabilities Education Act (IDEA)
1. Individualized Family Service Plan (IFSP)
2. Individualized Education Program (IEP)
3. Free and Appropriate Education (FAPE)
ii. Inclusion iii. Least restrictive and natural environments
c. Representative and respectful language
i. People-first language
ii. Identity-first language
d. Advocacy and public policy
e. Ethics and professional behaviors

2. Developmental progression
a. Sequence of development and interrelationship between domains
b. Variations in development
c. Prenatal development and risk factors
d. Genetically inherited conditions
e. Environmental factors
f. Cognitive
g. Communication/language
h. Social and emotional
i. Mental health
j. Physical Development

3. Supporting families
a. Grief, stress, and coping strategies
b. Family-centered approach

4. Developmental screening and assessments
a. Collaborative assessment process
i. Observation
ii. Documentation
iii. Screening
iv. Assessment
v. Input from families
vi. Coordinating assessments
b. Referral
i. Partnering with families
ii. Access to resources and agencies
iii. Collaboration with early interventionists and therapist

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Learning Activities Required Outside of Class:

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

following:

1. Studying
2. Answering questions
3. Completing required reading
4. Completing written work

Methods of Instruction:

1. Critical thinking written and oral assignments
2. Textbook and outside readings
3. Lectures and group discussions
4. Student and instructor reviews
5. Films when available
6. Guest speakers

Methods of Evaluation:

1. Written Assignments
2. Project Presentations
3. Tests
4. Instructor/Student Reviews
5. Cultural Sharing

Supplemental Data:

TOP Code:	130520: Children with Special Needs
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course

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Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Early Childcare Education and Family Studies/ Child Development

TAFTCOLLEGE

Course Development Memo

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

From: Michelle A. Beasley

Division: Social Science

Date: 3/3/2025

Re: ECEF 1612 Update

Type of Curriculum Change:

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

For Course Changes, why is this course being updated?

☐ For C-ID

☒ As part of the 5 year review cycle

☐ Other (please explain):

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

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

N/A

Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

Early Intervention Assistant II: Certificate of Achievement
Master Teacher: Certificate of Achievement

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

☐ Natural Science ☐ Social & Behavioral Science ☐ English Composition

☐ Humanities ☐ Communication & Critical Thinking

*SLOs are required

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

N/A

*SLOs are required

TAFTCOLLEGE

Revised by: ~~R. Roth~~ Michelle A. Beasley
Reviewed by: ~~S. Eveland~~
Date Revised: ~~February 2016~~
Text update: ~~Spring 2020~~
C&GE approved: ~~March 14, 2016~~
Board approved: ~~April 13, 2016~~

Early Care, Education and Family Studies (ECEF) 1612 Curriculum and Intervention for Children with Special Needs (3 Units) (DS9) CSU
[formerly Early Childhood Education 1612; Early Childhood Education 16B]

Advisory: ~~Eligibility for English 1000 and Reading 1005 strongly recommended.~~; Completion of or concurrent enrollment in Early Care, Education and Family Studies 1611 recommended

Total Hours: 48 hours lecture, 96 Outside of Class hours (144 Total Student Learning Hours)

Catalog Description: This course covers curriculum and intervention strategies for working with children with special needs in partnership with their families. Emphasis is on the use of observation and assessment in meeting individual needs, adapting curriculum strategies to facilitate all domains of development, and providing inclusive and natural environments. It also addresses the role of the teacher as the professional working with families, collaboration with interdisciplinary teams, and cultural competence. This course will satisfy one of the requirements for the Early Intervention Certificate.

Type of Class/Course: Degree Credit

Text: ~~Cook, Ruth, et all. *Strategies for Including Children with Special Needs in Early Childhood Settings. 2nd Ed.* Cengage Learning, 2017.~~

Cook, Ruth E., et al. *Adapting Early Childhood Curricula for Children with Disabilities and Special Needs*, 10th ed., Pearson, 2019.
~~Cook, Ruth E., Klein, M Diane, and Chen, Deborah. *Adapting Early Childhood Curricula for Children with Disabilities and Special Needs. 10th edition.* Pearson, 2020.~~

Additional Instructional Materials: None

Course Objectives:

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

1. Explain current special education laws and the impact on early care and education,
2. Describe strategies that support the role of the family and their partnership with team member and community professionals,
3. Demonstrate knowledge of reflective practice, cultural responsiveness, confidentiality, and professional practice,
4. Describe and practice various formal and informal observation and assessment procedures used to support identification and guide intervention practices,
5. Identify curriculum, environment and natural learning opportunities to meet individual needs, outcomes and goals of young children and families, and
6. Design modifications and accommodations based on observation, evidence-based practices and

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legal requirements to support children's development.

~~6.~~

Course Student Learning Outcomes

1. Evaluate program, educational and professional policies, based on special education laws and evidence-based practices.
2. Design and implement curriculum strategies based on children's individualized needs in inclusive and natural environments.
3. Advocate for effective partnerships with families, interdisciplinary team members, and community resource specialists.

Course Scope and Content:

~~Unit I Policies and Procedures for Early Intervention and Education~~
~~A. Individuals with Disabilities Education Act (IDEA)~~
~~B. Individualized Family Service Plan/Individualized Education Program (IFSP/IEP)~~
~~C. Intervention~~
~~D. Least Restrictive Environment~~
~~E. Family Rights~~
~~F. Working with Public/Private School Districts~~
~~G. People First Language~~
~~H. Advocacy and Public Policy~~
~~I. Community Resources and Agencies~~

~~Unit II Teacher's Role~~
~~A. Ethics and Professional Behavior~~
~~B. Collaborating with family and early interventionists~~
~~C. Communication~~
~~D. Respecting Diversity and Cultural Perspectives~~
~~E. Working with IFSP and IEP Teams~~
~~F. Implementation of IFSP and IEP goals~~
~~G. Adaptations: curriculum and environments~~
~~1. Adaptive equipment and materials~~
~~2. Routines and schedules~~
~~3. Guidance and interactions~~
~~4. Challenging behaviors~~

~~Unit III Developmental Screening and Assessment Tools~~
~~A. Purpose, value and use of various tools~~
~~B. Role of observation and assessment~~
~~C. Referral and placements~~

Unit I Introduction to Special Education Laws and Their Impact on Early Childhood Education
A. Overview of special education laws (Individuals with Disabilities Education Act~~IDEA~~, American Disabilities Act, Section 504, etc.)
B. Understanding the legal framework for providing services to children with special needs
C. Implications for early care and education settings
D. Rights of children with special needs and their families
E. Role of early childhood educators in advocating for children with special needs

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Unit II The Role of the Family in Special Education and Intervention
- A. The importance of family engagement in the development of intervention strategies
- B. Family-centered practices and strategies for collaboration with families
- C. Building effective partnerships with families to support the child's learning and development
- D. Working with families from diverse cultural and socioeconomic backgrounds
- E. Ethical considerations and confidentiality in working with families

Unit III Cultural Competence and Reflective Practice in Special Education
- A. Understanding and applying cultural competence in early childhood education
- B. Reflective practices in teaching children with special needs
- C. The role of self-awareness and personal biases in shaping educational practices
- D. Incorporating diversity into curriculum and teaching strategies
- E. Professional standards and the ethics of working with children and families in diverse settings

Unit IV Observation and Assessment for Individualized Intervention Planning
- A. Types of formal and informal assessment tools used to assess children's development
- B. Using observation to identify children's strengths, needs, and interests
- C. The role of assessment in designing individualized education plans (IEPs)
- D. Analyzing assessment data to inform instructional practices
- E. Differentiating between assessment and evaluation in early childhood education
- F. Best practices for documenting and interpreting observational data

Unit V Curriculum Development and Environmental Modifications for Inclusive Learning
- A. Designing curriculum that supports all areas of development (cognitive, social, emotional, physical)
- B. Adapting learning materials and activities for children with special needs
- C. Creating inclusive and natural learning environments that facilitate development
- D. Strategies for supporting children in various developmental domains
- E. Understanding the importance of natural learning opportunities and play-based learning
- F. Modifications and accommodations in both indoor and outdoor learning environments

Unit VI Designing Individualized Interventions and Accommodations
- A. Developing individualized goals for children based on assessment data
- B. Designing interventions and curriculum modifications to support children's unique needs
- C. Evidence-based strategies for intervention across developmental domains
- D. Incorporating assistive technologies and adaptive equipment in early childhood settings
- E. Legal considerations and guidelines in making curriculum adaptations
- F. Supporting the transition process for children with special needs into mainstream classrooms

Unit VII Interdisciplinary Collaboration and Community Partnerships
- A. The importance of interdisciplinary teams in supporting children with special needs
- B. Roles of various professionals (e.g., speech therapists, occupational therapists, social workers) in early intervention
- C. Strategies for effective team collaboration and communication
- D. Building partnerships with community resources and specialists

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E. Advocacy for resources and services for children and families in need
F. Navigating referral processes and service delivery systems

~~C.~~

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Learning Activities Required Outside of Class:

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

1. Studying
2. Answering questions
3. Completing required reading
4. Completing written work

Methods of Instruction:

1. Films
2. Workshops
3. Visiting specialists
4. Class presentations
5. Reading and evaluations
6. Peer interactions

Methods of Evaluation:

1. Written assignments, including:
   a. journal entries
   b. self assessment inventory
2. Skill demonstrations, including:
   a. presentations
   b. computational or non-computational problem solving and conflict resolution
   c. observations
   d. field work
3. Reading assignments, including:
   a. clinical studies
   b. developmental profiles
   c. issues, rationales, challenges and strategies
4. Other examinations, including:
   a. multiple choice
   b. matching items
   c. true/false
   d. essay
   e. group

Supplemental Data:

TOP Code:	130520: Children with Special Needs

TAFTCOLLEGE

SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Early Childcare Education and Family Studies / Child Development

Page 3: [1] Formatted **Michelle A. Beasley** **3/3/2025 8:10:00 AM**

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TAFTCOLLEGE

Course Development Memo

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

From: Michelle A. Beasley

Division: Social Science

Date: 3/3/2025

Re: ECEF 1621 Update

Type of Curriculum Change:

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

For Course Changes, why is this course being updated?

☐ For C-ID

☒ As part of the 5 year review cycle

☐ Other (please explain):

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

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

N/A

Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

Stand Alone

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

☐ Natural Science ☐ Social & Behavioral Science ☐ English Composition

☐ Humanities ☐ Communication & Critical Thinking

*SLOs are required

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

N/A

*SLOs are required

TAFTCOLLEGE

Revised by: ~~B. Roth~~ Michelle A. Beasley
Reviewed by: ~~S. Eveland~~
Date Revised: ~~February 2016~~
C&GE Approved: ~~March 14, 2016~~

Board Approved: ~~April 13, 2016~~

Early Care, Education and Family Studies (ECEF) 1621 Administration I: Planning and Administering an Early Care, and Education Program (3 Units) (DS6) CSU
[formerly Early Childhood Education 1621; Early Childhood Education 4]

Advisory: ~~Eligibility for English 1000 and Reading 1005 strongly recommended~~ None

Total Hours: 48 hours lecture, 96 Outside of Class Hours (144 Total Student Learning Hours)

Catalog Description: This course is an introduction to administration and management of a program in early care, and education. It covers program types, budgets, regulations and laws, development and implementation of policies and procedures, and examines administrative tools, philosophies, and techniques for opening and operating an early care and education program.

Type of Class/Course: Degree Credit

Text:
~~Sciarra, Dorothy June, and Anne G. Lynch. *Developing and Administering a Child Care Center*. 5th ed. Boston: Cengage, 2003. Print.~~

~~Elkind, David. *The Hurried Child. Growing Up Too Fast Too Soon*. 3rd ed. Cambridge: Perseus, 2001. Print~~
Hearron, Patricia F., and Verna Hildebrand. *Management of Child Development Centers*. 8th ed., Pearson, 2015.
~~Hearron, Patricia F. and Verna Hildebrand. *Management of Child Development Centers*. 6 8th ed. Upper Saddle River: Pearson, 2007 2015. Print.~~

~~Gartrell, Daniel. *A Guidance Approach to Discipline*. Albany: Delmar, 1994. Print.~~

Additional Instructional Materials: None

Course Objectives:

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

1. Compare and contrast various program structures, philosophies and curriculum models,
2. identify the responsibilities involved in the planning and administration of an ECEF program,
3. identify strategies to ensure equity and respect for children, families, staff and colleagues,
4. demonstrate knowledge of compliance with licensing and regulatory systems,
5. assess various methods and tools of evaluation,
6. examine effective policies and procedures for staffing and scheduling, and
7. analyze systems and methods to support sound fiscal operations in a variety of ECE settings.

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Course Student Learning Outcomes

1. Apply administration skills in various types of early care and education programs.

2. Demonstrate knowledge of strategic and fiscal planning.

3. Evaluate components of quality programs, facilities and operations.

Course Scope and Content:

Unit I Overview of Existing ECEF Programs
- A. Private and Public Programs
- B. State and Federally Funded
- C. Religious based and family child care
- D. Before and after school programs

Unit II Responsibility of Administrator
- A. Policies, procedures and handbooks
- B. Staffing and scheduling
- C. Hiring, review and evaluation
- D. Use of technology
- E. Working with boards, families and the community
- F. Advocacy and public policy
- G. Strategic planning
- H. Training and Professional Development
- I. Finances
  1. Budget
  2. Record Keeping
  3. Fundraising and Grant Writing

Unit III Regulations
- A. Title 22, Title V and Education Code
- B. Health and safety codes
- C. Abuse and mandated reporting
- D. Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA) – specific to children with special needs
- E. Emergency preparedness
- F. Accreditation
- G. Food Services

Unit IV Program Development
- A. Mission, philosophy, values
- B. Culture and program climate
- C. Program models
- D. Diversity and inclusion
- E. Managing the environment
- F. Facilities
- G. Curriculum
- H. Routines and Schedules
- I. Program Evaluation Tools
- J. Training Opportunities

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Learning Activities Required Outside of Class:

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

1. Skill practice
2. Completing required reading
3. Written work
4. Problem solving
5. Observing in an administrative environment

Methods of Instruction:

1. Films or videos when available
2. Workshops and visitations to child care sites
3. Visiting specialists
4. Class presentation

Methods of Evaluation:

1. Substantial writing assignments, including:
   a. reports
   b. term papers
   c. essay examinations
2. Computational or non-computational problem-solving demonstrations, including:
   a. homework problems
   b. field work studies
   c. examinations
3. Skill demonstrations, including:
   a. class performances
   b. performance examinations
   c. field work observations
4. Other examinations, including:
   a. multiple choice
   b. matching items
   c. true/false items
   d. completion or problem-solving

Supplemental Data:

TOP Code:	130580: Child Dvlpmnt Admin & Manage
SAM Priority Code:	C: Clearly Occupational

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Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	2: Stand-alone
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Early Childcare Education and Family Studies / Child Development

TAFTCOLLEGE

Course Development Memo

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

From: Michelle A. Beasley

Division: Social Science

Date: 3/3/2025

Re: ECEF 1653 Update

Type of Curriculum Change:

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

For Course Changes, why is this course being updated?

☐ For C-ID

☒ As part of the 5 year review cycle

☐ Other (please explain):

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

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

N/A

Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

Stand Alone

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

☐ Natural Science ☐ Social & Behavioral Science ☐ English Composition

☐ Humanities ☐ Communication & Critical Thinking

*SLOs are required

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

N/A

TAFTCOLLEGE

Prepared by ~~B. Roth~~ Michelle A. Beasley
Reviewed by ~~S. Eveland~~ ~~Tina Mendoza~~
Date Reviewed: ~~Spring 2016~~ ~~Spring~~ ~~2025~~
C&GE approved: ~~May 9, 2016~~

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Early Care, Education and Family Studies (ECEF) 1653 Discipline Techniques for Preschool Children (1Unit) CSU
[formerly Early Childhood Education 1653; Early Childhood Education18C]

Advisory: ~~Eligibility for English 1000 and Reading 1005 strongly recommended~~None

Total Hours: 16 hours lecture, 32 Outside of Class hours (48 Total Student Learning hours)

Catalog Description: This course is designed to assist early care and education teachers in addressing challenging behavior in the classroom. This course teaches strategies for fostering empathy and respect among children effective and appropriate responses to conflict, and how to assess and develop classroom environments that are sensitive to both culture and diverse abilities. Emphasis will be placed on teaching problem solving skills, conflict resolution strategies, positive reinforcement, and guidance and discipline techniques that are respectful of the child and family.

Type of Class/Course: Degree Credit

Textbook:

~~Marian C. Marion. *Guidance of Young Children* 9th ed. New York: Pearson, 2015.~~

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Wahman, Charis L., and Lee, Janice K., editors. *Spotlight on Young Children: Challenging Behavior*. National Association for the Education of Young Children, 2024.

Smith, Connie Jo. *Behavioral Challenges in Early Childhood Settings*. Revised ed., Redleaf Press, 2017.

~~Wahman, Charis L., and Lee, Janice K. *Spotlight on Young Children: Challenging Behavior*. National Association for the Education of Young Children (NAEYC), 2024.~~

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~~Smith, Connie Jo. *Behavioral Challenges in Early Childhood Settings Quick Guide, Revised Edition*. Readleaf Press, 2017.~~

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Course Objectives:

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

1. address conflicts among young children,
2. assist children in developing respect and empathy toward each other,
3. identify and develop skills for assessing relationships, social skills and behavior,
4. understand and explain why conflicts are learning opportunities,
5. demonstrate appropriate responses, and techniques for guiding

young children,
6. explain the importance of teaching children problem solving and conflict resolution skills,
7. analyze and describe the role environment, curriculum and teachers have on behavior, and
8 demonstrate awareness and sensitivity to diverse abilities and cultures.

Course Student Learning Outcomes

1. Apply effective discipline techniques to address conflicts and promote positive social interactions among preschool children.
2. Design strategies to teach and foster empathy, respect, and problem-solving skills in young children.
3. Assess and create a classroom environment that is sensitive to diverse abilities and cultural backgrounds while guiding appropriate behavior.

Course Scope and Content

~~Unit I Developmental and Theoretical Foundation~~
- ~~A. Child Development~~
- ~~B. Behaviorism~~
- ~~C. Psychoanalytic Theory~~
- ~~D. Maslow Hierarchy of Needs~~

~~Unit II Behavior is a Message~~
- ~~A. Unmet Need~~
- ~~B. Lack of fit with the Environment, Schedule, and People~~
- ~~C. Lack of Skill/Ability~~
- ~~D. Emotional Immaturity or Instability~~
- ~~E. Temperament/Personality~~
- ~~F. Special Need~~

~~Unit III Strategies for Pro-social Behavior~~
- ~~A. Guidance Techniques~~
- ~~B. Redirection~~
- ~~C. Problem Solving with the Child~~
- ~~D. Emotional Break or Time Away~~
- ~~E. Emotional Self-Regulation~~
- ~~F. Conflict Resolution Skills~~
- ~~G. Communication~~

~~Unit IV Working with the Family~~
- ~~A. Family Meetings and Teamwork~~
- ~~B. The Importance of Consistency~~
- ~~C. Respecting Culture~~

~~Unit V Tools for Assessment~~
- ~~A. Running Record~~
- ~~B. Anecdotals~~
- ~~C. Behavior Log~~
- ~~D. Other~~

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~~Unit VI Environments and Curriculum~~
~~A. Developmentally Appropriate Environments~~
~~B. Developmentally Appropriate Practice~~
~~C. The impact environment and curriculum have on behavior~~

Unit I Understanding Discipline in Early Childhood Education
A. The role of discipline in promoting social-emotional development and distinguishing it from punishment.
B. Creating a positive and supportive classroom environment.

Unit II Conflict as a Learning Opportunity
A. Viewing conflicts as opportunities for teaching problem-solving, empathy, and respect.
B. Strategies for helping children resolve conflicts constructively.

Unit III Positive Reinforcement and Behavior Guidance
A. Effective reinforcement strategies for shaping desirable behaviors.
B. Techniques for guiding children toward cooperation and appropriate social behavior.

Unit IV Teaching Empathy, Respect, and Social Skills
A. Approaches to foster empathy, mutual respect, and kindness among preschool children.
B. Role-playing and activities to enhance children's social and emotional development.

Unit V Cultural and Ability Sensitivity in Discipline
A. Understanding and respecting cultural differences in behavior and discipline.
B. Implementing inclusive practices that support diverse abilities and backgrounds in the classroom.

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 2 hour per week outside of the regular class time doing the following:

1. Completing required assignments
2. Completing required reading
3. Writing in their journals

Methods of Instruction:

1. Films or videos when available
2. Workshops
3. Visiting specialists
4. Class presentations
5. Readings and evaluations
6. Peer interactions and problem solving

Methods of Evaluation:

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1. Written assignments, including
   a. journal entries
   b. self-assessment inventory on class presentations
2. Skill demonstrations, including
   a. presentations
3. Other examinations, including
   a. essay
   b. oral

Supplemental Data:

TOP Code:	130540: Preschool Age Children
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE

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Discipline:	Early Childcare Education and Family Studies/ Childhood Development

TAFTCOLLEGE

Course Development Memo

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

From: Michelle A. Beasley

Division: Social Science

Date: 3/3/2025

Re: ECEF 2021 Update

Type of Curriculum Change:

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

For Course Changes, why is this course being updated?

☐ For C-ID

☒ As part of the 5 year review cycle

☐ Other (please explain):

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

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

N/A

Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

Master Teacher: Certificate of Achievement

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

☐ Natural Science ☐ Social & Behavioral Science ☐ English Composition

☐ Humanities ☐ Communication & Critical Thinking

*SLOs are required

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

N/A

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Revised by: ~~B. Roth~~ Michelle A. Beasley
Reviewed by: ~~M. Beasley~~ ~~Tina Mendoza~~
Reviewed by: ~~M. Oja~~
Date Reviewed: ~~November 2018~~ ~~Spring 2025~~
C&GE approved: ~~May 9, 2016~~
Board approved: ~~June 12, 2019~~
Semester effective: ~~Spring 2020~~

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Early Care, Education and Family Studies (ECEF) 2021 Introduction to the Primary Grade Classroom (3 units) CSU
[formerly Early Childhood Education 2021; Early Childhood Education 48D]

Prerequisite: Successful completion in Psychology 2003 with a grade of 'C' or higher

Advisory: Eligibility for English C1000~~1500~~ strongly recommended

Prerequisite knowledge/skills: Before entering the course, the student should be able to

1. understand ways in which prenatal development influences later growth and development,
2. describe growth and development characteristics from birth,
3. discuss major theories and principles of human development as it relates to behavior in children,
4. understand principal scientific methods used in the study of child development,
5. understand significant research which has contributed to the establishment of developmental principles,
6. relate learning in child development to personal life experience,
7. demonstrate a sensitivity to the special needs of children at developmental levels, and
8. understand the issue of diversity in children and families.

Hours and Unit Calculations:
32 hours lecture (64 Outside of class Hours); 50 hours lab (146 Total Student Learning hours)

Catalog Description: An introduction to elementary education through exploration of curriculum used in various transitional kindergartens through third grade classrooms. Weekly interaction with children and teachers throughout the semester while researching various educational theories and developing appropriate activities and lesson plans is a part of this course. Students may choose to conduct lab work with children with varying abilities which includes early intervention and special education programs.

Type of Class/Course: Degree Credit

Text:

~~Guillaume, Andrea M. *K-12 Classroom Teaching: A Primer for New Professionals.* Pearson. 5th ed. 2016.~~

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Powell, Sara Davis. *Your Introduction to Education: Explorations in Teaching*. 5th ed., Pearson. 2024.

Kauchak, Don, and Paul Eggen. *Introduction to Teaching: Becoming a Professional*. 7th ed., Pearson. 2020.

Sadker, David M. et al. *Teachers, Schools, and Society: A Brief Introduction to Education*. 6th ed., McGraw Hill, 2021.

~~Powell, Sara D. *Your Introduction to Education: Explorations in Teaching*. 4th ed. Pearson. 2019.~~

~~or~~
~~Kauchak, Don, and Eggen, Paul. *Introduction to Teaching: Becoming a Professional*. 7th ed. Pearson. 2021.~~
~~or~~
~~Sadker, David M. and Zittleman, Karen. *Teachers, Schools, and Society: A Brief Introduction to Education*. 6th ed. McGraw Hill. 2022.~~

Additional Required Materials: None

Course Objectives:

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

1. work in a classroom setting with children from age 5 to 8-years-old,
2. develop a weekly lesson plan for school-age children,
3. identify and apply various child development theories,
4. utilize curriculum materials designed for use in primary grade classrooms,
5. access resources available to student teachers/teachers,
6. understand the importance of observation and assessment,
7. understand the various assessment tools used in primary grade classrooms,
8. clearly understand and explain the stages of development in children age 5 to 8-years-old,
9. evaluate behavioral modification strategies and discipline techniques used in primary grade classrooms,
10. appreciate and celebrate the uniqueness of individual children and their families (including: culture, special need, socioeconomic status, religion, and language),
11. demonstrate critical thinking and college level writing skills, and
12. evaluate and discuss the vocational skills needed in order to successfully care for children in a primary grade setting.

Course Student Learning Outcomes

1. Identify and illustrate child development theories and developmentally appropriate practices as it applies to the primary grade classroom.

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2. Practice the teachers' role in the primary grade classroom; including planning, implementing, and evaluating activities and environments.
3. Prepare and apply classroom management strategies in the primary grade classroom.

Course Scope and Content:

~~Unit I Working with the Primary Grade Teachers~~
~~A. Understanding California Common Core State Standards~~
~~Teaching Strategies~~

~~Unit II Curriculum and Planning~~
~~A. Literacy~~
~~B. Math~~
~~C. Social Studies, Science and Health~~
~~D. Music and Movement~~
~~E. Assessment and Evaluation~~

~~Unit III Classroom Management~~
~~A. Guidance Techniques~~
~~B. Discipline~~
~~C. Positive Reinforcement~~

~~Unit IV Observation and Assessment~~
~~A. Tools and Strategies~~
~~B. Smarter Balance (testing tool – Common Core)~~

~~Unit V Theory and Development~~
~~A. Historical and Theoretical Foundations~~
~~B. Understanding Developmental Levels~~

~~Unit VI Diversity in the Classroom~~
~~A. Culture~~
~~B. Working with Families~~
~~C. Special Needs~~
~~D. Learning Styles and Needs~~

~~Unit VII Transitional Kindergarten~~
~~A. Understanding Legislation~~
~~B. Teacher Requirements~~
~~C. Model Programs~~

Unit I Introduction to the Primary Grade Classroom
A. Overview of the primary grade classroom structure (transitional kindergarten through third grade).
B. Roles and responsibilities of a teacher in the primary grade classroom.
C. Importance of creating an inclusive environment that respects diversity and caters to individual needs.
D. Introduction to the unique educational needs of children from ages 5 to 8.
E. Discussion on the developmental milestones and challenges in early education.

Unit II Child Development Theories and Developmentally Appropriate Practices

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A. Examination of major child development theories (e.g., Piaget, Vygotsky, Erikson) and their application to the classroom.
B. Understanding the connection between developmental theories and classroom practices.
C. Exploration of developmentally appropriate practices (DAP) in the primary grade classroom.
D. Application of these theories to planning lessons, activities, and learning environments that support developmental needs.

Unit III Curriculum Design and Lesson Planning

A. Development of weekly lesson plans that cater to children's developmental stages and learning needs.
B. Overview of curriculum materials designed for use in primary grade classrooms (e.g., literacy, math, social studies, and science resources).
C. Techniques for differentiating instruction to meet the diverse needs of students, including those with special needs and varying abilities.
D. Exploration of interdisciplinary curriculum that fosters holistic learning experiences for young children.

Unit IV Classroom Management and Behavioral Strategies

A. Understanding and implementing effective classroom management strategies in the primary grade classroom.
B. Exploration of behavioral modification strategies and their application to young children.
C. The importance of establishing routines, expectations, and consistent reinforcement.
D. Techniques for promoting positive behavior, conflict resolution, and creating a safe, respectful learning environment.
E. Analysis of discipline techniques used in primary grade classrooms and evaluation of their effectiveness.

Unit V Assessment and Observation in the Primary Grade Classroom

A. The role of observation in understanding and supporting children's development.
B. Overview of various assessment tools used in primary grade classrooms, such as formative assessments, standardized testing, and observational methods.
C. Techniques for assessing student progress, identifying areas for intervention, and adapting instruction.
D. The importance of documenting and reflecting on children's learning and behavior.
E. Understanding how assessment data informs instructional decisions and supports individualized learning.

Unit VI Diversity, Special Needs, and Inclusion

A. Emphasizing the importance of cultural competence and sensitivity in the classroom.
B. Understanding and respecting the unique needs of children from diverse backgrounds, including culture, socioeconomic status, language, religion, and family structure.
C. Best practices for creating an inclusive classroom that accommodates children with varying abilities and special needs, including early intervention and special education strategies.
D. Techniques for fostering an appreciation for diversity and promoting empathy among young learners.

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Unit VII The Teacher's Role: Planning, Implementing, and Evaluating
- A. A comprehensive look at the teacher's role in planning, implementing, and evaluating effective lessons and activities.
- B. Strategies for creating a positive classroom environment that promotes engagement, curiosity, and learning.
- C. Collaborative approaches to planning with colleagues, administrators, and families.
- D. Evaluating the effectiveness of lessons and making necessary adjustments to meet students' needs.

Unit VIII Professional Development and Vocational Skills for Primary Grade Educators
- A. Exploration of the vocational skills and knowledge necessary to be an effective primary grade educator.
- B. Development of critical thinking, problem-solving, and communication skills for working with children, families, and colleagues.
- C. Understanding the importance of continuous professional growth and staying current with educational trends and research.
- D. Reflection on the demands and rewards of teaching in primary grade classrooms.

~~C.~~

Course Scope and Content: (Laboratory)

~~Unit I Observation:~~

- ~~A. Class Room Management~~
- ~~B. Planning and Instruction~~
- ~~C. Collaboration Among Peers~~

~~Unit II Assist:~~

- ~~A. Daily Classroom Routines~~
- ~~B. Lesson Planning~~
- ~~C. Reading and Language Development~~

Unit I Classroom Observation and Child Development in Action
- A. Classroom Observation
- B. Child Development in Action
- C. Reflection and Reporting

Unit II Lesson Planning and Implementation
- A. Creating a Lesson Plan
- B. Implementing the Lesson
- C. Classroom Management
- D. Feedback and Self-Reflection

Unit III Assessment and Individualized Support for Diverse Learners
- A. Observing and Assessing Children's Learning
- B. Adapting Lessons for Diverse Learners
- C. Collaboration with Teachers and Support Staff
- D. Feedback and Reflection

Learning Activities Required Outside of Class:

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The students in this class will spend a minimum of 4 hours per week outside of the regular class time doing the following:

1. Studying
2. Skill practice
3. Completing required reading
4. Problem solving activities
5. Written assignments

Methods of Instruction:

1. Lab activities as assigned
2. Group discussions and problem solving
3. Theoretical Analysis
4. Lecture-demonstration

Methods of Evaluation:

1. Journal writing
2. Students will demonstrate knowledge through group discussion
3. Observation of lab activities
4. Written assignments

Supplemental Data:

TOP Code:	130500: Child Development/Early Care a
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course

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Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Disciplines:	[Early Care. Education, and Family Studies or Education]

TAFTCOLLEGE

Course Development Memo

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

From: Dr. Becky Roth

Division: Social Science

Date: 3/17/2025

Re: ECEFS 2041Revision

Type of Curriculum Change:

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

For Course Changes, why is this course being updated?

☐ For C-ID

☒ As part of the 5 year review cycle

☐ Other (please explain):_____

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

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

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Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

ECEFS Stand Alone Course and is part of the Child Development Permit Matrix, required for the Site Supervisor Permit – See attached

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

*SLOs are required

☐ Natural Science ☐ Social & Behavioral Science ☐ English Composition

☐ Humanities ☐ Communication & Critical Thinking

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

Click here to enter text.

*SLOs are required

TAFTCOLLEGE

Revised by: B. Roth
Reviewed by: ~~S. Eveland~~ **T. Mendoza**
Date revised: ~~February 2016~~ **Spring 2025**
Textbook Update: Spring 2020
C&GE approved: ~~March 14, 2016~~
Board approved: ~~April 13, 2016~~

Early Care, Education and Family Studies (ECEF) 2041 Administration II: Personnel and Leadership in Early Care and Education Programs (3 Units) (DS 6) CSU
[formerly Early Childhood Education 2041; Early Childhood Education 14]

Prerequisite: Successful completion in Early Care, Education and Family Studies 1621 with a grade of 'C' or better

Prerequisite knowledge and skills: Before entering the course, the student should be able to

1. Compare and contrast various program structures, philosophies and curriculum models,
2. identify the responsibilities involved in the planning and administration of an ECEF program,
3. identify strategies to ensure equity and respect for children, families, staff and colleagues,
4. demonstrate knowledge of compliance with licensing and regulatory systems,
5. assess various methods and tools of evaluation,
6. examine effective policies and procedures for staffing and scheduling, and
7. analyze systems and methods to support sound fiscal operations in a variety of ECE settings.

Total Hours: 48 hours lecture, 96 Outside of Class Hours (144 Total Student Learning Hours)

Catalog Description: ~~This course is designed to meet an educational need for administrators and directors that is not covered in the introduction administration course, Early Care, Education and Family Studies 1621. This course will focus on effective strategies for personnel management and leadership in early care and education settings, as well as legal and ethical responsibilities, supervision techniques, professional development and developing the skill of reflective practice to ensure a diverse and inclusive program.~~

Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program.

Type of Class/Course: Degree Credit

Discipline Specific Texts Such as:

Sciarra, Dorothy J., et al. *Developing and Administering a Child Care and Education Program.* 9th ed., Cengage Learning, 2015.

~~Sciarra, Dorothy J., et al. *Developing and Administering a Child Care and Education Program (9th Ninth Edition).* Cengage Learning, 2014~~ **2016.**

~~Kagan, Sharon, and Barbara T. Bowman. *Leadership in Early Care and Education.* Washington, D.C.: NAEYC, 1997. Print.~~

~~Bloom, Paula Jorde, Marilyn Sheerer, and Joan Britz. *Blueprint for Action.* Beltsville: Bloom, 1991. Print.~~

~~Harris, Ben, and Kenneth McIntyre. *Personnel Administration in Education*. Newton: Allyn, 1985. Print.~~

~~Taylor, Barbara. *Early Childhood Program Management, People and Procedures*. Columbus: Merrill, 1989. Print.~~

~~Additional Required Materials: Alexander Hamilton Institute, *The Employee Problem Solver*. Ramsey: 1995. Presented by instructor.~~

~~**Freeman, N.K., Decker, C.A., & Decker, J.R. (2017). *Pearson eText for Planning and Administering Early Childhood Programs.* Pearson.**~~

~~Suggested Online Educational Resources/Text:~~Additional Resources:

CAP MOEs for Administration and Supervision

NAEYC.org

Course Objectives:

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

~~1. analyze the factors needed to create a divers and inclusive environment,~~
~~2. identify components of hiring practices, observation and evaluation of staff,~~
~~3. explain the legal requirements and responsibilities of administering an early care and education program,~~
~~4. formulate strategies for compensation and professional growth opportunities,~~
~~5. identify staff needs and provide professional development opportunities and training,~~
~~6. describe practices for successful collaboration with families, staff and the community, and~~
~~7. articulate the importance of professional integrity, confidentiality and ethical practices.~~

1. Review a variety of program structures, philosophies, and leadership characteristics and styles in early childhood education programs.
2. Explore approaches to interactions, team building, reflective practice, and conflict resolution that reflect an awareness of various cultural, linguistic, and other unique characteristics and needs of program staff.
3. Discuss responsive leadership strategies and program policies to assure the immediate and long-term goals for staffing the early childhood program with qualified, effective personnel.
4. Describe effective coordination of and collaboration with staff in determining program goals, policies, and operations, where applicable and appropriate.
5. Research processes for recruiting, hiring, compensating, and evaluating program personnel consistent with applicable personnel laws, regulations, and policies for early childhood programs.
6. Identify essential components of personnel handbooks.
7. Determine appropriate formal and informal observation or other evaluation methods to assess the quality of instruction and interactions, recognize the effectiveness of staff efforts, and identify and address areas in need of improvement.
8. Demonstrate appropriate techniques for providing feedback and setting goals for teaching performance and supervision of others.
9. Develop and present professional learning opportunities to enhance staff competencies.
10. Model ethically responsible, culturally and linguistically sensitive conduct and interactions with

children, staff, families, and the community.

Student Learning Outcomes:

1. **Describe effective practices for managing and leading staff in early care and education programs.**
2. **Explain how to use ongoing program and staff evaluations to determine professional development goals.**
3. **Evaluate methods for building and maintaining programs that are responsive to and inclusive of the various cultural, linguistic, and other unique characteristics of the children, families, staff, and community.**

Course Scope and Content:

Unit I Administrator Responsibilities

- A. Legal requirements and responsibilities
- B. Ethics and professional behaviors
- C. Reflective Practice
- D. Time Management
- E. Working with colleagues and families
  - 1. Creating a diverse and inclusive environment
  - 2. Team building strategies
  - 3. Establishing professional relationships and boundaries
  - 4. Communication Strategies
  - 5. Dealing with Conflict
- F. Working with Stakeholders
  - 1. Boards (Parents, Governing, Advisory, etc.)
  - 2. Community Agencies
  - 3. Other professionals/networking

Unit II Hiring, Evaluation and Termination

- A. Job descriptions
- B. Hiring and termination procedures
- C. Observations and evaluations
- D. Compensation and benefits
- E. Payroll procedures
- F. Personnel handbook

Unit III Leadership and Professional Development

- A. Development of staff and administrators
- B. Modeling, coaching and mentoring
- C. Cultivating leaders
- D. Leadership styles
- E. Confidentiality
- F. Prioritizing (personal needs and work)
- G. Professional membership and advocacy

Learning Activities Required Outside of Class:

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

1. Skill practice
2. Completing required work
3. Written work
4. Journal writing
5. Observations of or participation in an activity related to course content
6. Hands-on projects

Methods of Instruction:

1. Films or videos when available
2. Workshops and visitations to job sites
3. Class presentations
4. Lectures and seminars with Early Childhood Administrators

Methods of Evaluation:

1. Substantial writing assignments, including:
   a. essay exams
   b. laboratory reports
   c. term or other papers
   d. written homework

2. Computational or non-computational problem-solving demonstrations, including:
   a. examinations
   b. homework problems
   c. laboratory reports
   d. observations

3. Skill demonstrations, including:
   a. class performance
   b. performance examinations
   c. fieldwork

4. Other examinations, including:
   a. multiple choice
   b. matching items
   c. true/false items
   d. completion

Examples of Assignments:
1.Written assignments that identify practices that support leading and managing early care and education programs.
2. Reading and analyzing the ways that program assessment and evaluation drive program improvement and design.

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Supplemental Data:

TOP Code:	130580: Child Dvlpmnt Admin & Manage
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	2: Stand-alone
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline	Early Childcare Education and Family Studies / Child Development

TAFTCOLLEGE

Course Development Memo

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

From: Dr. Becky Roth

Division: Social Science

Date: 3/17/2025

Re: ECEFS 2051 Revision

Type of Curriculum Change:

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

For Course Changes, why is this course being updated?

☐ For C-ID

☒ As part of the 5 year review cycle

☐ Other (please explain):_____

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

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

Click here to enter text.

Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

Master Teacher Certificate -ECEFS 2051 is required for the Master Teacher Permit and above (Site Supervisor, Director) – See attached

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

☐ Natural Science ☐ Social & Behavioral Science ☐ English Composition

*SLOs are required

☐ Humanities ☐ Communication & Critical Thinking

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

Click here to enter text.

TAFTCOLLEGE

Revised by: B. Roth
Reviewed by: ~~S. Eveland~~ **T. Mendoza**
Date reviewed: ~~February 2016~~ **Spring 2025**
Text Update: May 6, 2013
C&GE approved: March 14, 2016
Board approved: April 13, 2016

Early Care, Education and Family Studies (ECEF) 2051 Adult Supervision: Mentoring in a**n Early Care and Education Setting** ~~Collaborative Learning Setting~~ (3 Units) CSU
[formerly Early Childhood Education 2051; Early Childhood Education 47]

Advisory: None

Total Hours: 48 hours lecture, 96 Outside of Class Learning hours (144 Total Student Learning hours)

Catalog Description: ~~This course is a study of the methods and principles of supervising student teachers, assistant teachers, parents and volunteers in Early Care, Education and Family Studies classrooms. Emphasis is on the role of classroom teachers who function as mentors to new teachers while simultaneously addressing the diverse and special needs of children, parents, and other staff.~~
Methods and principles of supervising, mentoring, and coaching student teachers and other adults in early care and education settings. Presents the strategies and skills necessary to support the development of adult learners as effective mentors, coaches, and teachers. Emphasis is on individualized, relationship- and strengths-based approaches, reflective practices, and constructive communication skills. Covers characteristics and roles, career requirements and pathways, and use of evaluation in setting professional learning goals.

Type of Class/Course: Degree Credit

Discipline Specific Texts Such as:

Chu, Marilyn. *Developing Mentoring and Coaching Relationships in Early Care and Education: A Reflective Approach.* Pearson, 2012.
~~Chu, Marilyn. *Developing Mentoring and Coaching Relationships in Early Care and Education: A Reflective Approach.* Boston: Pearson, 2014. Print.~~
~~Harms, Thelma, Debie Cryer, and Richard M. Clifford. *Infant/Toddler Environment Rating Scale*. New York: Teachers College P, 1990. Print.~~
~~Harms, Thelma, Ellen Vineberg Jacobs, and Donna Romano White. *School-Age Care Environment Rating Scale.* New York: Teachers College P, 1996. Print.~~
~~Harms, Thelma, Richard M. Clifford, and Debby Cryer. *Early Childhood Environment Rating Scale.* Revised Edition. New York: Teachers College P, 1998. Print.~~
~~Rosenow, Nancy. *Heart-Centered Teaching Inspired by Nature.* 1st ed. Lincoln: Dimensions, 2012. Print.~~

~~Additional Instructional Materials: None~~

~~Suggested Online Educational Resources/Text:~~**Additional Resources:**

CAP MOEs for Administration and Supervision

TAFTCOLLEGE

NAEYC.org

Course Objectives:

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

~~1. provide appropriate models, guidance, and evaluation for adults working in ECE/CD environments and classrooms,~~
~~2. examine and recognize the developmental learning stages and cultural differences of student teachers and other adults,~~
~~3. facilitate positive interactions between student teachers, children, parents, and other staff,~~
~~4. demonstrate sensitivity to and awareness of diversity in student teachers and other adults, and~~
~~5. maintain a safe, developmentally appropriate environment for children while fostering the growth of student teachers.~~

1. **Identify characteristics of effective supervising teachers, mentors and coaches.**
2. **Explain the career requirements and pathways for supervisors of teachers, mentors, and coaches in the ECE classroom.**
3. **Describe the various methods and skills for adult supervision, mentoring, and coaching to support teachers and other adults in early childhood settings.**
4. **Model strategies to support teachers and other adults in their teaching of young children.**
5. **Demonstrate the skills necessary to coordinate, supervise, mentor, and/or coach the work of other adults in the early childhood setting.**
6. **Model reflective practice, cultural competency, and ethical conduct.**
7. **Individualize supervision and mentoring strategies based on the roles and developmental stages of teachers in early childhood settings.**
8. **Explain how to support adult learners' effective interactions and communication techniques with children, families, staff being supervised and with one's own supervisors.**
9. **Use various personnel, program, and environmental assessment tools relevant to supervising, mentoring, and coaching roles.**
10. **Demonstrate the skills necessary to identify and plan professional development to meet the individual needs of the mentee.**

Student Learning Outcomes:

1. **Explain the roles, responsibilities, and career pathways of a supervising teacher, a mentor, and a coach in early care and education settings.**
2. **Describe effective strategies and skills for supervising, mentoring, and coaching student teachers, and other adults in early care and education settings.**
3. **Demonstrate competency in communication and reflective practices when working with diverse adult populations.**

Course Scope and Content:

Unit I Leadership and Development
- A. Time Management
- B. Characteristics of effective mentors/~~leaders~~ supervisors

C. Respecting diverse perspectives
D. ~~Ethics~~ **Ethical and** professional behaviors
E. Interpersonal Skills
F. Critical Thinking Skills
G. Interpersonal Skills
H. Leadership Skills
I. Teamwork
J. Professional Development
~~1. Career Ladder~~
2. Professional resources and organizations
3. Advocacy
4. Developing a Philosophy

Unit II — Adult Mentoring and Supervision Strategies
A. Coaching
B. Modeling
C. Shadowing
D. Reflective supervision and feedback
E. Mentor/Mentee relationship
F. Confidentiality

Unit III — Adults in Early Care and Education Settings
A. Adult Learners
B. Teacher Stages
C. Positive interactions and communication
D. Conflict resolution

Unit IV — Evaluation and Assessment
A. Tools
B. Methods
C. Ethical Approaches

Unit V — Career pathways and roles of supervisors, mentors, and coaches
A. Pathways to becoming a supervising teacher/mentor
B. Child Development Permit
C. Ca. Mentor Program
D. Coaching
E. Roles and Responsibilities

Learning Activities Required Outside of Class:

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

1. studying
2. skill practice and **critical thinking**
3. completing required reading
4. written work

5. practicing mentoring
6. reflection of supervising/mentoring activities
7. co-teaching and co-planning

8. observing and modeling

Methods of Instruction:

1. films when available
2. workshops
3. visiting specialists
4. class presentations
5. readings and evaluations
6. peer interactions

Methods of Evaluation:

1. written assignments, including:
   a. journal entries
   b. self-assessment inventory

2. skill demonstrations, including:
   a. presentation

3. other examinations **may** includ~~ing~~:
   a. multiple choice
   b. matching items
   c. true/false
   d. essay

Examples of Assignments:
1. Practicing mentoring and writing weekly reflections
2. Writing an analysis of the strategies needed to build effective mentoring and supervisory relationships

Supplemental Data:

TOP Code:	130500: Child Development/Early Care a
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable

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Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline	Early Childcare Education and Family Studies / Child Development

TAFTCOLLEGE

Course Development Memo

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

From: Tina Mendoza

Division: Social Science

Date: 3/24/2025

Re: HIST2000 – Critical Thinking and Historian's Craft

Type of Curriculum Change:

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

For Course Changes, why is this course being updated?

☐ For C-ID

☒ As part of the 5 year review cycle

☒ Other (please explain):_____Update to meet Critical Thinking Requirement for Transfer

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

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

Click here to enter text.

Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

Course will meet the Critical Thinking Requirement for Transfer

AA and AAT History

SLOASC review date: _____

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

*SLOs are required

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

☐ Natural Science ☒ Social & Behavioral Science ☐ English Composition

☐ Humanities ☒ Communication & Critical Thinking

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

Click here to enter text.

TAFTCOLLEGE

Prepared by: J. Altenhofel
Reviewed by: T. Mendoza
Reviewed by: K. Smith
Date Prepared: Spring 2025
C & GE approved: April 4, 2019
Semester effective: Spring 2022

History (HIST) 2000 Critical Thinking and the Historian's Craft (3 Units) CSU; UC

Prerequisite: Successful completion of English C1000 with a 'C' or better.

Prerequisite knowledge and skills: Before entering the course, the student should be able to:

1. Read analytically to understand and respond to diverse academic texts.
2. Compose thesis-driven academic writing that demonstrates analysis and synthesis of sources as appropriate to the rhetorical situation.
3. Demonstrate strategies for planning, outlining, drafting, revising, editing, and proofreading written work.

Course Description:

This course presents an overview of historians' methods of research, critical analysis, and written argumentation and introduces historiography and historical theory. Students will apply these methods through a variety of written assignments, including a properly documented academic research paper. This course's research component will further students' information competency skills.

Hours and Unit Calculations: 48 hours lecture. 96 Outside-of-class Hours. (144 Total Student Learning Hours) 3 Units

Type of Class/Course: Credit

Texts:

~~Rottenberg, Annette. *The Elements of Argument*. Bedford/St, Martins.~~

~~Salmon, Merrilee. *Introduction to Logic and Critical Thinking*. Harcourt~~

~~Paul, Richard, and Linda Elder. *Critical Thinking*. Prentice Hall.~~

~~Chaffee, John. *Thinking Critically*. Wadsworth.~~

~~Barnet, Sylvan. *Current Issues and Enduring Questions*. Bedford/St. Martins.~~

Poimann, Wendy, et al. *Doing History: An Introduction to the Historian's Craft, with Workbook Activities*. Oxford UP, 2015.

Turabian, Kate. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 9th ed., U of Chicago P, 2018.

Gilderhus, Mark T. *History and Historians*, 7th ed., Prentice Hall, 2009.

Popkin, Jeremy D., *From Herodotus to H-Net: The Story of Historiography*, 2nd ed., Oxford UP, 2020.

Spaulding, Roger, and Christopher Parker. *Historiography: An Introduction*, Manchester UP, 2007.

Schneider, Axtel, and Daniel Woolf, eds. *The Oxford History of Historical Writing, Volume 5: Historical Writing*, Reprint ed., Oxford UP, 2015.

Storey, William Kelleher, *Writing History: A Guide for Students*, 6th ed., Oxford UP, 2020.

Weston, Anthony. *A Rulebook for Arguments*, 5th ed., Hacket Publishing Company, 2018.

Barnet, Sylvan, et al. *From Critical Thinking to Argument: A Portable Guide*, 7th ed., Bedford/St. Martin's, 2023.

Fischer, David Hackett. *Historians' Fallacies: Toward a Logic of Historical Thought*, Harper & Row Publishers, 1970.

Brundage, Anthony. *Going to the Sources: A Guide to Historical Research and Writing*, 6th ed., Wiley Blackwell, 2017.

Loewen, James W. *Teaching What Really Happened: How to Avoid the Tyranny of Textbooks and Get Students Excited About Doing History*, 2nd ed., Teachers College Press, 2018.

Cutter, Martha J., et al. *Redrawing the Historical Past: History, Memory, and Multiethnic Graphic Novels*, U of Georgia P, 2018.

Additional Required Materials: none

Course Objectives:

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

1. Identify forms of logical reasoning and fallacies common in historical analysis to distinguish facts from judgment,, including: Inductive and deductive reasoning and demonstrate their use; issues of causation; over-simplification of complex occurrences; disentangling judgement and interpretation; other general fallacies of reasoning and errors of logical thought; evidentiary limits and resolution of conflicting evidence; shifting use and meaning of language, including the denotative and connotative meaning of terms and labels; and chronological reasoning of sequence, cause and effect, and periodization.

2. Describe, discuss, and apply orally and/or in writing an understanding of history as a discipline characterized by the application of critical analysis to faculty evidence, including its genres, explanatory theories and assumptions; and historiography.

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3. Fram a question for historical research and design and implement a research proposal, producing a research paper whose thesis is clearly stated and effectively supported with logically organized, soundly interpreted, and properly documented faculty evidence.

4. Select, critically examine, and evaluate secondary sources attentive to their structural and analytical components including the author's identity and intended audience, thesis, argumentation, methodology and use of sources, and date and context of publication.

5. Locate and critically examine and evaluate the use of primary sources attentive to concepts of historical agency, context, perspective, and multi-causation.

6. Critically evaluate, revise, and strengthen their own argument with attention to organization, clarity of voice, style, grammar and content accuracy.

1. ~~Evaluate primary and secondary sources including the author's thesis, argumentation, methodology, and use of sources recognizing the relationship of language to logic.~~
2. ~~Create an historical argument using primary and secondary sources that distinguishes fact from judgement, and belief from knowledge.~~
3. ~~Distinguish forms of logical reasoning, including inductive and deductive reasoning, and demonstrate their use in historical research.~~
4. ~~Identify and address fallacies in historical analysis, as well as more general fallacies of language and thought.~~
5. ~~Identify and effectively address common problems in the use of evidence, including contradictory and/or incomplete evidence, and identifying the assumptions upon which particular conclusions depend, and~~
6. ~~Compose an argument that analyzes, critiques, and advocates ideas through well-supported research~~

Course Level Student Learning Outcomes:

1.Evaluate forms of logical reasoning and fallacies common in historical analysis.

2. Orally and/or in writing describe, discuss, and apply an understanding of history as a discipline characterized by the application of critical analysis to faculty evidence.

3. Frame an historical question, identify and interpret sources—both primary and secondary—and produce a self-revised research paper

Course Scope and Content:

Unit I — What is the Discipline of History?
- A. Why study History?
- B. How to study History?
- C. Different types of History

Unit II — The Development of the Discipline
- A. Historical Research in Ancient History
- B. Historical Research through the 18th Century
- C. Historical Research from the 18th Century

Unit III — Historiography
- A. Schools of Historical Thought

B. Facts, Judgements, Beliefs, and Knowledge
C. Historical Context, Bias, and Logical Fallacies

Unit IV Primary Sources
A. Understanding Historical Context
B. Evaluating Historical Evidence
C. Understanding Historical Language

Unit V Research
A. Gathering Evidence
B. Creating an Argument
C. Using Inductive and Deductive Thinking in an Argument
D. Supporting Conclusions

Unit VI Writing
A. Separating Fact from Judgement
B. Distinguishing Belief from Knowledge
C. Supporting Conclusions

Learning Activities Required Outside of Class:

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

1. Reading
2. Writing Discussions
3. Conducting research
4. Writing a 6000-word research paper

Methods of Instruction

1. Lecture/Discussion
2. ~~Discussion~~ Collaborative Group Work
3. In-class Writing and Activities
4. ~~Writing~~

Methods of Evaluation

1. 6000 word Research Paper
2. Historiographical Analysis
3. Essays/ Written Work
4. Exams
5. Student Presentations
6. Projects

Supplemental Data:

T.O.P. Code:	2205.00 History

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Sam Priority Code:	E: Non Occupational
Funding Agency:	Y: Not Applicable
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a special class.
Basic Skills Status:	N: Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	N: Course is not part of a cooperative education program
Eligible for Credit by Exam:	Yes
Eligible for Pass/No Pass:	Yes
Discipline:	History

TAFTCOLLEGE

Course Development Memo

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

From:

Division: Social Science

Date: 3/17/2025

Re: HIST 2231

Type of Curriculum Change:

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

For Course Changes, why is this course being updated?

☐ For C-ID

☒ As part of the 5 year review cycle

☒ Other (please explain):__CCN COR_____

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

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

Click here to enter text.

Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

HIST and General Education Patterns

SLOASC review date: _____

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

*SLOs are required

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

☐ Natural Science ☒ Social & Behavioral Science ☐ English Composition

☐ Humanities ☐ Communication & Critical Thinking

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

Click here to enter text.

TAFTCOLLEGE

Reviewed By: J. Altenhofel
Reviewed By: K. Smith and T. Mendoza
Date Reviewed: Spring 2024
Text Update: Spring 2024
C & GE Approved: Spring 2024
Semester effective: Fall 2025

History (HIST) ~~2231~~ C1001 ~~History of the~~ United States to 1877 (3 Units) CSU:UC
[formerly History 17A]

Advisory: Successful completion of English ~~1500~~ C1000 or C1000E strongly recommended.

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

Catalog Description: ~~This course is an historical survey of Ancient America, of the European colonization of North America and of the United States through Reconstruction. It meets the 3 unit requirement in American History and Institutions for the Associate degrees~~. This course is a historical survey of the United States, from Indigenous North America to the end of Reconstruction. The course also introduces students to historical reasoning skills. C-ID: HIST 130

Type of Class/Course: Degree Credit

Text:

Representative Texts, Manuals, OER, and Other Support Materials:

Instructor discretion to choose scholarly and primary sources that enable an academic interrogation of history.

Types of Course Materials: textbook; classics; document reader; scholarly articles; and/or monograph

Representative Texts:

- Carnes, Mark C. and John A. Garraty. 2021. *The American Nation*. Pearson.
- Corbett, P. Scott, Janssen Volker, John Lund "U.S. History OpenStax Free Textbooks Online." (OER). 2024.
- Faragher, John Mack, Mari Jo Buhle, et al. 2021. *Out of Many: A History of the American People*. Pearson.
- Foner, Eric, Kathleen DuVal, and Lisa McGirr. 2022. *Give Me Liberty!* W.W. Norton Company.
- Goldfield, David, Carol Abbott, et al. 2021. *The American Journey*. Pearson.
- Kamensky, Jane, Carol Sheriff, et al. 2017. A People and a Nation: A History of the United States. Cengage.
- Kennedy, David M. and Lizabeth Cohen. 2024. *The American Pageant*. Cengage Learning.
- Locke, John and Ben Wright. American Yawp (OER). Stanford University Press.
- Murrin, John, Pekka Hämäläinen, et al. 2019. *Liberty, Equality, Power*. Cengage Learning.
- Nash, Gary, Julie Roy, et al. 2023. *The American People: Creating a Nation and a Society*. Pearson.
- Roark, James L., Michael P. Johnson , et al. 2022. *The American Promise*. Bedford/St. Martin's.
- Tindall, George Brown and David E. Shi 2022. *America: A Narrative History*. W.W. Norton & Company.

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Supplemental Options:

- Calloway, Colin G. 2024. *First Peoples: A Documentary Survey of Native American History*. Bedford/St. Martin's.
- Brown, Leslie, Jacqueline Castledine, et al. 2017. *U.S. Women's History: Untangling the Threads of Sisterhood*. Rutgers University Press.
- DuBois, Ellen and Lynn Dumenil. 2024. *Through Women's Eyes, Combined Volume: An American History with Documents*. Macmillan Learning.
- White, Deborah Gray, Mia Bay, et al. 2020. *Freedom on My Mind: A History of African Americans, with Documents*. Macmillan Learning.
- Kendi, Ibram X. Christopher Dontrell Piper, et al. 2017. *Stamped from the Beginning: The Definitive History of Racist Ideas in America*. Bold Type Books.
- Choy, Catherine Ceniza, Cindy Kay, et al. 2023. *Asian American Histories of the United States*. Beacon Press.
- Ling, Huping. 2023. *Asian American History*. Rutgers University Press.
- Gonzales, Manuel G. 2019. *Mexicanos, Third Edition: A History of Mexicans in the United States*. Indiana University Press.

~~Corbett, Scott P., et al. *U.S. History*. OpenStax, 2024, *U.S. History*, https://openstax.org/details/books/us-history.~~

Type of Class/Course: Degree Credit

~~Additional Instructional Materials: None~~

Course Objectives:

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

~~1. demonstrate the ability to interpret primary and secondary sources and to compose an argument which uses them, as appropriate, for support;~~
~~2. demonstrate an understanding of U.S. History through current analytical categories of race, class, gender and ethnicity;~~
~~3. demonstrate an understanding of America's growth in a global context,~~
~~4. explain the major economic, technological and scientific developments and their historical significance;~~
~~5. analyze major political trends, attitudes, conflicts and events including both mainstream and reform efforts and explain their historical significance;~~
~~6. explain the major social and cultural developments, their causes and effects, and their historical significance; and analyze the history of the United States~~

1. Demonstrate the ability to interpret primary and secondary sources and to compose an argument which uses supportive evidence.
2. Demonstrate an understanding of U.S. History through analytical categories such as race, class, gender, sexuality, ethnicity.
3. Analyze economic, political, and cultural developments as well as social movements and assess their historical significance.
4. Analyze the relevance of Early American History to the present day.

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Course Level Student Learning Outcomes

Demonstrate the ability to interpret primary and secondary sources and to compose an argument which explains their historical significance in reference to any of the following: race, class, gender, and ethnicity; understanding of America's growth in a global context through major economic, technological and scientific developments and their historical significance; political trends, attitudes, conflicts and events; and, social and cultural developments through 1877.

~~Demonstrate an understanding of America's growth in a global context through major economic, technological, and scientific developments and their historical significance through 1877~~

Local Level General Education Learning Outcomes

1. Demonstrate an understanding of the rights and obligations of individual citizens in the political system established under the U.S. Constitution.

2. Analyze the influence of major social, cultural, economic, and political forces on human behavior and institutions using the major concepts, models, and concerns developed through the social sciences in contemporary as well as historical settings and in a variety of cultural contexts.

3. Apply research methodologies employed in social scientific inquiry.

4. Demonstrate the principles, concepts, models of value systems, and ethics framework employed in social scientific inquiry.

Course Scope and Content:

~~Unit I The Americas, Europe, and Africa Before 1492~~

~~A. The Americas~~
~~B. Europe on the Brink of Change~~
~~C. West Africa and the Role of Slavery~~

~~Unit II Early Globalization: The Atlantic World, 1492-1650~~

~~A. Portuguese Exploration and Spanish Conquest~~
~~B. Religious Upheavals in the Developing Atlantic World~~
~~C. Challenges to Spain's Supremacy~~
~~D. New Worlds in the Americas: Labor, Commerce, and the Columbian Exchange~~

~~Unit III Creating New Social Orders: Colonial Societies, 1500-1700~~

~~A. Spanish Exploration and Colonial Society~~
~~B. Colonial Rivalries: Dutch and French Colonial Ambitions~~
~~C. English Settlements in America~~
~~D. The Impact of Colonization~~

~~Unit IV Rule Britannia! The English Empire, 1660-1763~~

A. Charles II and the Restoration Colonies
B. The Glorious Revolution and the English Empire
C. An Empire of Slavery and the Consumer Revolution
D. Great Awakening and Enlightenment
E. Wars for Empire

Unit V Imperial Reforms and Colonial Protests, 1763-1774

A. Confronting the National Debt: The Aftermath of the French and Indian War
B. The Stamp Act and the Sons and Daughters of Liberty
C. The Townshend Acts and Colonial Protest
D. The Destruction of the Tea and the Coercive Acts
E. Disaffection: The First Continental Congress and American Identity

Unit VI America's War for Independence, 1775-1783

A. Britain's Law-and-Order Strategy and Its Consequences
B. The Early Years of the Revolution
C. War in the South
D. Identity during the American Revolution

Unit VII Creating Republican Governments, 1776-1790

A. Common Sense: From Monarchy to an American Republic
B. How Much Revolutionary Change?
C. Debating Democracy
D. The Constitutional Convention and Federal Constitution

Unit VIII Growing Pains: The New Republic, 1790-1820

A. Competing Visions: Federalists and Democratic-Republicans
B. The New American Republic
C. Partisan Politics
D. The United States Goes Back to War

Unit IX Industrial Transformation in the North, 1800-1850

A. Early Industrialization in the Northeast
B. A Vibrant Capitalist Republic
C. On the Move: The Transportation Revolution
D. A New Social Order: Class Divisions

Unit X Jacksonian Democracy, 1820-1840

A. A New Political Style: From John Quincy Adams to Andrew Jackson

B. The Rise of American Democracy
C. The Nullification Crisis and the Bank War
D. Indian Removal
E. The Tyranny and Triumph of the Majority

Unit XI A Nation on the Move: Westward Expansion, 1800-1860

A. Lewis and Clark
B. The Missouri Crisis
C. Independence for Texas
D. The Mexican-American War, 1846-1848
E. Free Soil or Slave? The Dilemma of the West

Unit XII Cotton is King: The Antebellum South, 1800-1860

A. The Economics of Cotton
B. African Americans in the Antebellum United States
C. Wealth and Culture in the South
D. The Filibuster and the Quest for New Slave States

Unit XIII Antebellum Idealism and Reform Impulses, 1820-1860

A. An Awakening of Religion and Individualism
B. Antebellum Communal Experiments
C. Reforms to Human Health
D. Addressing Slavery
E. Women's Rights

Unit XIV Troubled Times: the Tumultuous 1850s

A. The Compromise of 1850
B. The Kansas-Nebraska Act and the Republican Party
C. The Dred Scott Decision and Sectional Strife
D. John Brown and the Election of 1860

Unit XV The Civil War, 1860-1865

A. The Origins and Outbreak of the Civil War
B. Early Mobilization and War
C. 1863: The Changing Nature of the War
D. The Union Triumphant

Unit XVI The Era of Reconstruction, 1865-1877

A. Restoring the Union
B. Congress and the Remaking of the South, 1865-1866

~~C. Radical Reconstruction, 1867-1872~~
~~D. The Collapse of Reconstruction~~

Themes may include but are not limited to class, race, gender, and ethnicity; immigration; systems of labor; intellectual, technological, environmental, social, and cultural history; and foreign relations.

1. Introduction to basic methods of historical research and analysis.
2. Indigenous peoples, cultures, and lands.
3. European colonization.
4. Indentured servitude, chattel slavery, and the evolution of colonial labor systems.
5. Establishment and maturation of diverse colonial settlements and populations.
6. Colonial policies and imperial rivalries in North America and their implication for settlements.
7. The American Revolution.
8. The formation of the United States government from the Articles of Confederation through the ratification of the Constitution and the Bill of Rights.
9. The Early Republic including the meanings of democracy and; political parties; economic and territorial expansion.
10. Sectionalism, expansion of slavery, and the Market Revolution in Antebellum America.
11. Manifest Destiny, the War with Mexico and its aftermath, and Indigenous policy.
12. Second Great Awakening, Abolitionist Movement, Women's Rights and other Antebellum Revival and Reforms.
13. Crisis of the 1850s and the coming of the Civil War.
14. The Civil War.
15. Reconstruction.
16. Republication in Early Republic and Immigration 1800-1865

Learning Activities Required Outside of Class:

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

1. Studying
2. Answering questions
3. Completing required reading
4. Written work

Methods of Instruction:

1. Assigned readings from text and collateral reading
4. Lectures by instructor
5. In-class activities including essay writing, presentations and/or projects

Methods of Evaluation:

~~1. Substantial writing assignments, including:~~
~~a. research or other paper~~
~~b. written essays~~

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~~c. research projects~~

~~2. Other examinations, including:~~
~~a. multiple choice~~
~~b. completion~~
~~c. essay exams~~

~~Can also include:~~

~~1. Classroom discussions that include primary and secondary sources~~
~~2. Objective exams~~
~~3. Classroom projects and presentations~~

Methods of formative and summative evaluation used to observe or measure students' achievement of course outcomes and objectives *must include academic writing and research.*
Additional methods of evaluation are encouraged and at the discretion of local faculty and may incorporate assessments and exercises such as journals, quizzes, discussions, group work, and presentations.

Supplemental Data:

TOP Code:	220500: History
SAM Priority Code:	E: Non-Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program

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Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	CSC2: CSU Area C2 IG3B: IGETC Area 3B IG4F: IGETC Area 4F LAHI: Local Course American History LES: Local Ethnic Studies LSBS: Local GE Social/Behavioral Sci CSU Area D6 Cal-GETC Areas 3B, 4
Discipline	History

TAFTCOLLEGE

Course Development Memo

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

From:

Division: Social Science

Date: 3/17/2025

Re:

HIST 2232

Type of Curriculum Change:

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

For Course Changes, why is this course being updated?

☐ For C-ID

☒ As part of the 5 year review cycle

☒ Other (please explain) CCN COR_____

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

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

Click here to enter text.

Programs Affected/Stand Alone:

Please list all degrees and certificates affected:

HIST and General Education Patterns

SLOASC review date: _____

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

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

*SLOs are required

☐ Natural Science ☒ Social & Behavioral Science ☐ English Composition

☐ Humanities ☐ Communication & Critical Thinking

Justification for Addition to Taft College General Education:

Please list the General Education SLOs this course meets:

Click here to enter text.

*SLOs are required

Reviewed By: J. Altenhofel
Reviewed By: K. Smith and T. Mendoza
Date Reviewed: ~~Spring 2024~~
Text Update: ~~Spring 2024~~
C & GE Approved: ~~Spring 2024~~
Semester effective: ~~Fall 2025~~

History (HIST) ~~2232~~ C1002 ~~History of the~~ United States Since-1865 ~~1877~~ (3 Units) CSU: UC
[formerly History 17B]

Advisory: Successful completion of English 1500 strongly recommended

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

Catalog Description: ~~This course is a survey of the history of the United States from the end of the Civil War to the present. It meets the 3-unit requirement in American History and Institutions for the Associate degrees.~~ This course is a historical survey of the United States from the end of the Civil War to the present. The course also introduces students to historical reasoning skills
C-ID: HIST 140.

Type of Class/Course: Degree Credit

Representative Texts: ~~Corbett, Scott P., et al. *U.S. History*. OpenStax, 2024, *U.S. History*, https://openstax.org/details/books/us-history.~~

Instructor discretion to choose scholarly and primary sources that enable an academic interrogation of history.
Types of Course Materials: textbook; classics; document reader; scholarly articles; and/or monograph
Representative Texts:

- Carnes, Mark C. and John A. Garraty. 2021. T*he American Nation*. Pearson.
- Corbett, P. Scott, Janssen Volker, John Lund "U.S. History. OpenStax Free Textbooks Online." (OER). 2024.
- Faragher, John Mack, Mari Jo Buhle, et al. 2021. *Out of Many: A History of the American People*. Pearson.
- Foner, Eric, Kathleen DuVal, and Lisa McGirr. 2022. *Give Me Liberty!* W.W. Norton Company.
- Goldfield, David, Carol Abbott, et al. 2021. *The American Journey*. Pearson.
- Kamensky, Jane, Carol Sheriff, et al. 2017. *A People and a Nation: A History of the United States*. Cengage.
- Kennedy, David M. and Lizabeth Cohen. 2024. *The American Pageant*. Cengage Learning.
- Locke, John and Ben Wright. American Yawp (OER). Stanford University Press.
- Murrin, John, Pekka Hämäläinen, et al. 2019. *Liberty, Equality, Power*. Cengage Learning.
- Nash, Gary, Julie Roy, et al. 2023. *The American People: Creating a Nation and a Society*. Pearson.
- Roark, James L., Michael P. Johnson , et al. 2022. *The American Promise*. Bedford/St. Martin's.

- Tindall, George Brown and David E. Shi 2022. *America: A Narrative History*. W.W. Norton & Company.
- U.S. History Open Stax.

Supplemental Options:

- Calloway, Colin G. 2024. *First Peoples: A Documentary Survey of Native American History*. Bedford/St. Martin's.
- Brown, Leslie, Jacqueline Castledine, et al. 2017. *U.S. Women's History: Untangling the Threads of Sisterhood*. Rutgers University Press.

DuBois, Ellen and Lynn Dumenil. 2024. *Through Women's Eyes, Combined Volume: An American History with Documents*. Macmillan Learning.

- White, Deborah Gray, Mia Bay, et al. 2020. *Freedom on My Mind: A History of African Americans, with Documents*. Macmillan Learning.
- Kendi, Ibram X. Christopher Dontrell Piper, et al. 2017. *Stamped from the Beginning: The Definitive History of Racist Ideas in America*. Bold Type Books.
- Choy, Catherine Ceniza, Cindy Kay, et al. 2023. *Asian American Histories of the United States*. Beacon Press.
- Ling, Huping. 2023. *Asian American History*. Rutgers University Press.
- Gonzales, Manuel G. 2019. *Mexicanos, Third Edition: A History of Mexicans in the United States*. Indiana University Press.

Additional Instructional Materials: None

Course Objectives:

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

~~1. demonstrate a general but clear understanding of the genesis and development of our cultural, social, and economic heritage,~~
~~2. demonstrate the ability to interpret primary and secondary sources and to compose an argument which uses them, as appropriate, for support,~~
~~3. demonstrate an understanding of U.S. History through multiple analytical categories such as race, class, gender, and ethnicity,~~
~~4. demonstrate an understanding of America's growth in a global context,~~
~~5. explain the major political trends, attitudes, conflicts, and events—including both mainstream and reform efforts—and explain their historical significance,~~
~~6. explain the major social and cultural developments, their causes and effects, and their historical significance,~~
~~7. explain the major economic; technological and scientific developments; and their historical significance, and~~
~~8. analyze the relevancy of history in today's world.~~

1. Demonstrate the ability to interpret primary and secondary sources and to compose an argument which uses supportive evidence.
2. Demonstrate an understanding of U.S. History through analytical categories such as race, class, gender, sexuality, and ethnicity.

3. Analyze economic, political, and cultural developments as well as social movements and assess their historical significance
4. Analyze the relevance of Modern American History to the present day.
5.

Course Level Student Learning Outcomes

Demonstrate the ability to interpret primary and secondary sources and to compose an argument which explains their historical significance in reference to any of the following: race, class, gender, and ethnicity; America's growth in a global context; economic, technological and scientific developments; political trends, attitudes, conflicts, and events; and, social and cultural developments from 1865 to the present.

~~Demonstrate an understanding of America's growth in a global context through major economic, technological, and scientific developments and their historical significance since 1865~~

Local Level General Education Learning Outcomes

1. Demonstrate an understanding of the rights and obligations of individual citizens in the political system established under the U.S. Constitution

2. Analyze the influence of major social, cultural, economic, and political forces on human behavior and institutions using the major concepts, models, and concerns developed through the social sciences in contemporary as well as historical settings and in a variety of cultural contexts.
3. Apply research methodologies employed in social scientific inquiry.
4. Demonstrate the principles, concepts, models of value systems, and ethics framework employed in social scientific inquiry.

Course Scope and Content:

~~Unit I The Era of Reconstruction, 1865-1877~~

- ~~A. Restoring the Union~~
- ~~B. Congress and the Remaking of the South, 1865-1866~~
- ~~C. Radical Reconstruction, 1867-1872~~
- ~~D. The Collapse of Reconstruction~~

~~Unit II Go West Young Man! Westward Expansion, 1840-1900~~

- A. ~~The Westward Spirit~~
- B. ~~Homesteading: Dreams and Realities~~
- C. ~~Making a Living in Gold and Cattle~~
- D. ~~The Loss of American Indian Life and Culture~~
- E. ~~The Impact of Expansion on Chinese Immigrants and Hispanic Citizens~~

~~Unit III Industrialization and the Rise of Big Business, 1870-1900~~

- A. ~~Inventors of the Age~~
- B. ~~From Invention to Industrial Growth~~

C. ~~Building Industrial America on the Backs of Labor~~
D. ~~A New American Consumer Culture~~

~~Unit IV The Growing Pains of Urbanization, 1870-1900~~
A. ~~Urbanization and Its Challenges~~
B. ~~The African American "Great Migration" and New European Immigration~~
C. ~~Relief from the Chaos of Urban Life~~
D. ~~Change Reflected in Thought and Writing~~

~~Unit V Politics in the Gilded Age, 1870-1900~~
A. ~~Political Corruption in Postbellum America~~
B. ~~The Key Political Issues: Patronage, Tariffs, and Gold~~
C. ~~Farmers Revolt in the Populist Era~~
D. ~~Social and Labor Unrest in the 1890s~~

~~Unit VI Leading the Way: The Progressive Movement, 1890-1920~~
A. ~~The Origins of the Progressive Spirit in America~~
B. ~~Progressivism at the Grassroots Level~~
C. ~~New Voices for Women and African Americans~~
D. ~~Progressivism in the White House~~

~~Unit VII Age of Empire: American Foreign Policy, 1890-1914~~
A. ~~Turner, Mahan, and the Roots of Empire~~
B. ~~The Spanish-American War and Overseas Empire~~
C. ~~Economic Imperialism in East Asia~~
D. ~~Roosevelt's "Big Stick" Foreign Policy~~
E. ~~Taft's "Dollar Diplomacy"~~

~~Unit VIII Americans and the Great War, 1914-1919~~
A. ~~American Isolationism and the European Origins of War~~
B. ~~The United States Prepares for War~~
C. ~~A New Home Front~~
D. ~~From War to Peace~~
E. ~~Demobilization and Its Difficult Aftermath~~

~~Unit IX The Jazz Age: Redefining the Nation, 1919-1929~~
A. ~~Prosperity and the Production of Popular Entertainment~~
B. ~~Transformation and Backlash~~
C. ~~A New Generation~~
D. ~~Republican Ascendancy: Politics in the 1920s~~

~~Unit X Brother, Can You Spare a Dime? The Great Depression, 1929-1932~~
A. ~~The Stock Market Crash of 1929~~
B. ~~President Hoover's Response~~
C. ~~The Depths of the Great Depression~~
D. ~~Assessing the Hoover Years on the Eve of the New Deal~~

~~Unit XI Franklin Roosevelt and the New Deal, 1932-1941~~
A. ~~The Rise of Franklin Roosevelt~~
B. ~~The First New Deal~~

C. ~~The Second New Deal~~

~~Unit XIIFighting the Good Fight in World War II, 1941-1945~~

A. ~~The Origins of War: Europe, Asia, and the United States~~
B. ~~The Home Front~~
C. ~~Victory in the European Theater~~
D. ~~The Pacific Theater and the Atomic Bomb~~

~~Unit XIII Post-War Prosperity and Cold War Fears, 1945-1960~~

~~A. The Challenges of Peacetime~~
~~B. The Cold War~~
~~C. The American Dream~~
~~D. Popular Culture and Mass Media~~
~~E. The African American Struggle for Civil Rights~~

~~Unit IX Contesting Futures: America in the 1960s~~

A. ~~The Kennedy Promise~~
B. ~~Lyndon Johnson and the Great Society~~
C. ~~The Civil Rights Movement Marches On~~
D. ~~Challenging the Status Quo~~

~~Unit X Political Storms at Home and Abroad, 1968-1980~~

~~A. Identity Politics in a Fractured Society~~
~~B. Coming Apart, Coming Together~~
~~C. Vietnam: The Downward Spiral~~
~~D. Watergate: Nixon's Domestic Nightmare~~
~~E. Jimmy Carter in the Aftermath of the Storm~~

~~Unit XI From Cold War to Culture Wars, 1980-2000~~

A. ~~The Reagan Revolution~~
B. ~~Political and Cultural Fusions~~
C. ~~A New World Order~~
D. ~~Bill Clinton and the New Economy~~

~~Unit XIIThe Challenges of the Twenty-First Century~~

~~A. The War on Terror~~
~~B. The Domestic Mission~~
~~C. New Century, Old Disputes~~
~~D. Hope and Change~~

Themes may include but are not limited to class, race, gender, and ethnicity; immigration; systems of labor; intellectual, technological, environmental, social, and cultural history; and foreign relations.

1. Introduction to basic methods of historical research and analysis.
2. Reconstruction and the New South.
3. Immigration, industrialization, and urbanization in the Gilded Age.
4. Closing of the frontier and Resistance of Indigenous Peoples.
5. Progressive Era Reform Movements.

6. Imperialist expansion and emergence of the United States as a world power.
7. World War I.
8. Post-War America and the 1920s.
9. The Great Depression and the New Deal.
10. World War II and Its Aftermath.
11. Cold War Era.
12. Civil Rights Movements.
13. Vietnam, the Great Society, and the Transformation of America.
14. From Nixon to Reagan.
15. Entering the New Millennium.
16. Twenty-first century and the recent past.
17. **The Frontier Movement 1865-1900**
18.

Learning Activities Required Outside of Class:

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

1. Studying
2. Completing required reading
3. Written work

Methods of Instruction:

1. Assigned readings from text and collateral reading
2. Current reading from news magazines and newspapers
3. Discussion of current problems
4. A research paper on a theme suggested by the instructor
5. Lectures and presentations

Methods of Evaluation will include:

Methods of formative and summative evaluation used to observe or measure students' achievement of course outcomes and objectives *must include academic writing and research*.
Additional methods of evaluation are encouraged and at the discretion of local faculty and may incorporate assessments and exercises such as journals, quizzes, discussions, group work, and presentations

~~1. Substantial writing assignments, including:~~
~~a. reading reports~~
~~b. written essays and/or research projects~~
~~c. essay exams~~

~~2. Other evaluation can include:~~
~~a. multiple choice exams~~
~~b. classroom discussions that include primary and secondary sources~~
~~c. classroom projects and presentations~~

Supplemental Data:

TOP Code:	220500: History
SAM Priority Code:	E: Non-Occupational
Distance Education:	Online, Offline
Funding Agency:	Y: Not Applicable (funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	CSC2: CSU Area C2 IG3B: IGETC Area 3B IG4F: IGETC Area 4F LAHI: Local Course American History ~~LES: Local Ethnic Studies~~ LSBS: Local GE Social/Behavioral Sci CSU Area D6 Cal-GETC Areas 3B, 4

Discipline	History

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 29, 2025

Submitted by: Jason Norris, Curriculum Technician

Area Administrator: Greg Bormann, Vice President of Instruction

Subject: Request for Approval

Board Meeting Date: June 11, 2025

Title of Board Item:

Distance Learning Course Approvals

Background:

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

1. ECEF 1581 Introduction to Infant Development – Infant, Family, and Society
2. ECEF 1582 Infant Massage
3. HIST 2000 Critical Thinking and the Historian's Craft
4. HIST 2231 History of the United States to 1877
5. HIST 2232 History of the United States Since 1877
6. CTRP 0631 60 WPM Machine Shorthand Speed Building Literary and Jury Charge
7. CTRP 0632 100 WPM Machine Shorthand Speed Building Literary and Jury Charge
8. CTRP 0633 140 WPM Machine Shorthand Speed Building Literary and Jury Charge
9. CTRP 0634 180 WPM Machine Shorthand Speed Building Literary and Jury Charge
10. CTRP 0641 60 WPM Machine Shorthand Speed Building 2-Voice
11. CTRP 0652 120 WPM Machine Shorthand Speed Building Literary and Jury Charge
12. CTRP 0653 160 WPM Machine Shorthand Speed Building Literary and Jury Charge
13. CTRP 0654 200 WPM Machine Shorthand Speed Building Literary and Jury Charge
14. CTRP 0661 80 WPM Machine Shorthand Speed Building 2-Voice
15. CTRP 0662 120 WPM Machine Shorthand Speed Building 2-Voice
16. CTRP 0663 160 WPM Machine Shorthand Speed Building 4-Voice
17. CTRP 0664 200 WPM Machine Shorthand Speed Building 4-Voice
18. CTRP 0760 Machine Shorthand Speed Building Dictation/Transcription

Board Goal/Accreditation Standard:

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

Terms (if applicable):
N/A

Expense (if applicable):
N/A

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

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

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Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: ECEF 1581

Course Title: Introduction to Infant and Toddler Development

Submitted by: Michelle A. Beasley

Date of First Submission: 01/29/2025

Date of Resubmission:

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

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

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

   ☐ No

   ☐ Other (please explain):

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

   ☒ Online

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

   ☐ Offline (exclusively for incarcerated students)

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

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

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

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

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

   *** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.
   - ☐ Educational materials
   - ☐ Field trips
   - ☐ Labs
   - ☐ Models
   - ☐ Presentations
   - ☐ Requirements to attend a live performance
   - ☐ Requirements to present in front of live audience
   - ☐ Other:

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

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

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

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

   ADA and 508 Compliance Requirements:
   a. Videos are accurately captioned.
   b. Audio files are transcribed.
   c. Objects (including images, tables, and charts) have alternative text.
   d. Course materials are "readable" in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
   e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
   f. Documents are created in such a way that screen reading software can "read" them. (i.e. styles are used; column header rows in tables are specified, etc.)

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

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

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

   Recommended:

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

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

Required:

II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.

III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.

IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in AP 4105:

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

TAFTCOLLEGE

Distance Learning and Education Committee Comments:

Date forwarded to the Curriculum Committee: 05/14/2025 (JL)

Curriculum Committee Comments:

Course Approved or Disapproved

TAFTCOLLEGE

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: ECEFS 1582 n/a – not appropriate for DE

Course Title: Infant Massage

Submitted by:

Date:

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

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

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

   ☐ No

   ☐ Other (please explain):

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

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

   ☐ Course is not appropriate for online delivery:

   ☐ Course is not appropriate for offline delivery:

   ☐ Course is not appropriate for hybrid delivery:

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

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

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

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

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

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

   Potential challenges to meeting course outcomes:

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

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

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

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

   ADA and 508 Compliance Requirements:
   a. Videos are accurately captioned.
   b. Audio files are transcribed.
   c. Objects (including images, tables, and charts) have alternative text.
   d. Course materials are "readable" in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
   e. Hyperlink text is meaningful.
   f. Documents are created in such a way that screen reading software can "read" them. (i.e. styles are used; column header rows in tables are specified, etc.)

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

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

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

   Recommended:

   I. Syllabus includes a communication policy that explains or states the following:
      a. the frequency of all contact initiated by the instructor.
      b. the timeliness of response to student-initiated contact.
      c. the course policy regarding student-initiated contact (where to post questions, assignments, etc.)
      d. important dates, such as assignment and assessment deadlines.

e. Instructor contact information which includes virtual or in-person office hours.
f. The student-to-student contact requirements for the course.

Required:

II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.

III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.

IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in AP 4105:

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

TAFTCOLLEGE

DE Committee Comments:

Date forwarded to the Curriculum Committee: 05/14/2025 (JL)

Curriculum Committee Comments:

Course Approved or Disapproved

TAFTCOLLEGE

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: HIST 2000

Course Title: Critical Thinking and the Historian's Craft

Submitted by: J. Altenhofel

Date of First Submission: 3/24/25

Date of Resubmission:

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

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

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

   ☐ No

   ☐ Other (please explain):

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

   ☒ Online

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

   ☐ Offline (exclusively for incarcerated students)

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

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

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

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

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

   *** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.
   - ☒ Educational materials
   - ☐ Field trips
   - ☐ Labs
   - ☐ Models
   - ☒ Presentations
   - ☐ Requirements to attend a live performance
   - ☐ Requirements to present in front of live audience
   - ☐ Other:

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

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

To ensure accessibility and ease of use, the textbook is available in both print and online formats, allowing students to choose the format that best suits their learning preferences.

Presentations can be completed virtually using PowerPoint/Google Slides or video presentation tools contained in the Canvas Learning Platform.

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

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

   ADA and 508 Compliance Requirements:
   a. Videos are accurately captioned.
   b. Audio files are transcribed.
   c. Objects (including images, tables, and charts) have alternative text.
   d. Course materials are "readable" in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
   e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
   f. Documents are created in such a way that screen reading software can "read" them. (i.e. styles are used; column header rows in tables are specified, etc.)

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

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

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

   Recommended:

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

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

Required:

II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.

III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.

IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in AP 4105:

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

TAFTCOLLEGE

Distance Learning and Education Committee Comments:

Date forwarded to the Curriculum Committee: 05/14/2025 (JL)

Curriculum Committee Comments:

Course Approved or Disapproved

TAFTCOLLEGE

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: HIST C1001

Course Title: United States History to 1877

Submitted by: J. Altenhofel

Date of First Submission: 3/19/2025

Date of Resubmission:

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

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

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

   ☐ No

   ☒ Other (please explain): Submitted for Common Course Numbering update

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

   ☒ Online

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

   ☐ Offline (exclusively for incarcerated students)

TAFTCOLLEGE

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

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

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

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

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

   *** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.
   - ☒ Educational materials
   - ☐ Field trips
   - ☐ Labs
   - ☐ Models
   - ☒ Presentations
   - ☐ Requirements to attend a live performance
   - ☐ Requirements to present in front of live audience
   - ☐ Other:

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

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

To ensure accessibility and ease of use, the textbook is available in both print and online formats, allowing students to choose the format that best suits their learning preferences. Presentations can be completed virtually using PowerPoint/Google Slides or video presentation tools contained in the Canvas Learning Platform.

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

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

   ADA and 508 Compliance Requirements:
   a. Videos are accurately captioned.
   b. Audio files are transcribed.
   c. Objects (including images, tables, and charts) have alternative text.
   d. Course materials are "readable" in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
   e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
   f. Documents are created in such a way that screen reading software can "read" them. (i.e. styles are used; column header rows in tables are specified, etc.)

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

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

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

   Recommended:

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

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

Required:

II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.

III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.

IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in AP 4105:

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

TAFTCOLLEGE

Distance Learning and Education Committee Comments:

Date forwarded to the Curriculum Committee: 05/14/2025 (JL)

Curriculum Committee Comments:

Course Approved or Disapproved

TAFTCOLLEGE

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: C1002

Course Title: United States History since 1865

Submitted by: J. Altenhofel

Date of First Submission: 3/19/2025

Date of Resubmission:

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

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

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

   ☐ No

   ☒ Other (please explain): Submitted for Common Course Numbering update

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

   ☒ Online

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

   ☒ Offline (exclusively for incarcerated students)

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

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

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

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

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

   *** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.
   - ☒ Educational materials
   - ☐ Field trips
   - ☐ Labs
   - ☐ Models
   - ☒ Presentations
   - ☐ Requirements to attend a live performance
   - ☐ Requirements to present in front of live audience
   - ☐ Other:

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

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

To ensure accessibility and ease of use, the textbook is available in both print and online formats, allowing students to choose the format that best suits their learning preferences. Presentations can be completed virtually using PowerPoint/Google Slides or video presentation tools contained in the Canvas Learning Platform.

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

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

   ADA and 508 Compliance Requirements:
   a. Videos are accurately captioned.
   b. Audio files are transcribed.
   c. Objects (including images, tables, and charts) have alternative text.
   d. Course materials are "readable" in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
   e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
   f. Documents are created in such a way that screen reading software can "read" them. (i.e. styles are used; column header rows in tables are specified, etc.)

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

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

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

   Recommended:

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

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

Required:

II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.

III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.

IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in AP 4105:

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

TAFTCOLLEGE

Distance Learning and Education Committee Comments:

Date forwarded to the Curriculum Committee: 05/14/2025 (JL)

Curriculum Committee Comments:

Course Approved or Disapproved

TAFTCOLLEGE

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: CTRP 631 (formerly CTRP 1131)

Course Title: 60 WPM Machine Shorthand Speed Building Literary and Jury Charge

Submitted by: L. McDonnell

Date of First Submission: 3-13-25

Date of Resubmission:

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

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

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

   ☒ No

   ☐ Other (please explain):

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

   ☒ Online (synchronous)

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

   ☐ Offline (exclusively for incarcerated students)

TAFTCOLLEGE

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

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

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

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

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

   *** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.
   - ☐ Educational materials
   - ☐ Field trips
   - ☐ Labs
   - ☐ Models
   - ☐ Presentations
   - ☐ Requirements to attend a live performance
   - ☐ Requirements to present in front of live audience
   - ☒ Other: Court observation will take place at your local courthouse, with documentation provided by the instructor

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

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

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

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

   ADA and 508 Compliance Requirements:

   a. Videos are accurately captioned.
   b. Audio files are transcribed.
   c. Objects (including images, tables, and charts) have alternative text.
   d. Course materials are "readable" in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
   e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
   f. Documents are created in such a way that screen reading software can "read" them. (i.e. styles are used; column header rows in tables are specified, etc.)

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

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

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

   Recommended:

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

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

Required:

II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.

III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.

IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in AP 4105:

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

TAFTCOLLEGE

Distance Learning and Education Committee Comments:

Date forwarded to the Curriculum Committee: 05/14/2025 (JL)

Curriculum Committee Comments:

Course Approved or Disapproved

TAFTCOLLEGE

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: CTRP 632 (formerly CTRP 1132)

Course Title: 100 WPM Machine Shorthand Speed Building Literary and Jury Charge

Submitted by: L. McDonnell

Date of First Submission: 3-26-25

Date of Resubmission:

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

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

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

   ☒ No

   ☐ Other (please explain):

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

   ☒ Online (synchronous)

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

   ☐ Offline (exclusively for incarcerated students)

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

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

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

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

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

   *** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.
   - ☐ Educational materials
   - ☐ Field trips
   - ☐ Labs
   - ☐ Models
   - ☐ Presentations
   - ☐ Requirements to attend a live performance
   - ☐ Requirements to present in front of live audience
   - ☒ Other: Court observation will take place at your local courthouse, with documentation provided by the instructor

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

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

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

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

   ADA and 508 Compliance Requirements:
   a. Videos are accurately captioned.
   b. Audio files are transcribed.
   c. Objects (including images, tables, and charts) have alternative text.
   d. Course materials are "readable" in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
   e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
   f. Documents are created in such a way that screen reading software can "read" them. (i.e. styles are used; column header rows in tables are specified, etc.)

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

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

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

   Recommended:

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

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

Required:

II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.

III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.

IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in AP 4105:

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

TAFTCOLLEGE

Distance Learning and Education Committee Comments:

Date forwarded to the Curriculum Committee: 05/14/2025 (JL)

Curriculum Committee Comments:

Course Approved or Disapproved

TAFTCOLLEGE

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: CTRP 633 (formerly CTRP 1133)

Course Title: 140 WPM Machine Shorthand Speed Building Literary and Jury Charge

Submitted by: L. McDonnell

Date of First Submission: 3-26-25

Date of Resubmission:

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

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

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

   ☒ No

   ☐ Other (please explain):

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

   ☒ Online (synchronous)

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

   ☐ Offline (exclusively for incarcerated students)

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

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

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

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

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

   *** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.
   - ☐ Educational materials
   - ☐ Field trips
   - ☐ Labs
   - ☐ Models
   - ☐ Presentations
   - ☐ Requirements to attend a live performance
   - ☐ Requirements to present in front of live audience
   - ☒ Other: Court observation will take place at your local courthouse, with documentation provided by the instructor

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

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

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

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

   ADA and 508 Compliance Requirements:
   a. Videos are accurately captioned.
   b. Audio files are transcribed.
   c. Objects (including images, tables, and charts) have alternative text.
   d. Course materials are "readable" in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
   e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
   f. Documents are created in such a way that screen reading software can "read" them. (i.e. styles are used; column header rows in tables are specified, etc.)

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

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

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

   Recommended:

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

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

Required:

II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.

III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.

IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in AP 4105:

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

TAFTCOLLEGE

Distance Learning and Education Committee Comments:

Date forwarded to the Curriculum Committee: 05/14/2025 (JL)

Curriculum Committee Comments:

Course Approved or Disapproved

TAFTCOLLEGE

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: CTRP 634 (formerly CTRP 1134)

Course Title: 180 WPM Machine Shorthand Speed Building Literary and Jury Charge

Submitted by: L. McDonnell

Date of First Submission: 3-27-25

Date of Resubmission:

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

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

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

   ☒ No

   ☐ Other (please explain):

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

   ☒ Online (synchronous)

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

   ☐ Offline (exclusively for incarcerated students)

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

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

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

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

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

   *** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.
   - ☐ Educational materials
   - ☐ Field trips
   - ☐ Labs
   - ☐ Models
   - ☐ Presentations
   - ☐ Requirements to attend a live performance
   - ☐ Requirements to present in front of live audience
   - ☒ Other: Court observation will take place at your local courthouse, with documentation provided by the instructor

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

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

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

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

   ADA and 508 Compliance Requirements:
   a. Videos are accurately captioned.
   b. Audio files are transcribed.
   c. Objects (including images, tables, and charts) have alternative text.
   d. Course materials are "readable" in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
   e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
   f. Documents are created in such a way that screen reading software can "read" them. (i.e. styles are used; column header rows in tables are specified, etc.)

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

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

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

   Recommended:

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

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

Required:

II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.

III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.

IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in AP 4105:

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

TAFTCOLLEGE

Distance Learning and Education Committee Comments:

Date forwarded to the Curriculum Committee: 05/14/2025 (JL)

Curriculum Committee Comments:

Course Approved or Disapproved

TAFTCOLLEGE

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: CTRP 641 (formerly CTRP 1141)

Course Title: 60 WPM Machine Shorthand Speed Building – 2-Voice

Submitted by: L. McDonnell

Date of First Submission: 3-27-25

Date of Resubmission:

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

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

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

   ☒ No

   ☐ Other (please explain):

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

   ☒ Online (synchronous)

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

   ☐ Offline (exclusively for incarcerated students)

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

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

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

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

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

   *** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.
   - ☐ Educational materials
   - ☐ Field trips
   - ☐ Labs
   - ☐ Models
   - ☐ Presentations
   - ☐ Requirements to attend a live performance
   - ☐ Requirements to present in front of live audience
   - ☒ Other: Court observation will take place at your local courthouse, with documentation provided by the instructor

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

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

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

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

   ADA and 508 Compliance Requirements:
   a. Videos are accurately captioned.
   b. Audio files are transcribed.
   c. Objects (including images, tables, and charts) have alternative text.
   d. Course materials are "readable" in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
   e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
   f. Documents are created in such a way that screen reading software can "read" them. (i.e. styles are used; column header rows in tables are specified, etc.)

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

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

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

   Recommended:

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

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

Required:

II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.

III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.

IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in AP 4105:

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

TAFTCOLLEGE

Distance Learning and Education Committee Comments:

Date forwarded to the Curriculum Committee: 05/14/2025 (JL)

Curriculum Committee Comments:

Course Approved or Disapproved

TAFTCOLLEGE

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: CTRP 652 (formerly CTRP 1152)

Course Title: 120 WPM Machine Shorthand Speed Building - Literary and Jury Charge

Submitted by: L. McDonnell

Date of First Submission: 4-10-25

Date of Resubmission:

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

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

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

   ☒ No

   ☐ Other (please explain):

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

   ☒ Online (synchronous)

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

   ☐ Offline (exclusively for incarcerated students)

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

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

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

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

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

   *** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.
   - ☐ Educational materials
   - ☐ Field trips
   - ☐ Labs
   - ☐ Models
   - ☐ Presentations
   - ☐ Requirements to attend a live performance
   - ☐ Requirements to present in front of live audience
   - ☒ Other: Court observation will take place at your local courthouse, with documentation provided by the instructor

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

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

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

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

   ADA and 508 Compliance Requirements:
   a. Videos are accurately captioned.
   b. Audio files are transcribed.
   c. Objects (including images, tables, and charts) have alternative text.
   d. Course materials are "readable" in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
   e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
   f. Documents are created in such a way that screen reading software can "read" them. (i.e. styles are used; column header rows in tables are specified, etc.)

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

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

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

   Recommended:

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

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

Required:

II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.

III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.

IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in AP 4105:

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

TAFTCOLLEGE

Distance Learning and Education Committee Comments:

Date forwarded to the Curriculum Committee: 05/14/2025 (JL)

Curriculum Committee Comments:

Course Approved or Disapproved

TAFTCOLLEGE

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: CTRP 653 (formerly CTRP 1153)

Course Title: 160 WPM Machine Shorthand Speed Building - Literary and Jury Charge

Submitted by: L. McDonnell

Date of First Submission: 4-10-25

Date of Resubmission:

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

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

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

   ☒ No

   ☐ Other (please explain):

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

   ☒ Online (synchronous)

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

   ☐ Offline (exclusively for incarcerated students)

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

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

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

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

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

   *** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.
   - ☐ Educational materials
   - ☐ Field trips
   - ☐ Labs
   - ☐ Models
   - ☐ Presentations
   - ☐ Requirements to attend a live performance
   - ☐ Requirements to present in front of live audience
   - ☒ Other: Court observation will take place at your local courthouse, with documentation provided by the instructor

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

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

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

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

   ADA and 508 Compliance Requirements:
   a. Videos are accurately captioned.
   b. Audio files are transcribed.
   c. Objects (including images, tables, and charts) have alternative text.
   d. Course materials are "readable" in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
   e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
   f. Documents are created in such a way that screen reading software can "read" them. (i.e. styles are used; column header rows in tables are specified, etc.)

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

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

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

   Recommended:

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

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

Required:

II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.

III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.

IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in AP 4105:

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

TAFTCOLLEGE

Distance Learning and Education Committee Comments:

Date forwarded to the Curriculum Committee: 05/14/2025 (JL)

Curriculum Committee Comments:

Course Approved or Disapproved

TAFTCOLLEGE

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: CTRP 654 (formerly CTRP 1154)

Course Title: 200 WPM Machine Shorthand Speed Building - Literary and Jury Charge

Submitted by: L. McDonnell

Date of First Submission: 4-10-25

Date of Resubmission:

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

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

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

   ☒ No

   ☐ Other (please explain):

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

   ☒ Online (synchronous)

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

   ☐ Offline (exclusively for incarcerated students)

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

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

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

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

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

   *** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.
   - ☐ Educational materials
   - ☐ Field trips
   - ☐ Labs
   - ☐ Models
   - ☐ Presentations
   - ☐ Requirements to attend a live performance
   - ☐ Requirements to present in front of live audience
   - ☒ Other: Court observation will take place at your local courthouse, with documentation provided by the instructor

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

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

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

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

   ADA and 508 Compliance Requirements:
   a. Videos are accurately captioned.
   b. Audio files are transcribed.
   c. Objects (including images, tables, and charts) have alternative text.
   d. Course materials are "readable" in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
   e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
   f. Documents are created in such a way that screen reading software can "read" them. (i.e. styles are used; column header rows in tables are specified, etc.)

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

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

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

   Recommended:

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

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

Required:

II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.

III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.

IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in AP 4105:

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

TAFTCOLLEGE

Distance Learning and Education Committee Comments:

Date forwarded to the Curriculum Committee: 05/14/2025 (JL)

Curriculum Committee Comments:

Course Approved or Disapproved

TAFTCOLLEGE

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: CTRP 661 (formerly CTRP 1161)

Course Title: 80 WPM Machine Shorthand Speed Building 2-Voice

Submitted by: L. McDonnell

Date of First Submission: 4-14-25

Date of Resubmission:

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

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

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

   ☒ No

   ☐ Other (please explain):

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

   ☒ Online (synchronous)

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

   ☐ Offline (exclusively for incarcerated students)

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

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

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

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

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

   *** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.
   - ☐ Educational materials
   - ☐ Field trips
   - ☐ Labs
   - ☐ Models
   - ☐ Presentations
   - ☐ Requirements to attend a live performance
   - ☐ Requirements to present in front of live audience
   - ☒ Other: Court observation will take place at your local courthouse, with documentation provided by the instructor

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

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

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

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

   ADA and 508 Compliance Requirements:
   a. Videos are accurately captioned.
   b. Audio files are transcribed.
   c. Objects (including images, tables, and charts) have alternative text.
   d. Course materials are "readable" in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
   e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
   f. Documents are created in such a way that screen reading software can "read" them. (i.e. styles are used; column header rows in tables are specified, etc.)

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

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

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

   Recommended:

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

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

Required:

II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.

III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.

IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in AP 4105:

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

TAFTCOLLEGE

Distance Learning and Education Committee Comments:

Date forwarded to the Curriculum Committee: 05/14/2025 (JL)

Curriculum Committee Comments:

Course Approved or Disapproved

TAFTCOLLEGE

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: CTRP 662 (formerly CTRP 1162)

Course Title: 120 WPM Machine Shorthand Speed Building 2-Voice

Submitted by: L. McDonnell

Date of First Submission: 4-14-25

Date of Resubmission:

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

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

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

   ☒ No

   ☐ Other (please explain):

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

   ☒ Online (synchronous)

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

   ☐ Offline (exclusively for incarcerated students)

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

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

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

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

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

   *** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.
   - ☐ Educational materials
   - ☐ Field trips
   - ☐ Labs
   - ☐ Models
   - ☐ Presentations
   - ☐ Requirements to attend a live performance
   - ☐ Requirements to present in front of live audience
   - ☒ Other: Court observation will take place at your local courthouse, with documentation provided by the instructor

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

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

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

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

   ADA and 508 Compliance Requirements:
   a. Videos are accurately captioned.
   b. Audio files are transcribed.
   c. Objects (including images, tables, and charts) have alternative text.
   d. Course materials are "readable" in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
   e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
   f. Documents are created in such a way that screen reading software can "read" them. (i.e. styles are used; column header rows in tables are specified, etc.)

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

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

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

   Recommended:

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

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

Required:

II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.

III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.

IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in AP 4105:

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

TAFTCOLLEGE

Distance Learning and Education Committee Comments:

Date forwarded to the Curriculum Committee: 05/14/2025 (JL)

Curriculum Committee Comments:

Course Approved or Disapproved

TAFTCOLLEGE

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: CTRP 663 (formerly CTRP 1163)

Course Title: 160 WPM Machine Shorthand Speed Building 4-Voice

Submitted by: L. McDonnell

Date of First Submission: 4-14-25

Date of Resubmission:

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

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

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

   ☒ No

   ☐ Other (please explain):

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

   ☒ Online (synchronous)

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

   ☐ Offline (exclusively for incarcerated students)

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

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

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

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

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

   *** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.
   - ☐ Educational materials
   - ☐ Field trips
   - ☐ Labs
   - ☐ Models
   - ☐ Presentations
   - ☐ Requirements to attend a live performance
   - ☐ Requirements to present in front of live audience
   - ☒ Other: Court observation will take place at your local courthouse, with documentation provided by the instructor

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

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

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

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

   ADA and 508 Compliance Requirements:
   a. Videos are accurately captioned.
   b. Audio files are transcribed.
   c. Objects (including images, tables, and charts) have alternative text.
   d. Course materials are "readable" in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
   e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
   f. Documents are created in such a way that screen reading software can "read" them. (i.e. styles are used; column header rows in tables are specified, etc.)

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

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

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

   Recommended:

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

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

Required:

II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.

III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.

IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in AP 4105:

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

TAFTCOLLEGE

Distance Learning and Education Committee Comments:

Date forwarded to the Curriculum Committee: 05/14/2025 (JL)

Curriculum Committee Comments:

Course Approved or Disapproved

TAFTCOLLEGE

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: CTRP 664 (formerly CTRP 1164)

Course Title: 200 WPM Machine Shorthand Speed Building 4-Voice

Submitted by: L. McDonnell

Date of First Submission: 4-14-25

Date of Resubmission:

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

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

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

   ☒ No

   ☐ Other (please explain):

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

   ☒ Online (synchronous)

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

   ☐ Offline (exclusively for incarcerated students)

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

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

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

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

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

   *** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.
   - ☐ Educational materials
   - ☐ Field trips
   - ☐ Labs
   - ☐ Models
   - ☐ Presentations
   - ☐ Requirements to attend a live performance
   - ☐ Requirements to present in front of live audience
   - ☒ Other: Court observation will take place at your local courthouse, with documentation provided by the instructor

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

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

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

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

   ADA and 508 Compliance Requirements:
   a. Videos are accurately captioned.
   b. Audio files are transcribed.
   c. Objects (including images, tables, and charts) have alternative text.
   d. Course materials are "readable" in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
   e. Hyperlink text has meaningful language. It is important that each link has meaningful text describing the purpose of the link without relying on the surrounding text.
   f. Documents are created in such a way that screen reading software can "read" them. (i.e. styles are used; column header rows in tables are specified, etc.)

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

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

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

   Recommended:

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

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

Required:

II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.

III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.

IV. Regarding the type of contact that will exist in all Taft College distance learning courses, instructors will use three or more of the following methods to maintain contact with students outlined in AP 4105:

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

TAFTCOLLEGE

Distance Learning and Education Committee Comments:

Date forwarded to the Curriculum Committee: 05/14/2025 (JL)

Curriculum Committee Comments:

Course Approved or Disapproved

TAFTCOLLEGE

Taft College Distance Learning Approval Form

Addendum to the Course Outline of Record

Course #: CTRP 760 (formerly CTRP 1260)

Course Title: Machine Shorthand Speed Building – Dictation/Transcription

Submitted by: L. McDonnell

Date of First Submission: 4-14-25

Date of Resubmission:

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

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

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

   ☒ No

   ☐ Other (please explain):

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

   ☒ Online (synchronous)

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

   ☐ Offline (exclusively for incarcerated students)

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

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

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

   ☒ This course will push the percentage of Distance Learning courses offered in the program over 50%
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   - ☒ A Substantive Change has not yet been submitted to ACCJC.

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

   *** If the COR for this course mentions any of the following items, please check the box below and describe how these challenges will be addressed online.
   - ☐ Educational materials
   - ☐ Field trips
   - ☐ Labs
   - ☐ Models
   - ☐ Presentations
   - ☐ Requirements to attend a live performance
   - ☐ Requirements to present in front of live audience
   - ☒ Other: Court observation will take place at your local courthouse, with documentation provided by the instructor

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

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

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

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

   ADA and 508 Compliance Requirements:
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   d. Course materials are "readable" in terms of font, color contrast, and spacing. Color is not the only method used to convey meaning.
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   f. Documents are created in such a way that screen reading software can "read" them. (i.e. styles are used; column header rows in tables are specified, etc.)

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

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

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   Recommended:

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

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

Required:

II. Regular effective contact will be maintained over the course of a week and should occur as often as is appropriate for the course. A response time of 24-48 hours, Monday through Friday is desirable but may vary based on course requirements and extenuating circumstances.

III. Frequent and substantive feedback is provided throughout the course. A statement describing the frequency and timeliness of instructor feedback will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester.

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c. Threaded discussion boards	i. Podcasts	o. Interactive mobile technologies
d. Email contact (within or outside the CMS)	j. Instructor-prepared e-lectures or publisher-created e-lectures or materials	p. Videoconferencing
e. Participation in online group collaboration projects	k. Virtual Office hours	q. Live orientation or review sessions
f. Face-to-face informal meetings	l. Screencasts	r. Others as appropriate

TAFTCOLLEGE

Distance Learning and Education Committee Comments:

Date forwarded to the Curriculum Committee: 05/14/2025 (JL)

Curriculum Committee Comments:

Course Approved or Disapproved

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 21, 2025

Submitted by: Jaime Lopez, Dean of Instruction

Area Administrator: Greg Bormann, Interim Vice President of Instruction

Subject: Request for Approval

Board Meeting Date:
June 11, 2025

Title of Board Item:
Taft Union High School District And West Kern Community College District
College And Career Access Pathways 2024-2027 Partnership Agreement Amendment 1

Background:
The purpose of this amendment is to update the list of courses in the College and Careers Access Pathways (CCAP) Memorandum of Understanding (MOU) with Taft Union High School District established on June 12, 2024, effective July 1, 2024- June 30, 2027. The amendment seeks to update the agreement to include courses previously offered and align listed courses with common course numbering.

Board Goal/Accreditation Standard:
SAP 5

Terms (if applicable):
July 1, 2025- June 30, 2027

Expense (if applicable):
N/A

Fiscal Impact Including Source of Funds (if applicable):

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

TAFT UNION HIGH SCHOOL DISTRICT AND

WEST KERN COMMUNITY COLLEGE DISTRICT

COLLEGE AND CAREER ACCESS PATHWAYS

2024-2027

PARTNERSHIP AGREEMENT

AMENDMENT 1

Effective July 1, 2024, the West Kern Community College District on behalf of Taft College (hereinafter referred to as "WKCCD") and Taft Union High School District on behalf of Taft Union High School (hereinafter referred to as "TUHSD"), entered into a College and Career Access Pathways Partnership Agreement (hereinafter referred to as "Agreement").

WHEARAS, the parties now wish to amend the Agreement effective July 1, 2025, to update Appendix B, Educational Programs and Courses.

THEREFORE, the parties hereby amend the Agreement as follows:

1. Amendment to Appendix B of the Agreement (Page 19-20). The Agreement is hereby amended by:
    a. replacing ART 1500 with MUSC 1510
    b. adding SPAN 1601
    c. adding STAT C1000
    d. adding PSYC C1000
    e. updating the following Taft College courses listed in the program to align with Common Course Numbering:
        i. COMM 1511 to COMM C1000
        ii. ENGL 1501 to ENGL C1000E
        iii. POSC 1501 to POLS C1000

All other terms of the Agreement shall remain unchanged and in effect.

THE PARTIES HEREBY EXECUTE THIS AMENDED AGREEMENT.

WEST KERN COMMUNITY COLLEGE DISTRICT	**TAFT UNION HIGH SCHOOL DISTRICT**
_____	_____
Dr. Leslie Minor Interim Superintendent/President	Dr. Jason Hodgson Superintendent
Date: _____	Date: _____

APPENDIX B

1. EDUCATIONAL PROGRAM AND COURSES

IGETC Certificate of Achievement				
Course Name	**Credits**	**Term**	**Location**	**Time**
COMM C1000	3	SPRING	TUHS	TBD
ENGL C1000E	4	FALL	TUHS	TBD
ENGL 1600	4	SPRING	TUHS	TBD
MATH 1540	4	FALL	TUHS	TBD
MATH 2100	5	SPRING	TUHS	TBD
MUSC 1510	3	SPRING	TUHS	TBD
HIST 2231	3	FALL	TUHS	TBD
HIST 2232	3	SPRING	TUHS	TBD
POLS C1000	3	FALL	TUHS	TBD
PSYC C1000	3	FALL	TUHS	TBD
BIOL 1510	4	SPRING	TUHS	TBD
ESCI 1520	4	SPRING	TUHS	TBD
SPAN 1601	4	FALL	TUHS	TBD
SPAN 1602	4	SPRING	TUHS	TBD
STAT C1000	5	SPRING	TUHS	TBD
ETHN 1510	3	SPRING	TUHS	TBD

2. PROJECTED SECTIONS AND ENROLLMENTS

Course Name	**Projected Sections**	**Credits**	**Projected Enrollments per Section**	**Projected FTE's**
COMM C1000	2	3	25	12.5
ENGL C1000E	2	4	25	16.7
ENGL 1600	2	4	25	16.7
MATH 1540	1	4	20	6.7
MATH 2100	1	5	20	8.3
MUSC 1510	2	3	25	12.5
HIST 2231	2	3	25	12.5
HIST 2232	2	3	25	12.5
POLS C1000	2	3	25	12.5
PSYC C1000	1	3	25	6.25
BIOL 1510	1	4	20	6.7
ESCI 1520	1	4	20	6.7
SPAN 1601	2	4	25	16.7
SPAN 1602	2	4	25	16.7
STAT C1000	1	5	20	8.3
ETHN 1510	2	3	25	12.5
TOTAL ENROLLMENTS PER AY			**625**	**184.75**

3. PROJECTED INSTRUCTIONAL MATERIALS REQUIRED

Course Name	Course Material	Quantity
COMM C1000	POCKET GUIDE TO PUBLIC SPEAKING (ISBN: 9781319247607)	50
ENGL C1000E	OER: https://open.lib.umn.edu/writingforsuccess/	N/A
ENGL 1600	OER: https://ung.edu/university-press/books/writing-and-literature-composition-as-inquiry-learning-thinking-communication.php	N/A
MATH 1540	PRECALCULUS-MYLAB ACCESS (**ISBN:** 9780136679424)	20
MATH 2100	CALCULUS ACCESS CODE (ISBN: 9780135243435)	20
MUSC 1510	OER	N/A
HIST 2231	OER: US HISTORY (ISBN: 9781506698151)	N/A
HIST 2232	OER: US HISTORY (ISBN: 9781506698151)	N/A
POLS C1000	OER: AMERICAN GOVERNMENT (ISBN: 9781711493954)	N/A
PSYC C1000	OER: https://openstax.org/details/books/psychology	N/A
BIOL 1510	THE LIVING WORLD (ISBN: 9781260494983)	20
ESCI 1520	TBD	20
SPAN 1601	OER	N/A
SPAN 1602	OER	N/A
STAT C1000	INTRODUCTORY STATISTICS (OER)	N/A
ETHN 1510	RACE+RACISMS (ISBN: 9780197533215)	50

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 21, 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: June 11, 2025

Title of Board Item:

Minor Site Rotation Agreement with Omni Family Health Care

Background:

This Minor Site Rotation Agreement with the Omni Family Health Care provides the benefit of educational opportunities and clinical experiences for Taft College's Dental Hygiene students. This agreement provides certain clinical education opportunities at no cost to Taft college students.

Board Goal/Accreditation Standard:
SAP 4 & 6

Terms (if applicable):
July 1, 2025 for a period of three (3) years.

Expense (if applicable):
N/A

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

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

OMNI FAMILY HEALTH CARE

AND

WEST KERN COMMUNITY COLLEGE DISTRICT

MINOR SITE ROTATIONAL AGREEMENT

THIS MINOR SITE ROTATIONAL AGREEMENT ("Agreement") is made and entered into the 1st day of July 2025 ("Effective Date"), by and between **Omni Family Health Care**, and **Taft College** (aka West Kern Community College District), Dental Hygiene Program, an accredited institution.

RECITALS:

A. Taft College desires to provide its students who are currently participating in Dental Hygiene courses with the benefit of educational opportunities and facilities for clinical experience.

B. Taft College wishes to provide such experience for its students by requesting that Omni Family Health Care provide students with clinical experience by means of placement with Omni Family Health Care for purposes of clinical rotation.

C. Omni Family Health Care has agreed to contribute to Taft College by providing certain clinical education opportunities for experience for students at Taft College, at no cost to Taft College or the students.

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises hereinafter to set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Engagement. Taft College hereby engages an Omni dental facility, and Omni Family Health Care accepts such engagement pursuant to the terms and provisions of this Agreement, to provide Taft College students with certain clinical education opportunities by providing clinical patient experiences.

2. Parties Responsibilities.

2.1 Omni Family Health Care shall:

2.1.1 provide clinical patient opportunities at no cost to Taft College or students.

2.1.2 make available certain Omni Family Health Care facilities for the Dental Hygiene students.

2.1.3 permit the students to observe and participate in the provision of certain clinic experiences provided by Omni Family Health Care at their sole discretion.

2.2 Taft College shall:

2.2.1 after consultation with Omni, plan, coordinate and implement the Dental Hygiene courses providing for the assignment of students to an Omni dental facility. Taft College shall include a student orientation, which shall be a mandatory prerequisite for each student before such a student is placed with an Omni facility. Such orientation may

consist of instruction regarding specific Omni Family Health Care protocols, policies, and procedures as mutually agreed upon by the parties.

2.2.2 after consultation with Omni Family Health Care, select suitable clinical experience opportunities and situations in patient care to be experienced by the students to help the student to meet the objectives of Taft College's prescribed educational curriculum in the Dental Hygiene course.

2.2.3 perform all administrative and screening functions relating to Taft College, including, without limitation: verification that all students meet all state eligibility requirements; confirmation of the students' credentials and background, including a full criminal background record check; admission of the students; scheduling of the course and teaching the course; and maintenance of attendance and achievement records.

2.2.4 as soon as such information is available to Taft College, notify Omni Family Health Care, in writing, of the planning schedule of the student assignments to the Omni dental facility, specifically the number of students to be placed with the Omni dental facility, and the dates of such placement. The schedule, student assignments and number of students will be subject to written approval by the Omni dental facility, such approval to be at the sole discretion of the Omni dental facility.

2.2.5 keep Omni Family Health Care informed of changes in Taft College policy, the students' eligibility, participation and/or any other information related to the course.

2.2.6 provide adequate supervision of students placed with the Omni dental facility. Omni Family Health Care shall have the right, exercisable in its sole discretion, to refuse all or any number of scheduled assignments, if, in Omni Family Health Care's sole discretion, if Omni Family Health Care determines that the supervision of any scheduled assignment is not adequate.

2.2.7 instruct students regarding the need for confidentiality of all patient information and records in accordance with all applicable law, including but not limited to the Health Insurance Portability and Accountability Act of 1996, as codified as 42 U.S.C. § 1320d through d-8 ("HIPAA"), and the regulations promulgated thereunder, including without limitation the federal privacy regulations as contained in 45 CFR Part 164 (the "Federal Privacy Standards") and the federal security regulations as contained in 45 CFR Part 142 (the "Federal Security Standards"), all as amended. In the event a student discusses Protected Health Information in a Taft College course, Taft College shall comply with the requirements of a Business Associate as outlined in Exhibit 8. Upon request, Taft College shall provide Omni Family Health Care with a copy of all related training materials.

2.2.8 instruct students that they must comply with all policies and procedures of Omni Family Health Care while participating in activities of the Dental Hygiene course.

2.2.9 provide Omni Family Health Care with documentation indicating that students have:

(i) completed training in all applicable Occupational Safety and Health Administration (OSHA) Regulations, or state program, whichever is applicable.
(ii) been immunized against Hepatitis B or have signed the OSHA declination.

(iii) received an annual Tuberculosis skin test, chest X-ray or other appropriate health test or survey.
(iv) been immunized against Measles and Rubella.
(v) complied with all applicable Law requirements to the students' eligibility and participation in the Dental Hygiene course.
(vi) provided sufficient training on HIPAA regarding patient confidentiality requirements and/or Protected Health Information.

Taft College shall ensure that prior to any student beginning participation in clinical educational opportunities with Omni Family Health Care that all the above requirements have been completed or satisfied. Taft College shall be solely responsible for obtaining, maintaining, and ensuring such requirements and their verification of such documentation for each student is completed.

2.2.10 ensure, in as much as reasonably possible, that students are free of communicable diseases by requiring each student to undergo health screenings prior to placement with RA. Taft College shall ensure that prior to any student beginning participation in clinical training activities with Omni Family Health Care that all the above requirements have been completed or satisfied. Taft College shall be solely responsible for obtaining, maintaining, and ensuring this requirement and their verification for each student is completed.

2.2.11 subject to the anti-discrimination provisions of Paragraph 13 of this Agreement, upon Omni Family Health Care's oral ·or written request, which may be made in its sole discretion, Taft College shall immediately remove any student from assignment with an Omni dental facility.

3. Term and Termination. The term of this Agreement shall be for a period of three (3) years commencing upon the Effective Date ("Initial Term"). Renewal of this agreement will require an addendum or new agreement. Notwithstanding the above, this Agreement may be terminated by either party upon thirty (30) days written notice to the other. Notwithstanding anything to the contrary in this Agreement, in the event the performance by either party hereto of any term, covenant, condition or provision of this Agreement should jeopardize the accreditation, certification or licensure of Omni as a primary health center or federally qualified health center, its participation in Medicare, Medi-Cal, or other reimbursement or payment programs or if for any other reason said performance shall be in violation of any statute, by any recognized body, agency, or association in the fields of Specialty identified, either party may immediately terminate this Agreement with or without cause in sixty (60) days.

4. No Financial Consideration. Aside from the provisions expressly stated herein, neither party shall have any monetary obligation to the other, to Dental Hygiene students or to instructors.

5. Exclusion of Certain Damages. In no event shall either party, its affiliates or any of their respective directors, officers, members, shareholders, employees, agents, or subcontractors be liable to the other and/or to the students for lost profits, special, consequential, incidental, or punitive damages, regardless of the basis of the claim, whether in contract, tort, strict liability, negligence or other legal or equitable theory, whether or not the party has been advised of the Omni Family Health Care and West Kern Community College District Minor Site Rotational Agreement possibility of such damages.

6. Indemnification. Taft College and Omni Family Health Care agree to mutual indemnification. Each party, its respective officers, directors, affiliates, employees and students ("Indemnitor") shall

indemnify, hold harmless and defend the other party, its respective officers, directors, affiliates, employees and students ("Indemnitee") for, from and against all costs, claims, losses, liabilities, penalties, fines, citations, expenses, forfeitures or other damages , including but not limited to settlements, defense costs, judgments, court costs, expert(s) fees and reasonable fees of attorneys, incident to, and which it may incur, become responsible for, or pay out as a result of death or bodily injury to any person, and destruction or damage to any property, contamination of or adverse effects on the environment, or any violation of applicable law, to the extent that such damage was caused by, in whole or in part, incident to or arose out of this Agreement and the Indemnitor's:

(i) breach of this Agreement,
(ii) its negligent or willful act(s) or omission(s), or
(iii) its violation of any applicable law, or
(iv) any employment, workers' compensation, or other related claim by indemnitor's employees, agents, or subcontractors.

Nothing in this section shall limit any right to contribution or other allocation of fault between the parties as determined by a court of competent jurisdiction and as permitted by applicable law.

7. Duty/Failure to Defend. Omni Family Health Care and Taft College shall have equal duty to defend against any claim made, or suit brought or proceeding instituted against Omni Family Health Care or Taft College arising out of this Agreement.

8. Dispute Resolution: Any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this agreement to arbitrate, shall be determined by arbitration in Kern County before one arbitrator. The arbitration shall be administered by JAMS pursuant to its Comprehensive Arbitration Rules and Procedures and in accordance with the Expedited Procedures in those Rules. Judgment on the Award may be entered in any court having jurisdiction. This clause shall not preclude parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction. Taft College and Omni Family Health Care have equal arbitration rights.

9. Insurance. Taft College shall maintain at all applicable times, at its own expense, comprehensive general liability, and professional liability insurance in amounts equal to at least $1,000,000 per occurrence and an umbrella equal to at least $5,000,000 annual in the aggregate. At least ten (10) days prior to the first student placement and the commencement of the Omni Family Health Care clinical experience activities, Taft College shall furnish to Omni Family Health Care satisfactory evidence such insurance in the form of an insurance certificate from the insurance carriers (or risk management office if issued by a governmental unit) evidencing such coverage, naming Omni Family Health Care an additional insured on its policy, and stating that the insurance carriers/risk management office will not cancel the policies or change insurance limits or fail to renew the policies without giving Omni Family Health Care at least thirty (30) days advance written notice. Such insurance shall be considered the primary insurance policy covering any act or omission occurring in the performance of this Agreement.

10. Representations and Warranties.

10.1 Each party represents and warrants to the other that:

(i) it has the right to enter into this Agreement.
(ii) to grant the rights granted in this Agreement and to perform fully all the services and obligations contemplated by this Agreement.
(iii) the person entering into this Agreement is authorized to sign this Agreement on behalf of the party.

(iv) the parties have reviewed this Agreement with legal counsel to the party's satisfaction or voluntarily waived their right to do so.

10.2 Taft College warrants that:

(i) all information, documentation and verifications supplied to, and all representations made to Omni Family Health Care shall be true, accurate and complete and in the event such information, documentation, verifications, or representation(s) made herein become inaccurate or incomplete, Taft College will promptly notify Omni Family Health Care in writing of such occurrence.

(ii) it shall perform all its obligations under this Agreement incompliance with all applicable law.

(iii) the students' placed with Omni Family Health Care meet all state eligibility requirements including all credential, background, and criminal record admission criteria.

11. Independent Contractor. Nothing in this Agreement shall be construed as creating anything other than an independent contractor relationship among Taft College, students, faculty, other employees and agents of Taft College and Omni Family Health Care (and any of their employees, contractors, or affiliate entities), nor shall anything be construed as creating an employment relationship, agency, partnership, or joint venture among the parties. Neither among Taft College, its students, faculty, other employees, and agents of Taft College nor Omni Family Health Care shall have any obligation, responsibility, or authority to act on behalf of or in the nature of the other, or to bind the other in any manner whatsoever, or to control or direct the methods by which either party performs its responsibilities.

12. Confidential Information. In addition to Protected Health Information as defined by HIPAA, during the course of performing this agreement, each party may from time to time receive confidential information about the other including but not limited to information about the party's customers, patients, practices, procedures, strategies, organization, financial and other related information. Neither party shall use or disclose any such confidential information for any purpose other than the limited purpose of performing its obligations under this Agreement, without the prior express written permission of the supplying party. An Omni dental facility's copyrighted materials, confidential information and procedures shall be and remain the sole property of An Omni dental facility. Subject to Taft College's duty to comply with California's Public Records Act, if a party is served with a subpoena or other legal process concerning confidential information of the other party, that party shall immediately (not more than 48 hours after the receipt) notify the supplying party and shall cooperate with it in any lawful effort to contest the legal validity of such process the supplying party may wish to pursue. Omni Family Health Care may, from time to time, gain incidental access to confidential information and records including student record information as defined by 20 USC section 1232g. The parties agree that such incidental access is not a provision or conveyance or disclosure to Omni Family Health Care of student record information in violation of section 1232(g) or of any similar state law. Omni Family Health Care agrees that if in the performance of its duties it does obtain such access it shall refrain from any removal, use or disclosure to any third person of such information and records and shall take all necessary affirmative steps to maintain the confidentiality, and avoid such removal, use or disclosure, whether intentional or inadvertent, of such records and information.

13. Anti-Discrimination. In connection with its activities hereunder, neither party shall violate those federal and State laws which prohibit discrimination, harassment and retaliation based upon race, nationality, ethnicity, gender, sexual orientation, disability, or any other protected classification. Each party shall hold harmless, indemnify, and defend the other against any claim or suit alleging that the

indemnitor has unlawfully discriminated or harassed or retaliated against the claimant in violation of federal or State anti-discrimination laws.

14. Notices. Any notice required or permitted to be given pursuant to any provisions of this Agreement shall be given in writing, and deposited with the United States Postal Service, postage pre-paid, registered, or certified mail, return receipt requested, or by a nationally recognized overnight courier service, addressed as follows:

To Omni Family Health Care:
Omni Family Health Care
Attn: Jenee Newman
4900 California Avenue, Suite 400B
Bakersfield, CA, CA 93309

To Taft College:
Taft College
Greg Bormann, Interim VP of Instruction
29 Cougar Court
Taft, CA 93268

West Kern Community College District
Leslie Minor, Interim Superintendent/President
29 Cougar Court
Taft, CA 93268

Either party may change the listed addresses with proper written notification.

15. Force Majeure. Either party shall be excused for failures and delays in performance of its respective obligations under this Agreement due to any cause beyond its control and without fault, including without limitation, any act of God, war, riot or insurrection, law or regulation, strike, flood, fire, terrorism, explosion, or inability due to any of the aforementioned causes to obtain labor, materials, roadways, or facilities. Nevertheless, each party shall use its best efforts to avoid or remove such causes and to continue performance whenever such causes are removed and shall notify the other party of the problem.

16. Legal Fees. In the event either party brings any action for any relief, declaratory or otherwise, arising out of this Agreement, or on account of any breach or default hereof, the prevailing party shall be entitled to receive from the other party reasonable attorneys' fees, costs, and expenses.

17. Publicity & IP Provision. Taft College shall not use any trademarks, service marks, visual product representations, trade names, logos or other commercial or product designations of Omni Family Health Care or disclose without Omni Family Health Care's express prior written consent. Taft College shall not identify or make reference to Omni Family Health Care in any communication, advertising, or other promotional modality regardless of its form without explicit prior written consent from Omni Family Health Care.

18. Assignment. Neither party may assign its rights or obligations under this Agreement to a third party without the prior written consent of the other party, which shall not be unreasonably withheld, and any attempted assignment without such consent shall be null and void. Notwithstanding the above, with reasonable notice to Taft College, Omni Family Health Care may assign or subcontract its obligations

under this Agreement. This Agreement shall be binding upon and for the sole benefit of the parties hereto and their respective successors and permitted assigns.

19. Amendments. Any amendments to this Agreement shall be effective only if in writing and signed by authorized representatives of both parties.

20. Severability. If any portion or portions of this Agreement shall be for any reason invalid or unenforceable, the remaining portion(s) shall be valid and enforceable and carried into effect unless to do so would clearly violate the present legal and valid intention of the parties hereto.

21. Survival. Any provisions of this Agreement creating obligations extending beyond the term of this Agreement shall survive the expiration or termination of this Agreement, regardless of the reason for such termination.

22. Headings. The headings used in this Agreement are for convenience only and do not limit the contents of this Agreement.

23. Variations of Pronouns. All pronouns and variations thereof will be deemed to refer to the masculine, feminine, or neuter, singular or plural, as the identity of a person, persons, or entity may require.

24. Exhibits. All Exhibits referenced herein are incorporated into this Agreement in their entity. Agreement when used throughout this Agreement shall include all referenced Exhibits.

25. Governing Law. This Agreement shall be subject to and governed according to laws of the State of California, regardless of whether either party is or may become a resident of another state. The Parties agree that the venue and jurisdiction shall be exclusively in the state and federal courts located in the County of Kern in the State of California.

26. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof and supersedes any previous agreements or understandings, whether oral or written.

27. Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their authorized representatives on the day and year first above written.

Omni Family Health Care:
By: _____
Name:
Job Title
Date: _____

West Kern Community College District:
By: _____
Name: Leslie Minor
Interim Superintendent/President
Date: _____

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 29, 2025

Submitted by: Meghan Hall-Silveira, Children's Center Program Director

Area Administrator: Mike Giacomini, Vice President of Administrative Services MJG

Subject: Information Item

Board Meeting Date: June 11, 2025

Title of Board Item: California State Preschool Contract #5131 FY2025-26 Project number 15-6386-00-5

Background:
This is a contract agreement between the State Department of Education and West Kern Community College District vendor #6386. A signature is not required as the Board signature was submitted for the Continued Funding Application (CFA), which automatically takes effect July 1, 2025, unless rejected in writing by June 2025.

Board Goal/Accreditation Standard:
SAP #4-Continue to ensure the Board is knowledgeable about college programs and facilities.
BFR #2 Expect a system of internal controls to be developed to monitor program compliance.
BE #1 Continue to strengthen trustee knowledge and skills, and the ability of the Board to work as a team.

Terms (if applicable):
July 1, 2025- June 30, 2026; Categorically funded and contingent upon sufficient funds. The Minimum Days of Operation (MDO) service requirement is 242. The contract rate may be adjusted through an Allocation letter issued by CDE.

Expense (if applicable):
Eligible expenses are reimbursed based on the contract rate per county, the Minimum Days of Operation (MDO), and the Maximum Reimbursable Amount (MRA) of $1,055,878.00

Fiscal Impact Including Source of Funds (if applicable):
There are no upfront costs if the district's expenses stay within the Approved MRA. There is a risk of partial funding that may need to be absorbed for unfunded expenses.

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

CALIFORNIA DEPARTMENT OF EDUCATION

F.Y. 25 - 26

LOCAL AGREEMENT FOR EARLY EDUCATION SERVICES

DATE: July 01, 2025
CONTRACT NUMBER: CSPP-5131
PROGRAM TYPE: CALIFORNIA STATE PRESCHOOL PROGRAM
PROJECT NUMBER: 15-6386-00-5

STATE AGENCY: CALIFORNIA DEPARTMENT OF EDUCATION
CONTRACTOR'S NAME: WEST KERN COMMUNITY COLLEGE DISTRICT

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION*; the GENERAL TERMS AND CONDITIONS (GTC 02/2025)*; the CALIFORNIA STATE PRESCHOOL PROGRAM CONTRACT TERMS AND CONDITIONS (CT&C)* and any subsequent changes to the CT&C*, which are by this reference made a part of this Agreement. Where the GTC 02/2025 conflicts with the CT&C, the CT&C will prevail.

Funding of this contract is contingent upon appropriation and availability of sufficient funds. This contract may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this contract.

The period of performance for this contract is July 01, 2025 through June 30, 2026.

For satisfactory performance of the required services, the contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the CT&C, based on the contract rate (which is the service county reimbursement rate as provided in https://www.cde.ca.gov/fg/aa/cd/documents/csppcontractrates.xlsx, applicable to the sites, as located in the service counties, approved by the Early Education Division and indicated in the Child Development Management Information System), the Minimum Days of Operation (MDO), which is based on the approved program calendar, and the Maximum Reimbursable Amount (MRA) of $1,055,878.00.

During the term of this contract, the contract rate, the MDO and the MRA may be adjusted through an Allocation Letter issued to the Contractor by State Agency.

SERVICE REQUIREMENTS
MDO: 242

Any provision of this contract found to be in violation of Federal or State statute or regulation shall be invalid but such a finding shall not affect the remaining provisions of this contract.

Items shown with an asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. Amendments to any of these asterisked documents during the term of this contract shall be incorporated by reference as of the date issued by State Agency without need for formal amendment. These documents can be viewed at http://www.cde.ca.gov/fg/aa/cd/ctc2025.asp.

IMPORTANT: Signature is not required. Pursuant to the submission of the Continued Funding Application, this agreement will automatically take effect July 01, 2025 unless rejected in writing by June 30, 2025.

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE	
$ 1,055,878	Early Education Programs		General	
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT	(OPTIONAL USE) 0656 23038-6386			
$ 0	ITEM 30.10.010. 6100-196-0001	CHAPTER B/A	STATUTE 2025	FISCAL YEAR 2025-2026
TOTAL AMOUNT ENCUMBERED TO DATE	OBJECT OF EXPENDITURE (CODE AND TITLE)			
$ 1,055,878	702	SACS: Res-6105 Rev-8590		

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 19, 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: June 11, 2025

Title of Board Item:

2025-2026 Contract Education Agreement between WESTEC and WKCCD

Background:
This is a continuation of the current agreement with Westside Energy Services Training and Education Center (WESTEC). In the 2024-2025 academic year, our partnership with WESTEC generated full-time equivalent students (FTES) and helped us achieve our goals while meeting the needs of students and employers.

Board Goal/Accreditation Standard:
SAF 4, 6

Terms (if applicable):
July 1, 2025 – June 30, 2026

Expense (if applicable):

Fiscal Impact Including Source of Funds (if applicable):
The college contracts with WESTEC for programs listed in the agreement for 300-400 FTES per year. The cost and revenue outlined with the agreement are reflected in the 2025-2026 budget.

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

WESTEC/WKCCD
2025-2026 CONTRACT EDUCATION AGREEMENT

THIS AGREEMENT is made and entered into by and between the WEST KERN COMMUNITY COLLEGE DISTRICT ("WKCCD") and WESTSIDE ENERGY SERVICES TRAINING AND EDUCATION CENTER ("WESTEC").

1. Authority, Purpose and Scope

This Agreement is entered into pursuant to Education Code Section 78020, et seq., and relates to the provision of instruction and other services by WKCCD and WESTEC from July 1, 2025 to June 30, 2026.

2. Instructional Programs and Classes to be Provided

WESTEC will provide credit instruction and related services for each of the following WKCCD programs and classes:

a. Occupational Safety & Health (OSH) program – formerly known as Industrial Health and Safety (IHS) program
b. Criminal Justice Administration (CJA) program
c. Court Reporting progam
d. Petroleum Technology program (including related Safety programs)
e. Any other mutually agreed upon classes

3. Services and Service Locations

For each of these programs and agreed upon classes:

a. WESTEC will provide the services of qualified instructors to teach specified courses offered by WKCCD, administrative supervision for that instruction, record keeping and other administrative services pertaining to the granting of college credit to students enrolled in these classes.
b. WKCCD will provide all instructors with a copy of the Faculty Handbook that outlines instructional processes, such as evaluations, curriculum development activities, departmental meetings, program reviews, student learning outcomes (SLO) and assessments, and guest speaker procedures. WESTEC will ensure all processes and procedures are followed and completed as outlined in the Faculty Handbook.
c. WKCCD will provide administrative and academic supervision for instruction carried out by WESTEC employees and record keeping and other administrative services pertaining to the granting of college credit to students enrolled in the classes.
d. The services specified above will be provided at the WKCCD facilities located at 5801 E. Lerdo Highway, Shafter, California or at other locations mutually agreed to by WKCCD and WESTEC.

4. Costs and Reimbursements

   a. WKCCD will reimburse WESTEC at a rate of $7.17 per contact hour generated by enrollment under this agreement, less enrollment fees. This instructional reimbursement will be within a range of 300-400 FTES for this contract period unless mutually agreed upon. WESTEC will invoice WKCCD weekly for instructional hours completed, and WESTEC will proved WKCCD with weekly enrollment tracking reports and analyses.

   b. WESTEC will pay all other expenses related to operating the facilities, such as water, minor repairs, custodial and non-instructional supplies and equipment.

   c. WESTEC shall notify WKCCD of any or all major repairs needed or health and safety concerns related to grounds and facilities located at 5801 E. Lerdo Highway, Shafter, California or at other locations mutually agreed to by WKCCD and WESTEC.

5. Facilities/Equipment Use, Indemnification and Release of Claims

   a. WESTEC will permit WKCCD to use WESTEC owned, leased or loaned equipment when not otherwise in use by WESTEC, subject to the conditions specified below

   b. To the extent permitted by law, each party (WKCCD/WESTEC) mutually agrees to defend, indemnify and hold the other party (WESTEC/WKCCD) harmless against any claims, costs, expenses, attorney fees, lawsuits, judgments or other losses occurring in connection with or in any way incident to its use of the equipment and/or facilities except for liability resulting from gross negligence or willful misconduct of its officers, employees, agents or its independent contractors who are directly employed.

   c. Each party agrees to maintain General Liability in the amount of $10,000,000 where the other party shall be named as an additional insured party; each party shall provide to the other party a certificate of insurance evidencing the required coverage hereunder.

   d. To the extent permitted by law, each party agrees to release any and all claims, demands, liens, causes of action whether in law or equity it may have at any time against the other party, its agents and/or employees arising for any reason whatsoever out of its use of said equipment and facilities.

6. The addresses for delivery of any notice required under this agreement are as follows:

West Kern Community College District 29 Cougar Court Taft, CA 93268	Westside Energy Services Training & Education Center 5801 E. Lerdo Hwy Shafter, CA 93263

Executed in Taft, California on the date shown below:

WKCCD	**WESTEC**
BY:_____	BY:_____
DATE:_____	DATE:_____

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 22, 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: June 11, 2025

Title of Board Item:

Workforce Innovation and Opportunity Act AJCC Memorandum of Understanding

Background:

This Memorandum of Understanding (MOU) has been updated from the previously approved MOU, and the only section that has been added is Article XX. Additional AJCC Partner Agencies. This Article allows new AJCC partners to be added without the need to have all of the remaining AJCC Partners sign an MOU.

Board Goal/Accreditation Standard:
SAP 6

Terms (if applicable):
N/A

Expense (if applicable):
N/A

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

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

Workforce Innovation and Opportunity Act
Kern, Inyo and Mono Counties Workforce Development Board
AJCC Memorandum of Understanding

This Agreement, entered into this ____ day of June, 2025, by and between the managers and directors of the Workforce Development One-Stop Partners (One-Stop Partners) serving the Kern, Inyo, and Mono Counties Workforce Development Area (the "KIM WDA"), as overseen by the Kern, Inyo, and Mono Counties Workforce Development Board (the "KIM WDB").

WHEREAS, the Workforce Investment Act of 1998 (the "WIA") created a workforce development system, replacing the Private Industry Council; and

WHEREAS, the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, 29 U.S.C. 3101, et seq., as amended (hereinafter referred to as "WIOA" or the "Act") amended the WIA to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes; and

WHEREAS, the parties to this Agreement recognize the many benefits to its customers in the collaboration and integration of the seamless service and have participated in the past in the development and operation of the one-stop career center system doing business as America's Job Center of California ("AJCC"); and

WHEREAS, WIOA and its implementing regulations require that a Memorandum of Understanding (the "MOU") be developed and executed between the AJCC partners (more fully defined below) and KIM WDB, with the agreement of the Chief Local Elected Official to establish an agreement concerning the operations of the AJCC delivery system and resource sharing and joint infrastructure cost funding for the one-stop delivery system in the KIM WDA; and

WHEREAS, the Chief Local Elected Official in the KIM WDA has delegated to the KIM WDB the ability to execute this MOU pursuant to that certain Joint Powers Agreement dated August 18, 2020; and

WHEREAS, certain provisions in this MOU are based on guidance issued to the Local Workforce Area ("LWA") by the State of California, whose instructions are based on guidance from the federal agencies; and

WHEREAS, the administrators of the participating partners have been granted general authority from their governing boards to continue to work with other agencies in the community and to define their roles in the delivery of services; and

WHEREAS, on June 30, 2016, the AJCC Partners and the KIM WDB, with the agreement of the Chief Local Elected Official ("CLEO") entered into an MOU (Kern County Agreement # 719-2016) (hereinafter, referred to as "MOU Phase I"), which established a cooperative working

relationship between the AJCC partners and defined their respective roles and responsibilities for the operation of the local AJCC One-Stop System of service delivery in the KIM WDA as required by the WIOA; and

WHEREAS, on October 24, 2017, the KIM WDB, with the agreement of the CLEO and certain AJCC Partners, including and limited to, Employers' Training Resource ("ETR"), California Employment Development Department, California Department of Rehabilitation and Kern County Department of Human Services (collectively, "colocated AJCC Partners") entered into an MOU Phase II (Kern County Agreement # 652-2017)(hereinafter, referred to as "MOU Phase II"), consistent with WIOA and implementing regulations, which established a functional tool for how the KIM WDB and Core One-Stop Partners will share and allocate the infrastructure costs among Core One-Stop Partners for the Comprehensive AJCC One-Stop Centers in the KIM WDA through resource sharing and Infrastructure Funding Agreements; and

WHEREAS, on June 19, 2018, the KIM WDB, with the agreement of the CLEO and ETR, entered into an MOU Phase II – Affiliate and Specialized AJCC One-Stop Centers (Kern County Agreement # 407-2018)(hereinafter, referred to as "MOU Phase II - Affiliate and Specialized AJCCs"), consistent with WIOA and implementing regulations, concerning the resource sharing and Infrastructure Funding Agreements for the Affiliate and Specialized AJCC One-Stop Centers in the KIM WDA; and

WHEREAS, on June 16, 2019, the KIM WDB, with the agreement of the CLEO and ETR, entered into a WIOA KIM WDB MOU (Kern County Agreement #446-2019)(hereafter, referred to as "KIM WDB MOU), consistent with WIOA and implementing regulations, concerning the resource sharing and Infrastructure Funding Agreements for the Comprehensive, Affiliate and Specialized AJCC One-Stop Centers in the KIM WDA; and

WHEREAS, on June 21, 2022, the KIM WDB, with the agreement of the CLEO and ETR, entered into a WIOA KIM WDB MOU (Kern County Agreement #356-2022)(hereafter, referred to as "KIM WDB MOU II), consistent with WIOA and implementing regulations, concerning the resource sharing and Infrastructure Funding Agreements for the Comprehensive, Affiliate and Specialized AJCC One-Stop Centers in the KIM WDA; and

WHEREAS, this MOU supersedes and replaces MOU Phase I, MOU Phase II, MOU Phase II - Affiliate and Specialized AJCCs, and KIM WDB MOU and KIM WDB MOU II entered into by and between the above-named parties; and

WHEREAS, it is understood that full implementation of this MOU may require further approvals from governing boards and legal counsel, and is subject to change upon the consent of the KIM WDB.

NOW, THEREFORE, IT IS MUTUALLY AGREED BETWEEN ALL PARTIES AS FOLLOWS:

Definitions

A. Affiliate AJCC: An AJCC location where job seekers and employers can access the programs, services, and activities of one or more AJCC partners. An Affiliate AJCC is not required to provide access to all partner programs pursuant to WIOA Joint Final Rule Section 678.310.

B. AJCC Network which include and are limited to, any and all Comprehensive AJCC One-Stop Centers, Affiliated AJCC Centers, and/or Specialized AJCC Centers.

C. AJCC Partners: Includes mandated partners as outlined in WIOA.

D. America's Job Center of California (AJCC): AJCC is the common identifier used within California to designate One-Stop centers and the One-Stop System.

E. Chief Local Elected Official: Identified in WIOA Section 3, Definitions (9) as the chief local elected officer of a unit of general local government in a local area or the individual(s) designed under the local agreement pursuant to Section 107(c)(1)(B).

F. Career Services: The services which shall be available, at a minimum, to individuals who are adults or dislocated workers through the KIM delivery system by the AJCC required Partners as authorized under their programs. The services consist of three categories: basic career services, individual career services, and follow-up services. The career services that must be provided as part of the KIM delivery system are listed in WIOA Section 134(c)(2).

G. Cash Contributions: Cash funds used to cover a Partner's proportionate share of the AJCC. The funds can be paid either directly from the Partner or through an interagency transfer on behalf of the Partner pursuant to WIOA Joint Final Rule Section 678.720.

H. Colocated Partners: AJCC Partners who have a physical presence within the Comprehensive AJCC One-Stop Centers, either full-time, part-time, intermittent, or virtually.

I. Comprehensive AJCC One-Stop Center: Identifies the one (1) comprehensive AJCC One-Stop Center in the KIM WDA where job seekers and employers can access the programs, services, and activities of all required AJCC partners with at least one Title I staff person physically present pursuant to WIOA Joint Final Rule Section 678.720.

J. Cost Allocation: Pursuant to 66 Federal Register 29639, cost allocation is the measurement of actual costs in relation to the benefit received in order to determine each partner's fair share of the KIM AJCC operating costs.

K. Fair Share: The portion of KIM AJCC operating costs allocated to each partner in proportion to the benefits the partner receives from participation in the AJCC Network.

L. Infrastructure Costs: Infrastructure costs of any one-stop center are non-personnel costs necessary for the general operation of the one-stop center, including, (i) rental of the facilities; (ii) utilities and maintenance; (iii) equipment (including assessment-related

products and assistive technology for individuals with disabilities); (iv) technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities, and virtual access when face-to-face interaction may endanger the health and safety of system users and staff; and (v) common identifier costs including creating new signage, updating templates and materials, and updating electronic resources.

M. In-Kind Contributions: Pursuant to 66 Federal Register 29639-29640, in-kind contributions by a non-AJCC Partner to support the AJCC in general, not a specific partner; or contributions by a non-AJCC Partner to an AJCC Partner to support its proportionate share of the infrastructure costs. Any unrestricted contributions that support the AJCC in general would lower the total amount of infrastructure costs prior to proportionate division. Any restricted contributions can be used by the intended partner(s) to lower their share of the infrastructure costs in accordance with WIOA Joint Final Rule Section 678.720. In-kind contributions may include funding from philanthropic organizations or other private entities or through other alternative financing options to provide a stable and equitable funding stream for the on-going AJCC delivery system operations pursuant to WIOA 121(c)(2)(A)(i).

N. Memorandum of Understanding Agreement Period: The MOU must not be for a period that exceeds three (3) years. Additionally, pursuant to WIOA 121(c)(2)(v), the duration of the MOU and the procedures for amending the MOU during the duration of the MOU, and assurances that such memorandum shall be reviewed not less than once every three (3) years to ensure appropriate funding.

O. Non-Cash Contributions: Expenditures made by one partner on behalf of the AJCC or contributions of goods or services contributed by a partner for the center's use. Contributions must be valued consistent with the Uniform Guidance pursuant to WIOA Joint Final Rule Section 678.720.

P. Non-Colocated Partners: AJCC Partners who do not have a physical presence within the Comprehensive AJCC One-Stop Centers.

Q. One-Stop Delivery System: Is a collaborative effort among public service agencies, non-profit organizations, and private entities that administer workforce development, educational, and other human resource programs to make the variety of services available under those programs more accessible to eligible job seekers and employers.

R. Other System Costs: Other system costs which are agreed upon the KIM WDB and all of the AJCC Partners that include services commonly provided by AJCC Partners to any individual, including, but not limited to, initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet needs, referral to other AJCC Partners, and business services, but must include applicable career services.

S. Proportionate Share: The share of each partners program's infrastructure costs based upon its proportionate use of the AJCC, if the benefit is received from that use (WIOA Joint Final

Rule Preamble page 55907).

T. Physical Presence: Physical presence refers to the place where an entity is physically located in order to provide service delivery, which includes providing such services virtually as authorized by 34 CFR 361.305, subsection (d)(3). However, if an AJCC Partner is delivering services virtually, said AJCC Partner shall enter into an Infrastructure Funding Agreement for its fair share of the infrastructure costs related to such virtual service delivery at the comprehensive, affiliate and/or specialized AJCC One-Stop Center, including, but not limited to, (i) video conferencing equipment; (ii) information technology related expenses, and (iii) data connection fees.

U. Required Partner: An entity that carries out one or more of the programs or activities identified under WIOA Section 121 (b)(1) and is required under said section to participate in the KIM One-Stop Delivery System and to make the career services under its program or activity available through the KIM system.

V. Resource Sharing: Pursuant to 66 Federal Register 29639, Resource Sharing is the cash and/or resources each partner will contribute to fund its fair share of the costs for the operation of the KIM system. This can include In-Kind Contributions from third parties to partner programs as defined above. The KIM WDB, CLEO and KIM Partners may fund the costs of infrastructure of KIM One-Stop Delivery System through methods agreed upon by the KIM WDB, CLEO and KIM Partners through Resource Sharing.

W. Specialized AJCC: is a location associated with either a Comprehensive or Affiliate AJCC that addresses specific needs of dislocated workers, youth, or key industry sectors, or clusters pursuant to WIOA Joint Final Rule Section 678.720.

X. Third-Party In-Kind Contribution: Contributions by a non-Partner to support the AJCC in general, not a specific partner; or contributions by a non-AJCC partner to an AJCC partner to support its proportionate share of the infrastructure costs.

Y. Training Services: Services to adults and dislocated workers as described in WIOA Section 134(c)(3). Pursuant to WIOA Section 134(c)(3)(D), these services may include occupational skills training, including training for nontraditional employment, on-the-job training, incumbent worker training, programs that combine workplace training with related instructions, which may include cooperative education programs, private-sector training programs, skill upgrading and restraining, apprenticeships, transitional jobs, job-readiness training, adult education and literacy activities in combination with a training program, or customized training.

Z. WIOA: The Workforce Innovation and Opportunity Act amends the Workforce Investment Act of 1998 to strengthen the workforce development system in the United States through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes.

Article I. Purpose of the MOU

The AJCC is the local One-Stop Center within the KIM WDA which serves as the recruitment center and training access for local employers and job seekers. The AJCC is the cornerstone of Kern, Inyo and Mono counties workforce development system, and its partners are jointly responsible for the workforce and economic development, education, and other resource service programs.

WIOA emphasizes customer choice, job-driven training, provider performance, and continuous improvement. The quality and selection of providers and programs of training services is vital to achieving these core principles.

The parties to this agreement recognize the many benefits to our customers in the collaboration and integration of seamless service and have participated in the development and operation of a one-stop system doing business as the AJCC.

The administrators of the participating AJCC Partners have been granted general authority from their governing boards to work with other agencies in the community and to define their roles in the delivery of services as reflected herein.

It is understood that full implementation of the proposed system may require further approvals from governing boards and/or legal counsel for contracts, leases and/or sub-grant agreements.

Article II. Local Vision Statement and Mission Statement

Vision Statement: "We will achieve recognition as the leading One-Stop system of professional employment services in California."

Mission Statement: "To provide quality, integrated, seamless, accessible and professional employment services for employers and job seekers."

The partners are committed to a locally-driven system which develops partnerships, and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, which includes the following:

i. Foster demand-driven skills attainment;
ii. Enable upward mobility for all Californians; and
iii. Align, coordinate, and integrate programs and services.

These objectives will be accomplished by ensuring access to high-quality AJCC that provide the full range of services available in the community for all customers seeking the following:

A. Looking to find a job;
B. Building basic educational or occupational skills;

C. Earning a postsecondary certificate or degree;
D. Obtaining guidance on how to make career choices; and
E. Seeking to identify and hire skilled workers.

Article III. Parties to the MOU

A. The following entities are required parties to this MOU:

1. CLEO/s: Kern County Board of Supervisors
1115 Truxtun Avenue, Suite 504
Bakersfield, California 93301
Tel: (661) 868-3680

2. Local Board: KIM WDB
1600 E. Belle Terrace
Bakersfield, California 93307
Tel: (661) 336-6893

B. AJCC Partners, including colocated and non-colocated AJCC Partners:

The following is a list of colocated and non-colocated AJCC Partners in the KIM WDA. The colocated AJCC Partners are presently participating in the Infrastructure Funding Agreements ("IFAs") and Other System Costs Agreements ("OSCAs") for the Comprehensive AJCC One-Stop Center. In addition, the non-colocated AJCC Partners are not currently participating in the IFAs and OSCAs, but once data becomes available to determine the AJCC benefit to them, the IFAs and OSCAs will be renegotiated to include their proportionate share of contributions.

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Partner Program	Partner Organization	Authorization	Signatory Official	Contact Information
Physically Colocated at SE-AJCC, Delano-AJCC and Ridgecrest-AJCC				
WIOA title I(B) Adult, Dislocated Worker, and Youth Programs	Employers' Training Resource (ETR)	WIOA title I (B) Adult, Dislocated Worker, and Youth Programs	Brandon J. Evans, Chief Workforce Development Officer	Kern County Employers' Training Resource 1600 E. Belle Terrace Bakersfield, CA 93307 (661) 336-6972 Email: brandone@kerncounty.com
Migrant Seasonal Farm Worker	N/A	National Farmworker Jobs Program, (NFJP) 2, WIOA Sec. 167	N/A	N/A
Wagner-Peyser Employment Services (ES)	Employment Development Department (EDD)	Wagner-Peyser Employment Services (ES) program, authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by title III of WIOA, also providing the state's public labor exchange	Christina Garza, Deputy Division Chief, Central Valley Region, EDD Southern Valley Region, Workforce Services Branch	Employment Development Department 1600 E. Belle Terrace Bakersfield, CA 93307 (916) 639-4578 Email: christina.garza@edd.ca.gov
Trade Adjustment Assistance (TAA)	Employment Development Department (EDD)	Trade Adjustment Assistance (TAA), authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)	Christina Garza, Deputy Division Chief, Central Valley Region, EDD Southern Valley Region, Workforce Services Branch	Employment Development Department 1600 E. Belle Terrace Bakersfield, CA 93307 (916) 639-4578 Email: christina.garza@edd.ca.gov

Partner Program	Partner Organization	Authorization	Signatory Official	Contact Information
Physically Colocated at SE-AJCC, Delano-AJCC and Ridgecrest-AJCC				
Jobs for Veterans State Grants (JVSG)	Employment Development Department (EDD)	Jobs for Veterans State Grants (JVSG), authorized under chapter 41 of title 38, U.S.C	Christina Garza, Deputy Division Chief, Central Valley Region, EDD Southern Valley Region, Workforce Services Branch	Employment Development Department 1600 E. Belle Terrace Bakersfield, CA 93307 (916) 639-4578 Email: christina.garza@edd.ca.gov
Temporary Assistance for Needy Families (TANF)	Department of Human Services (DHS)	Temporary Assistance for Needy Families (TANF), authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.)	Lito Morillo, Director	Kern County Department of Human Services 100 E. California Avenue Bakersfield, CA 93307 Telephone: (661) 631-6550 Email: morillol@kerndhs.com
Department of Rehabilitation	California Department of Rehabilitation (DOR)	State Vocational Rehabilitation (VR) program, authorized under Title I of the Rehabilitation Act of 1973 (29 U.S.C.720 et seq.), as amended by title IV of WIOA	Shayn Anderson, MS Regional Director, San Joaquin Valley District	California Department of Rehabilitation 2550 Mariposa Mall, Room 2000 Fresno, California 93721 Telephone: (559) 448-7300 Email: shayn.anderson@dor.ca.gov
Not Physically Colocated at AJCC				
Job Corps	Job Corps	Job Corps, WIOA Title I, Subtitle C	Suzanne Schaeffer, Director	Inland Empire Job Corps Center 3173 Kerry Street San Bernardino, CA 92407 Mailing: PO Box 9550 San Bernardino, CA 92427 Telephone: (909) 887-7126 Email: schaeffer.suzanne@jobcorps.org

Partner Program	Partner Organization	Authorization	Signatory Official	Contact Information
Not Physically Colocated at AJCC				
YouthBuild	YouthBuild	YouthBuild WIOA Sec. 171 (29 USC 3226)	N/A	N/A
Community College	Bakersfield College (BC)	Career and technical education (CTE) programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)	Deborah Martin, Chief Financial Officer, Kern Community College District, on behalf of Bakersfield College	Bakersfield College 1801 Panorama Drive Bakersfield, CA 93306 Telephone: (661) 395-4011 Telephone: (661) 336-5124 Email: debmarti@kccd.edu
Community College	Cerro Coso Community College (CCCC)	Career and technical education (CTE) programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)	Deborah Martin, Chief Financial Officer, Kern Community College District, on behalf of Cerro Coso Community College	Cerro Coso Community College 3000 College Heights Boulevard Ridgecrest, CA 93555 Telephone: (760) 384-6100 Telephone: (661) 336-5124 Email: debmarti@kccd.edu

Partner Program	Partner Organization	Authorization	Signatory Official	Contact Information
Not Physically Colocated at AJCC				
Community College	Kern Community College District	Career and technical education (CTE) programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)	Deborah Martin, Chief Financial Officer, Kern Community College District	Kern Community College District 2100 Chester Avenue Bakersfield, CA 93301 Telephone: (661) 336-5124 Email: debmarti@kccd.edu
Community College	Taft College (TC)	Career and technical education (CTE) programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)	Leslie Minor, Ph.D., Interim Superintendent/President	Taft College 29 Cougar Court Taft, CA 93268 Telephone: (661) 763-7710 lminor@taftcollege.edu
Second Chance Act	Latino Coalition for Community Leadership (LCCL)	Reentry Employment Opportunities (REO) programs authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) and WIOA sec. 169	Richard Paul Morales, President/CEO	Latino Coalition for Community Leadership 1201 24th St. Ste. B110 Bakersfield, CA 93301 Telephone: (720) 530-8942 rpmorales@latinocoalition.org

Partner Program	Partner Organization	Authorization	Signatory Official	Contact Information
Not Physically Colocated at AJCC				
Unemployment Insurance (UI)	Employment Development Department (EDD)	Unemployment Insurance (UI) programs under state unemployment compensation laws	Carlos Beltran, Employment Development Administrator	Employment Development Department – Unemployment Insurance EDD UI Center San Diego #049 1350 Front Street, Room 1047 San Diego, CA 92101 Telephone: (619) 525-4619 Email: carlos.beltran@edd.ca.gov
Community Services Block Grant Act (CSBG)	Community Action Partnership of Kern (CAPK)	Employment and training activities carried out under the Community Services Block Grant Act (CSBG) (42 U.S.C. 9901 et seq.)	Jeremy Tobias, Executive Director	Community Action Partnership of Kern 5005 Business Park North Bakersfield, CA 93309 Telephone: (661) 336-5236 Email: jtobias@capk.org
Experience Works	SER – Jobs for Progress, Inc. (SER Jobs)	Senior Community Service Employment Program (SCSEP), authorized by title V of Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)	Jesus Padron, President/CEO	SER – Jobs for Progress, Inc. 255 N. Fulton Avenue, Suite 106 Fresno, CA 93701 Telephone: (559) 452-0881 Email: jesuspadron@sercalifornia.org
Housing & Urban Development	Housing Authority of Kern County (HACK)	Employment and training activities carried out by the Department of Housing and Urban Development (HUD)	Stephen Pelz, Executive Director	Housing Authority of Kern County 601 24th Street Bakersfield, CA 93301 Telephone: (661) 631-8500, Ext. 2005 Fax: (661) 631-9500 Email: spelz@kernha.org

Partner Program	Partner Organization	Authorization	Signatory Official	Contact Information
Not Physically Colocated at AJCC				
California Indian Manpower Consortium, Inc.	California Indian Manpower Consortium, Inc. (CIMC)	Indian and Native American Programs (INA), WIOA sec. 166, 29 USC 3221	Lorenda T. Sanchez, Executive Director	California Indian Manpower Consortium, Inc. 738 North Market Boulevard Sacramento, CA 95834 Telephone: (916) 920-0285 Email: lorendas@cimcinc.com
Adult Education	Delano Joint Union High School District (DJTUHSD)	WIOA title II Adult Education and Family Literacy Act (AEFLA) program	Jason Garcia, Superintendent	Delano Joint Union High School District 1720 Norwalk Street Delano, CA 93215 Telephone: (661) 720-4101 Email: jgarcia@djuhsd.org
Adult Education	McFarland Unified School District	WIOA title II Adult Education and Family Literacy Act (AEFLA) program	Aaron S. Resendez, Superintendent	McFarland Unified School District 601 Second Street McFarland, CA 93250 Telephone: (661) 792-3081 Email: saresendez@mcfarland.k12.ca.us
Adult Education	Wasco Union High School District	WIOA title II Adult Education and Family Literacy Act (AEFLA) program	Kevin Tallon, District Superintendent	Wasco Union High School District 2100 7th Street Wasco, CA 93280 Telephone: (661) 758-8447 Email: ketallon@wascohsd.org
Adult Education	Tehachapi Unified School District	WIOA title II Adult Education and Family Literacy Act (AEFLA) program	Francis Lynch, Interim Superintendent	Tehachapi Unified School District 300 South Robinson Street Tehachapi, CA 93561 Telephone: (661) 822-2100 Email: flynch@tehachapiusd.com

Partner Program	Partner Organization	Authorization	Signatory Official	Contact Information
Not Physically Colocated at AJCC				
Adult Education	Farmworker Institute for Education & Leadership Development (FIELD)	WIOA title II Adult Education and Family Literacy Act (AEFLA) program	Ines DeLuna, Interim President/ CEO	Farmworker Institute for Education & Leadership Development 2240 S. Union Avenue Bakersfield, CA 93307 Telephone: (877) 877-1112 Email: ideluna@fieldinstitute.org
Adult Education	Kern High School District (KHSD)	WIOA title II Adult Education and Family Literacy Act (AEFLA) program	Scott Odlin, Assistant Superintendent	Kern High School District 5801 Sundale Avenue Bakersfield, CA 93309 Telephone: (661) 827-3149 scott_odlin@kernhigh.org
WIOA title I(B) Adult and Dislocated Worker Programs	Inyo County Health and Human Services (Inyo)	WIOA Title I (B) Adult and Dislocated Worker Programs	Anna Scott, HHS Director	Inyo County Department of Health and Human Services 1360 N. Main Street Bishop, CA 93514 Telephone: (760) 873-3305 Email: ascott@inyocounty.us
WIOA title I(B) Adult, Dislocated Worker, and Youth Programs	Mono County Social Services Department (Mono)	WIOA Title I (B) Adult, Dislocated Worker, and Youth Programs	Kathryn Peterson, Director	Mono County Social Services Department 1290 Tavern Road, Suite 229 Mammoth Lakes, CA 93546 Telephone: (760) 924-1763 Email: kpeterson@mono.ca.gov

The following Basic and Individual Career Services will also be offered by the AJCC Partners within the KIM WDA.

BASIC CAREER SERVICES		Title I Program Eligibility				Non-Title I Eligib	Out-reach	Orient-tation	Initial Assess-ment
Agency	Title	Adult	DW	Youth	Oth				
Inyo	Title I(B) Ad/DW/Y	X							
Mono	Title I(B) Ad/DW/Y	X	X				X		X
ETR	Title I(B) Adult	X					X	X	X
ETR	Title I(B) DW		X				X	X	X
ETR	Title I(B) Youth			X			X	X	X
None	Title I(D)167 MSFW								
Job Corps	Title I(C) Job Corps	X		X		X	X	X	X
None	Title I(D)171 YouthBuild								
CIMC	Title I(D)166 Native American				X		X	X	X
KHSD	Title II Ad Educ Liter	X	X	X	X	X	X	X	X
DJTUHSD	Title II AEL					X	X	X	X
TUSD	Title II AEL					X			
MUSD	Title II AEL					X	X	X	X
WUHSD	Title II AEL					X	X	X	X
FIELD	Title II AEL	X	X	X	X	X	X	X	X
EDD	Title III Wagner-Peyser					X	X	X	X
DOR	Title IV Voc Rehab	X	X	X		X	X	X	X
EDD	TAA					X	X	X	X
EDD	Jobs for Veterans State Grant					X	X	X	X
EDD	UI					X			
DHS	CalWORKS					X		X	X
KHSD	Perkins Post-2nd	X	X	X		X	X	X	X
BC	Perkins Post-2nd					X	X	X	X
TC	Perkins Post-2nd					X	X	X	X
CCCC	Perkins Post-2nd					X	X	X	X
SER Jobs	Title V Older Americans Act					X	X	X	X
CAPK	CSBG					X			
HACK	E&T under HUD					X	X	X	X
LCCL	Second Chance Act	X				X	X	X	X

*Job Search Assistance (Resource Room)

- CIMC provides these services through its Eastern Sierra Field Office

BASIC CAREER SERVICES		Intake	Labor Exchg, JSA*	Referal One-Stop Partner	Labor Market Info	Perform-ance & Cost Info	Support Service Info	UI Info	Finan-cial Aid Info
Agency	Title								
Inyo	Title I(B) Ad/DW/Y	X	X	X				X	
Mono	Title I(B) Ad/DW/Y	X	X	X	X	X	X	X	X
ETR	Title I(B) Adult	X	X	X	X	X	X	X	X
ETR	Title I(B) DW	X	X	X	X	X	X	X	X
ETR	Title I(B) Youth	X	X	X	X	X	X	X	X
None	Title I(D)167 MSFW								
Job Corps	Title I(C) Job Corps	X	X	X	X	X	X	X	X
None	Title I(D)171 YouthBuild								
CIMC	Title I(D)166 Native American	X	X	X	X		X	X	X
KHSD	Title II Ad Educ Liter	X	X	X	X	X	X		X
DJTUHSD	Title II AEL	X	X	X	X	X	X	X	X
TUSD	Title II AEL								
MUSD	Title II AEL	X	X	X	X		X	X	X
WUHSD	Title II AEL	X		X			X		
FIELD	Title II AEL								
EDD	Title III Wagner-Peyser		X	X	X		X	X	
DOR	Title IV Voc Rehab	X		X	X	X	X		
EDD	TAA	X	X	X	X		X	X	X
EDD	Jobs for Veterans State Grant	X	X	X	X		X	X	
EDD	UI							X	
KCDHS	CalWORKS	X	X	X			X		
KHSD	Perkins Post-2nd	X	X	X	X	X	X		X
BC	Perkins Post-2nd		X	X	X	X	X		assist
TC	Perkins Post-2nd	X	X	X	X	X	X	X	X
CCCC	Perkins Post-2nd	X	X	X	X	X	X		X
SER Jobs	Title V Older Americans Act	X		X	X		X		
CAPK	CSBG						X		
HACK	E&T under HUD			X			X		assist
LCCL	Second Chance Act	X		X	X	X	X		X

*Job Search Assistance (Resource Room)

- CIMC provides these services through its Eastern Sierra Field Office

INDIVIDUAL CAREER SERVICES		Compre-hensive Assess*	Career Plan Counsel	IEP or IPE**	Short Term Pre-Voca tional***
Agency	Title				
Inyo	Title I(B) Ad/DW/Y				
Mono	Title I(B) Ad/DW/Y	CASAS	X	IEP	
ETR	Title I(B) Adult	CASAS, WorkKeys	X	IEP	X
ETR	Title I(B) DW	CASAS, WorkKeys	X	IEP	X
ETR	Title I(B) Youth	CASAS, WorkKeys	X	IEP	
None	Title I(D)167 MSFW				
Job Corps	Title I(C) Job Corps	TABE	X	IEP	X
None	Title I(D)171 YouthBuild				
CIMC	Title I(D)166 Native American	COPSystem	X	X	X
KHSD	Title II Ad Educ Liter	CASAS	X	X	X
DJTUHSD	Title II AEL	CASAS	X		X
TUSD	Title II AEL	CASAS			
MUSD	Title II AFL	CASAS	X	IEP	X
WUHSD	Title II AFL	CASAS	X		
FIELD	Title II AEL	CASAS	X	X	X
EDD	Title III Wagner-Peyser		X	X	
DOR	Title IV Voc Rehab	Fosters/Psych	X	IPE	Youth
EDD	TAA		X	Agency Plan	X
EDD	Jobs for Veterans State Grant		X	X	
EDD	UI				
DHS	CalWORKS	Fosters	X	X	X
KHSD	Perkins Post-2nd	CASAS	X	X	X
BC	Perkins Post-2nd	WorkKeys 4 BC Students	X	X	X/Gen Pop
TC	Perkins Post-2nd	WorkKeys	X		X
CCCC	Perkins Post-2nd	CASAS	X	X	X
SER Jobs	Title V Older Americans Act	TABE	X	IEP	Job Training
CAPK	CSBG				
HACK	E&T under HUD			X (ITSP)	Refer
LCCL	Second Chance Act	INSIT Assessment	X		X

IDIVIDUAL CAREER SERVICES		Intern-/ Externship WEX	Out-of-Area Job Search	Finan-cial Literacy	Access or teach ESL	Workforce Prep Title II Ad Educ Lit****
Agency	Title					
Inyo	Title I(B) Ad/DW/Y		X			X
Mono	Title I(B) Ad/DW/Y		X	X		X
ETR	Title I(B) Adult	contract out				
ETR	Title I(B) DW	contract out				
ETR	Title I(B) Youth	contract out		X		
None	Title I(D)167 MSFW					
Job Corps	Title I(C) Job Corps	X	X	X	X	X
None	Title I(D)171 YouthBuild					
CIMC	Title I(D)166 Native American	X	X	X		X
KHSD	Title II Ad Educ Liter	X			ESL	X
DJTUHSD	Title II AEL	X		X	X	X
TUSD	Title II AEL				ESL	
MUSD	Title II AEL		X		ESL	X
WUHSD	Title II AEL				X	X
FIELD	Title II AEL	X		X	ELD	X
EDD	Title III Wagner-Peyser		X		Refer	Refer
DOR	Title IV Voc Rehab	X		X		
EDD	TAA	X	X	X	Refer	Refer
EDD	Jobs for Veterans State Grant		X			Refer
EDD	UI					
DHS	CalWORKS	X		X		
KHSD	Perkins Post-2nd	X		X	X	X
BC	Perkins Post-2nd	X	X	X	X	X
TC	Perkins Post-2nd	X	X	Fin.Aid.Counsel	X	X
CCCC	Perkins Post-2nd	X	X	X	X	X
SER Jobs	Title V Older Americans Act				Refer	Refer
CAPK	CSBG				Refer	Refer
HACK	E&T under HUD	X				
LCCL	Second Chance Act					

*Assessment: CASAS, WorkKeys
**Individual Employment Plan or Individual Plan for Employment
***Develop skills; Learning; communication; interviewing; personal maintenance; punctuallity; professional conduct; prep unsubsidized employment or training (soft skills)
****Acquire skills: basic academic; critical thinking; dititial literacy; self-management; teamwork; utilize reseources & information; understanding systems; acquire skills to successfully transistion into and complete post secondary education or training and employment
- CIMC provides these services through its Eastern Sierra Field Office
- CAPK provides these services to Opportunity Youth in Bakersfield and Shafter as funding is available

The above-referenced local agencies are the AJCC partners located in the Local Workforce Development Area (LWDA) which will provide access to programs, activities, and services, including virtual access when face-to-face interaction may endanger the health and safety of system users and staff. Services will also be offered at a comprehensive one-stop center within the LWDA. Attached hereto and incorporated herein as Exhibit "A" is the system map which identifies the locations of every comprehensive, affiliate and specialized AJCC within the LWDA.

Article IV. Phases of the MOU Development

The MOU development process took place in four phases. MOU Phase I addressed service coordination and collaboration amongst the AJCC Partners. MOU Phase II addressed how to function and fiscally sustain the unified system described in MOU Phase I through the use of resource sharing and joint infrastructure costs for the Comprehensive AJCC One-Stop Centers. MOU Phase II – Affiliate and Specialized AJCCs addressed how to function and fiscally sustain the unified system described in Phase I through the use of resource sharing and joint infrastructure costs for the Affiliate and Specialized AJCC One-Stop Centers. KIM WDB MOU and KIM WDB MOU 2 consolidated all of the above-referenced MOUs and addressed how to function and fiscally sustain the unified system described in through the use of resource sharing and joint infrastructure costs for the Comprehensive, Affiliate and Specialized AJCC One-Stop Centers.

For this MOU, the KIM WDB has updated and renewed the KIM WDB MOU that addresses shared customers, services and costs.

Article V. Local AJCC One-Stop Delivery System

The purpose of the AJCC One-Stop delivery system is to bring together workforce development, education and other resource services in a seamless, customer-focused network of providers, thereby enhancing customer access. The goal is to improve long-term employment outcomes for individuals receiving assistance. The AJCC Partners administer separately funded programs as a set of integrated streamlined services to customers.

The KIM WDB manages nine (9) AJCCs throughout Kern, Inyo and Mono Counties. The KIM WDA has one (1) Comprehensive, six (6) Affiliate, and two (2) Specialized AJCCs, also known as One-Stop Centers that are designed to provide a full range of assistance to job seekers and businesses. Many of these AJCCs were established under the Workforce Investment Act of 1998 and continued by the Workforce Innovation and Opportunity Act.

A. Comprehensive AJCC One-Stop Centers

This one (1) Comprehensive AJCC One-Stop Center in the KIM WDA is located as follows:

a. Southeast Bakersfield AJCC (SE-AJCC) is located at 1600 E. Belle Terrace in Bakersfield, California. The SE-AJCC consists of four (4) colocated AJCC Partners.

B. Affiliate AJCC One-Stop Centers

These six (6) Affiliate AJCC One-Stop Centers in the KIM WDA are located as follows:

a. Oildale AJCC (AJCC - Oildale) is located at 1129 Olive Drive, Suite H, in Bakersfield, Kern County, California. The AJCC – Oildale consists of one (1) AJCC Partner, including and limited to, Employers' Training Resource.

b. Lake Isabella AJCC (AJCC – Lake Isabella) is located at 5540 Lake Isabella Boulevard, Suite E-3 in Lake Isabella, Kern County, California. The AJCC – Lake Isabella consists of one (1) AJCC Partner, including and limited to, ETR.

c. Ridgecrest AJCC (Ridgecrest-AJCC) is located at 540 Perdew Avenue, Suite B2, in Ridgecrest, California. The Ridgecrest-AJCC consists of two (2) colocated AJCC partners. EDD and DOR are providing virtual service delivery.

d. Walker AJCC (AJCC – Walker) is located at 107384 Highway 395 in Walker, Mono County, California. The AJCC – Walker consists of one (1) AJCC Partner, including and limited to, Mono County Social Services Department which receives monies from ETR to perform Title I (B) Adult, Dislocated Worker, and Youth program and services.

e. Mammoth Lakes AJCC (AJCC – Mammoth Lakes) is located at 1290 Tavern Toad, Suite 229 in Mammoth Lakes, Mono County, California. The AJCC – Mammoth Lakes consists of one (1) AJCC Partner, including and limited to, Mono County Social Services Department which receives monies from ETR to perform Title I (B) Adult, Dislocated Worker, and Youth program and services.

f. Inyo AJCC (AJCC - Inyo) is located at 1360 N. Main Street in Bishop, Inyo County, California. The AJCC – Inyo consists of one (1) AJCC Partner, including and limited to, Inyo County Department of Health and Human Services which receives monies from ETR to perform Title I (B) Adult and Dislocated Worker program and services.

C. Specialized AJCC One-Stop Centers

The KIM WDB has established two (2) Specialized One-Stop Centers in the WDA. One of the specialized One-Stop centers was formally located at the Beale Library and named EPIC@The Beale. The EPIC@The Beale has moved and is no longer associated with the Beale Library. The name has been modified to the EPIC to reflect this change and specializes in targeting Opportunity Youth, formally referred to as Disconnected Youth. The other specialized AJCC One-Stop center was formally named the Back-to-Work Center, but has been relocated and renamed the Business Center which was established specifically to respond to a large localized layoffs. Kern County has seen significant layoffs in a variety of industries over the years, particularly during the recent COVID pandemic. These specialized AJCC one-stop centers do not

provide access to every required Partner, but have a way to make referrals to AJCC Partners in the comprehensive, affiliate and specialized AJCC One-Stop centers. The specialized one-stop centers have access to the referral system to make sure that services were provided after the referral. Attached hereto and incorporated herein as Exhibit "B" is the Referral Chart which identifies the referral process of the AJCC within the LWDA. These specialized AJCC one-stop centers serve the needs of Kern County by providing dedicated locations where (i) rapid response and layoff aversion activities can be facilitated concurrently with services for re-connecting dislocated workers with opportunities for employment, and (ii) young people can find the support they need to be successful. These two (2) Specialized AJCC One-Stop Centers are located as follows:

a. Business Center AJCC (AJCC – Business Center) is located at 1129 Olive Drive, Suites C & D, in Bakersfield, Kern County, California. The AJCC – Business Center consists of one (1) AJCC Partner, including and limited to, ETR.

b. EPIC AJCC (AJCC – EPIC) is located at 2211 H Street, in Bakersfield, Kern County. The AJCC – EPIC consists of one (1) AJCC Partner, including and limited to, ETR.

Article VI. Terms and Conditions

A. AJCC Partner Services:

At a minimum, the AJCC Partners will make the below services available, as applicable to the program, consistent with and coordinated via the Comprehensive AJCC One-Stop Centers. Additional WIOA services may be provided on a case-by-case basis and with the approval of the KIM WDB.

BUSINESS SERVICES		
Consistent with and coordinated through the AJCC Network System		
Serve as a single point of contact for businesses, responding to all requests in a timely manner	Provide information and services related to Unemployment Insurance taxes and claims	Assist with disability and communication accommodations, including job coaches
Conduct outreach regarding Local workforce system's services and products	Conduct on-site Rapid Response activities regarding closures and downsizings; and Layoff aversion	Develop On-the-Job Training (OJT) contracts, incumbent worker contracts, or pay-for-performance contract strategies
Provide access to labor market information	Provide customized recruitment and job applicant screening, assessment and referral services	Provide employer and industry cluster-driven Occupational Skills Training through Individual Training Accounts with eligible training providers

BUSINESS SERVICES		
Consistent with and coordinated through the AJCC Network System		
Assist with the interpretation of labor market information	Conduct job fairs	Develop customized training opportunities to meet specific employer and/or industry cluster needs
Use of one-stop center facilities for recruiting and interviewing job applicants	Consult on human resources issues	Coordinate with employers to develop and implement layoff aversion strategies
Post job vacancies in the state labor exchange system and take and fill job orders	Provide information regarding disability awareness issues	Provide incumbent worker upgrade training through various modalities
BUSINESS SERVICES		
Consistent with and coordinated through the AJCC Network System		
Provide information regarding workforce development initiatives and programs	Provide information regarding assistive technology and communication accommodations	Develop, convene, or implement industry or sector partnerships

JOB SEEKER SERVICES		
Basic Career Services	Individualized Career Services	Training
Outreach, intake and orientation to the information, services, programs, tools and resources available through the Local workforce system	Comprehensive and specialized assessments of skills levels and service needs	Occupational skills training through Individual Training Accounts (ITAs)
Initial assessments of skill level(s), aptitudes, abilities and supportive service needs	Development of an individual employment plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for	Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above

	the customer to achieve the employment goals	
Job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment)	Referral to training services	On-the-Job Training (OJT)
Access to employment opportunity and labor market information	Group counseling	Incumbent Worker Training
Performance information and program costs for eligible providers of training, education, and workforce services	Literacy activities related to work readiness	Programs that combine workplace training with related instruction which may include cooperative education
Information on performance of the local workforce system	Individual counseling and career planning	Training programs operated by the private sector
JOB SEEKER SERVICES		
Basic Career Services	Individualized Career Services	Training
Information on the availability of supportive services and referral to such, as appropriate	Case management for customers seeking training services; individual in and out of area job search, referral and placement assistance	Skill upgrading and retraining
Information and meaningful assistance on Unemployment Insurance claim filing	Work experience, transitional jobs, registered apprenticeships, and internships	Entrepreneurial training
Determination of potential eligibility for workforce Partner services, programs, and referral(s)	Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training	Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training

Information and assistance in applying for financial aid for training and education programs not provided under WIOA	Post-employment follow-up services and support	Other training services as determined by the workforce partner's governing rules

YOUTH SERVICES	
Tutoring, study skills training, instruction, and evidence based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.	Alternative secondary school services, or dropout recovery services, as appropriate.

YOUTH SERVICES	
Paid and unpaid work experiences that have as a component academic and occupational education, which may include: Summer employment opportunities and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities.	Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved.
Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.	Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.
Supportive services.	Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 month.
Follow-up services for not less than 12 months after the completion of participation, as appropriate.	Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
Financial literacy education.	Entrepreneurial skills training.
Services that provide labor market and	Activities that help youth prepare for and

employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.	transition to postsecondary education and training.

B. Training Services

Through the AJCC One-Stop system, individuals interested in training will be evaluated by ETR, Client Services Division, or its subgrantee(s) to determine whether or not they are in need of training, and if they possess the skills and qualifications needed to participate successfully in the training program in which they express an interest. Training services must be directly linked to occupations that are in demand in the local area or in another area to which the individual receiving services is willing to relocate.

Training Services include, but are not limited to, the following:

1. Occupational skills training, including training for nontraditional employment;
2. On-the-job training (OJT);
3. Incumbent worker training;
4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
5. Training programs operated by the private sector;
6. Skills upgrading and retraining;
7. Entrepreneurial training;
8. Transitional jobs (Work Experience);
9. Job readiness training provided in combination with another training service.
10. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with another training service;
11. Customized Job Training (CJT) conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training; and/or
12. Other trainings available through the AJCC Partners.

C. Follow-up Services

Counseling is available by any of the AJCC Partners for the workplace for Adult, Dislocated Workers and Youth participants in workforce development activities who are placed in unsubsidized employment for up to twelve (12) months after the first day of employment.

D. Commitment to Equity, Inclusion and Diversity

All AJCC Partners recognize and understand the diverse nature of the residents of Kern, Inyo and

Mono Counties. As services are provided, the partnerships will be working toward increasing equity and inclusion of underrepresented groups. In addition, all AJCC Partners shall ensure the provision of workforce and education services that recognize historically unserved or underserved communities, including African-American, Latinx, Indigenous peoples, and other persons of color, immigrants, refugees, people with disabilities, LGBTQ+ (lesbian, gay, bisexual, transgender, and queer), and others who experience systemic barriers in the labor force. The AJCC partner shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to sex, gender, race, color, ancestry, religion, national origin, military or veteran status, physical disability, mental disability, medical condition(s), genetic information, age, sexual orientation, gender identity or expression, or marital status. Each AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Cal. Gov. Code § 12990) and related regulations.

E. Access for Individuals with Barriers to Employment

All AJCC Partners agree to prioritize services as outlined under WIOA for adult and dislocated worker and for individuals with barriers to employment. The AJCC Partners agree that "Access" to programs and services means having:

1. Program staff physically present at the location;
2. Having AJCC Partner program staff physically present that are trained to provide information to customers about the programs, services, and activities available through AJCC Partner programs;
3. When available, providing direct linkage through technology (virtually) to program staff who can provide meaningful information and/or services; and/or
4. Providing access to adults with barriers to employment including those with the following barriers as defined in WIOA: displaced homemakers; Indians, Alaskan Natives and Native Hawaiians; individuals with disabilities including youth with disabilities; older individuals; ex-offenders; homeless individuals; youth who are in or have aged out of the foster care system; individuals who are English language learners, individuals with low levels of literacy and individuals facing cultural barriers; eligible migrant and seasonal farmworkers; individuals within two years of exhausting lifetime eligibility under TANF; single parents to include single pregnant women; and long-term unemployed individuals.

AJCC Partners commit to offer priority of services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds. Priority of service status is established at the time of eligibility determination and does not change during the period of participation. Priority does not apply to the dislocated worker population.

Veterans and eligible spouses continue to receive priority of service among all eligible individuals; however, they must meet the WIOA adult program eligibility criteria and meet the criteria under WIOA Section 134(c)(3)(E).

"Direct linkage" means providing direct connection at the AJCC one-stop, within a timely manner, by phone, in person or through a real-time Web-based communication to a program staff member who can provide program information or services to the customer.

Services provided through technology must be meaningful, available in a timely manner and not simply a referral to additional services at a later date or time.

The KIM WDB will ensure that information on the availability of basic career services is accessible at all AJCC one-stop physical locations and access points, including electronic access points, regardless of where individuals initially enter the local one-stop system.

The AJCC Partners agree that:

i. "Registration" is the point at which information that is used in performance information (Core programs, i.e. Title I-IV) begins to be collected.

ii. "Participation" is the point at which the customer has been determined eligible for program services and has received or is receiving a WIOA service, such as individual career services, and is the point at which they will be included in the performance calculation for the primary indicator.

iii. The difference between registration and participation: Individuals who are primarily seeking information are not treated as participants and their self-service or informational search (service) requires no registration. When a customer seeks more than minimal assistance from staff in taking the next steps towards self-sufficient employment, the person must be registered and eligibility must be determined.

F. Methods for Referring Customers

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. The KIM WDB and AJCC Partners developed a flow chart to describe the referral system which is attached hereto and incorporated herein as Exhibit "B". In order to facilitate such a system, AJCC Partners agree to:

1. Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners' programs represented in the KIM WDA's AJCC Network,

2. Develop materials summarizing their program requirements and making them available for AJCC Partners and customers,

3. Develop and utilize common intake, eligibility determination, assessment, and registration forms,

4. Provide substantive referrals – in accordance with the AJCC Referral Policy – to customers who are eligible for supplemental and complementary services and benefits under AJCC Partner programs,

5. Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys,

6. Commit to robust and ongoing communication required for an effective referral process, and

7. Commit to actively following-up on the results of referrals and assuring that AJCC Partner resources are being leveraged at an optimal level.

G. Shared Technology and System Security

1. AJCC Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected from customers at intake to be captured once. AJCC Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws.

2. AJCC Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.

3. All data, including customer PII, collected, used, and disclosed by AJCC Partners will be subject to the following:

   a. Customer PII will be properly secured in accordance with the Local WDB's policies and procedures regarding the safeguarding of PII.

   b. The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.

   c. All confidential data contained in Unemployment Insurance (UI) wage records must be protected in accordance with the requirements set forth in 20 CFR part 603.

   d. All personal information contained in Vehicle Registration (VR) records must be protected in accordance with the requirements set forth in 34 CFR 361.38.

e. Customer data may be shared with other programs, for those programs' purposes, within the AJCC network only after the informed written consent of the individual has been obtained, where required.

f. Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.

g. All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)).

h. The Comprehensive AJCC One-Stop Center and staff of AJCC Partners will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records.

Article VII. Roles and Responsibilities of AJCC Partners

A. The AJCC Partners to this agreement will work closely together to ensure that the Comprehensive AJCC One-Stop Center is a high performing work place with staff who will ensure quality of service.

1. All AJCC Partners to this Agreement shall comply with the following:

a. Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),

b. Title VI of the Civil Rights Act of 1964 (Public Law 88-352),

c. Section 504 of the Rehabilitation Act of 1973, as amended,

d. The Americans with Disabilities Act of 1990 (Public Law 101-336),

e. The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor,

f. Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188,

g. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99),

h. Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38),

i. The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603),

j. The above provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or expression, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination,

k. All amendments to each, and

l. All requirements imposed by the regulations issued pursuant to these acts.

2. Additionally, all AJCC Partners shall:

a. Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in the AJCC Partner Services section above,

b. Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers,

c. Agree that all equipment and furniture purchased by any party for purposes described herein shall remain the property of the purchaser after the termination of this agreement,

d. Commit to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement,

e. When applicable, shall include "A proud partner of the American Job Center of California" on any products, programs, activities, services, facilities, and materials used by the combined AJCC partnership of the one-stop system, and

f. Promote system integration to the maximum extent feasible through:

i. Effective communication, information sharing to the extent allowed by state or federal laws, and collaboration with the One-Stop Operator and/or AJCC Partners,

ii. Joint planning, policy development, and system design processes,

iii. Commitment to the joint mission, vision, goals, strategies, and performance measures,

iv. The design and use of common intake, assessment, referral, and case management processes,

v. The use of common and/or linked data management systems and data sharing methods, including, Management Information System (MIS) CalJOBS and/or Cal-E Grants, as appropriate and/or allowable under the AJCC Partner's state and/or federal funding,

vi. Leveraging of resources, including other public agency and non-profit organization services,

vii. Making reasonable efforts to participate in a continuous improvement process designed to boost outcomes and increase customer satisfaction,

viii. Making reasonable efforts to participate in regularly scheduled Partner meetings to exchange information in support of the MOU and encourage program and staff integration, and

ix. Collaborating and partnering in grants that benefit the LWDA.

Article VIII. Roles and Responsibilities of the KIM WDB

A. The KIM WDB ensures the workforce-related needs of employers, workers, and job seekers in the KIM WDA are met, to the maximum extent possible with available resources. The KIM WDB will, at a minimum:

a. In collaboration and partnership with the CLEO and other applicable AJCC Partners within the planning area, develop the strategic local vision, goals, objectives, and workforce-related policies,

b. In cooperation with the CLEO, design and approve the AJCC Network structure. This includes, but is not limited to: adequate, sufficient, and

accessible AJCC Network for all employers, workers, and job seekers,

c. Provide sufficient types of providers of career and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities),

d. In collaboration with the CLEO, designate through a competitive process, procure, oversee, monitor, implement corrective action, and, if applicable, terminate the One-Stop Operator,

e. Determine the role and responsibilities of the One-Stop Operator, and

f. Review and evaluate performance of the One-Stop Operator.

Article IX. **Roles and Responsibilities of the One-Stop Operator**

A. The One-Stop Operator's roles and responsibilities include the following:

1. In conjunction with ETR's oversight and designated administrative staff at ETR, the One-Stop Operator will coordinate the implementation of this MOU, which includes, resource sharing and Infrastructure Funding Agreements (IFA);

2. The convening and facilitation of monthly WIOA partner meetings that focus on systems alignment, process improvement and building value added collaboration amongst system partners. Attendance and participation may be through any suitable modality, including: Microsoft Teams, telephonic conference calls, in-person or through some other readily available/adequate conferencing medium;

3. The convening and facilitation of monthly WIOA partner meetings that focus on operations, coordination and collaboration amongst system partners. Attendance and participation may be through any suitable modality, including: Microsoft Teams, telephonic conference calls, in-person or through some other readily available/adequate conferencing medium;

4. Act as a liaison between the KIM Workforce Development Board (WDB) and the WIOA partners and as such shall be required to submit a written report to the Chief Workforce Development Officer (Director) of Kern County Employers' Training Resource identifying the services being provided by the Consultant and any progress and/or developments thereof a minimum of ten (10) business days prior to the KIM Workforce Development Board (WDB)'s quarterly Executive Committee meetings and quarterly KIM WDB meetings, and to attend said meetings in order to orally present the content contained in each written report.

There are quarterly KIM WDB's Executive Committee and KIM WDB meetings;

5. Perform customer satisfaction surveys for all colocated WIOA Partners at the comprehensive AJCC one-stop center(s), and on a quarterly basis, submit a written report detailing the results of said surveys to the Chief Workforce Development Officer (Director) of Kern County Employers' Training Resource, a minimum of ten (10) days prior to the KIM WDB's Executive Committee meetings and KIM WDB's meetings, and attend said meetings in order to orally present the content contained in said written report;

6. Implement policies and procedures established by the KIM Workforce Development Board;

7. Report to the KIM Workforce Development Board on operations, performance, and continuous improvement recommendations; and

8. Any other assigned duties consistent with the WIOA and related regulations, directives, policies procedures and amendments issued pursuant thereto.

B. In accordance with WIOA, the One-Stop Operator shall not perform the following functions:

1. Convene system stakeholders to assist in the development of the local plan;

2. Prepare and submit local plans (as required under sec. 107 of WIOA);

3. Be responsible for oversight of itself;

4. Manage or significantly participate in the competitive selection process for one-stop operators;

5. Select or terminate one-stop operator, career services, and youth providers;

6. Negotiate local performance accountability measures; and/or

7. Develop and submit budget for activities of the KIM WDB.

Article X. Outreach

The KIM WDB and its AJCC Partners will develop and implement a strategic outreach plan that will include, at a minimum the following:

a. Specific steps to be taken by each AJCC Partner,

b. An outreach and recruitment plan to the region's job seekers, including targeted efforts for populations most at-risk or most in need,

c. An outreach and recruitment plan for out-of-school youth,

d. Sector strategies and career pathways,

e. Connections to registered apprenticeship,

f. Regular use of social media, and

g. Clear objectives and expected outcomes.

Article XI. Accessibility

Accessibility to the services provided by the Comprehensive, Affiliate and/or Specialized AJCC One-Stop Centers (collectively, referred to as "AJCC One-Stop Centers") and all AJCC Partners are essential to meeting the requirements and goals of the KIM WDB. Job seekers and businesses must be able to access all information relevant to them through visits to physical locations, as well as, in virtual spaces, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

A. Physical Accessibility. The Comprehensive One-Stop Operator and colocated AJCC Partners shall ensure that AJCC One-Stop Centers will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor and will meet the requirements as contained in Section 188 of the WIOA and the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016) and the Americans with Disabilities Act (ADA). The AJCC One-Stop Centers may close if local or state government deems such action to be necessary for public safety.

B. Virtual Accessibility. The KIM WDB will work with the California Workforce Development Board (CWDB) and the Employment Development Department to ensure that job seekers and businesses have access to the same information online as they do in a physical facility through Cal-E Grants and/or CalJOBS^{SM}. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. AJCC Partners will comply with the Plain Writing Act of 2010 which requires that federal agencies use "clear Government communication that the public can understand and use" and all information kept virtually will be updated regularly to ensure dissemination of correct information. The AJCC Partners will maintain their own web presence via a website and agree to post content about other AJCC Partners on their own website when applicable, as an in-kind contribution to the AJCC Network.

C. Communication Accessibility. Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All AJCC Partners agree that they will provide accommodations for individuals who have communication challenges, including, but not limited to, individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

D. Programmatic Accessibility. All AJCC Partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. AJCC Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. AJCC Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All AJCC Partners will cooperate with compliance monitoring that is conducted at the local level to ensure that all AJCC programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, the colocated AJCC Partners agree that their staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter, including an American Sign Language (ASL) interpreter will be provided in real time or, if not available, within two (2) business days after a request is made by an AJCC Partner for any customer with a language or hearing barrier. Per current policy, the requesting AJCC Partner shall be responsible for paying for the costs associated with providing an interpreter. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices shall be available to ensure physical and programmatic accessibility within the AJCC Network. Due to the limited space in the Comprehensive AJCC One-Stop Center, the colocated AJCC Partners agree to share in the costs of a cubicle at the Comprehensive AJCC One-Stop Center to allow the necessary privacy for people with disabilities to use certain assistive devises and equipment, including, but not limited to, Sorenson Communications' ntouch® VP2.

Article XII. Administrative and Operations Management - Day to Day Operations

The AJCC Coordinator, appointed by the consortium of AJCC Partners, coordinates the activities for the AJCC, including resolving the day-to-day operational issues. The AJCC Coordinator will work with designated AJCC Partner manager(s) and supervisor(s) to ensure operational success.

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer.

The office hours for the staff at the AJCC will be established by the site supervisor(s) and the primary employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the AJCC Partners at the beginning of each fiscal year.

Each AJCC Partner shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsible and save all other AJCC Partners harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

Article XIII. Press Releases and Communications

A. All AJCC Partners shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU.

B. Participation of each AJCC Partner in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other AJCC Partners, in all communications, each AJCC Partner shall make specific reference to all other Partners.

Article XIV. Resource Sharing/Infrastructure Funding

A. KIM AJCC Resource Sharing/Infrastructure Requirements.

1. WIOA 121(c)(A)(ii) requires that the funding arrangements for services and operating costs of the KIM service delivery system must be described in this MOU.

2. The methodologies described herein must be allowable under each AJCC Partner's respective program and under all applicable federal and state laws and regulations, including the Office of Management and Budget (OMB) Circulars applicable to each AJCC Partner's type of organization. The MOU is required to identify:

   a. The shared KIM AJCC costs.

   b. The methodologies that will be used to determine each AJCC Partner's fair share of the KIM AJCC costs.

   c. The methodologies that will be used to allocate each AJCC Partner's fair share of the costs across specific cost categories.

d. The method(s) each AJCC Partner will use to fund its fair share of the shared costs, which may include cash contributions, contributions of staff time, equipment, and/or other resources, or in-kind contributions from a third party.

3. The colocated AJCC Partners met to discuss apportionment of infrastructure costs on a pro rata share basis and agreed upon three methodologies to determine infrastructure costs, as follows:

(i) Exclusive Area: Space available to and occupied exclusively by one colocated AJCC Partner;

(ii) Shared Area: Space available to and occupied by two or more colocated AJCC Partners; and

(iii) Common Area: All areas of the Property other than the space available to and occupied exclusively by one colocated AJCC Partner or space shared by two or more colocated AJCC Partners that is used for the benefit of all colocated AJCC Partners, including, but not limited to, kitchen, bathrooms, storage areas, Resource Room, computer room, passageways, hallways, and similar areas. Such an approach incorporates a reasonable, and equitable apportionment of the one-stop infrastructure costs.

4. The State requires each and every Comprehensive, Affiliate and Specialized AJCC One-Stop Centers to be independently and objectively evaluated every three (3) years to ensure that the LWDA has a network of high-quality and effective AJCCs (WIOA Section 121(g)). The last evaluation was completed on October 30, 2024 (EDD Directive WSD20-8). There are two levels of AJCC certification for the Comprehensive AJCC One-Stop Center which are: AJCC Certification Baseline Criteria Matrix and AJCC Certification Indicator Assessment. The AJCC Certification Baseline Criteria Matrix is intended to ensure that the AJCC is in compliance with key WIOA statutory and regulatory requirements. The AJCC Certification Indicator Assessment identifies where an AJCC may be exceeding quality expectations, as well as areas where improvement(s) is/are needed. The colocated AJCC Partners agree that in order to meet the AJCC Certification Baseline Criteria Matrix and/or AJCC Certification Indicator Assessment for each Comprehensive, Affiliate and Specialized AJCC One-Stop Centers in the LWDA, colocated AJCC Partners must perform certain infrastructure purchases during each fiscal year. The infrastructure purchases for each Comprehensive, Affiliate and Specialized AJCC One-Stop Centers, include and are limited to, exterior signage, assistive technology devices to ensure equal access and opportunities for individuals with disabilities, and new computers and upgrading computer software in the Resource Room. This list is not exhaustive and is intended as a guide. Additional equipment purchases identified by any of the colocated AJCC

Partners will be made with the consent and approval of all of the colocated AJCC Partners. In accordance with the WIOA and Employment Development Department Directive WSD23-05, each Local Workforce Development Board must create a Continuous Improvement Plan for each comprehensive, affiliate and specialized America's Job Center of California One-Stop Centers in their local workforce development area (LWDA). The Continuous Improvement Plans were derived from the AJCC Certification Indicator Assessments that were based upon the recommendations and evaluations made by the Ad-Hoc Committee, consisting of four (4) KIM WDB's Executive Committee members. According to the Directive, the KIM WDB attested to the development of the Continuous Improvement Plans with targeted completion dates for all of the AJCCs. The development of the Continuous Improvement Plans has been completed by the due date of December 31, 2024, and the continuous improvements provided in each plan are in the process of being completed.

B. Network of Comprehensive AJCCs.

1. Each AJCC Partner that carriers out a program or activities within a Comprehensive AJCC One-Stop Center must use a portion of the funds available for their program and activities to help maintain the One-Stop Delivery System, including proportional payment of the Infrastructure Costs of the Comprehensive AJCC One-Stop Center.

   a. If it has been determined that a AJCC Partner is receiving a benefit from the Comprehensive AJCC One-Stop Center, the amount of funds each AJCC Partner is required to contribute must be based on their proportionate use of the Comprehensive AJCC One-Stop Center.

   b. The amount to be paid by the AJCC Partner for its proportionate share must be in compliance with the federal statute authorizing its program and Uniform Guidance.

   c. All non-colocated AJCC Partners shall pay their proportionate share of infrastructure costs as soon as sufficient data becomes available to make such a determination.

   e. WIOA emphasizes customer choice, job-driven training, provider performance, and continuous improvement. The quality and selection of providers and programs of training services is vital to achieving these core principles.

   f. The parties to this agreement recognize the many benefits to our customers in the collaboration and integration of seamless service and have participated in the development and operation of a One-Stop

system doing business as the AJCC.

Article XV. Indemnification

All Parties to this MOU recognize the Partnership consists of various levels of government, not-for-profit, and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No AJCC Partner assumes any responsibility for any other party for the consequences of any act or omission of any third party. The Parties acknowledge the KIM WDB and Comprehensive AJCC One-Stop Operator have no responsibility and/or liability for any negligent actions of any of the other AJCC Partners' employees, agents, and/or assignees. Likewise, the AJCC Partners have no responsibility and/or liability for any negligent actions of the KIM WDB and Comprehensive AJCC One-Stop Operator's employees, agents, and/or assignees.

Article XVI. Termination

The AJCC Partners understand that implementation of the AJCC system is dependent on the good faith effort of every AJCC Partner to work together to improve services to the community. The AJCC Partners also agree that this is a project where different ways of working together and providing services are being tried. This MOU will remain in effect until the end date specified in the Effective Period as indicated in Article XVI below, unless:

a. All Parties mutually agree to terminate this MOU prior to the end date.
b. Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any party unable to perform pursuant to MOU due to lack of funding shall notify the other Parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.
c. WIOA is repealed or superseded by subsequent federal law.
d. Local area designation is changed under WIOA.
e. A party breaches any provision of this MOU and such breach is not cured within thirty (30) days after receiving written notice from the Chair of the KIM WDB (or designee) specifying such breach in reasonable detail. In such event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the party in breach, upon which termination will go into effect immediately.

In the event of termination, the Parties to this MOU must convene within thirty (30) days after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed and agreed to by the Parties.

Any party may request to terminate its inclusion in this MOU by following the modification process identified in Article XVII below.

Article XVII. Grievances and Complaints Procedure

The AJCC Partners agree to establish and maintain a procedure for grievances and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to customers and AJCC Partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The AJCC Partners further agree to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

In addition, the AJCC Partners will offer the best customer service possible by attempting to resolve customer issues as quickly as possible. If AJCC Partner's staff is not able to resolve the issue, they should bring the customer's issue to the attention of their supervisor or an AJCC Partner's supervisor at their location. If the supervisor is not able to resolve the issue, the next highest level employee (i.e., CAO Manager or equivalent position) may be asked to assist. After those attempts to resolve an issue for the customer are made, the customer may still not be satisfied. Filing a formal complaint/grievance is the final step in good customer service.

Any person(s) filing a complaint concerning an AJCC Partner of the local One-Stop will first submit that complaint to that AJCC Partner utilizing the procedures of that agency.

Participants will first utilize procedures, if available to them, at the employer/training agency level. If the employer does not have a grievance/complaint procedure, the procedures under Title 20 Code of Federal Regulations (CFR) Part 667.600, and Title 29 CFR 37 will be used.

The person filing a complaint shall be free from restraint, coercion, reprisal, or discrimination.

Article XVIII. Effective Date, Term and Renewal of MOU

A. The effective date of this MOU is on July 1, 2025. The term of this MOU is from July 1, 2025 to June 30, 2028, unless it is terminated earlier as provided herein, and shall supersede in its entirely the MOU Phase I, MOU Phase II, and MOU Phase II – Affiliate and Specialized AJCC One-Stop Centers, WIOA MOU and WIOA MOU II entered into previously by and between the participating AJCC Partners, the KIM WDB, and CLEO.

B. The MOU is of no force or effect until signed by CLEO and an authorized representative of the KIM WDB.

C. The MOU will be reviewed annually and renewed not less than once every 3-year period to ensure appropriate funding and delivery of services, and identify any substantial changes that have occurred.

Article XIX. Modifications and Revisions

This MOU constitutes the entire agreement between the AJCC Partners and no oral understanding not incorporated herein shall be binding on any of the AJCC Partners hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of all of the AJCC Partners, by the issuance of a written amendment, signed and dated by the AJCC Partners. In addition, the Infrastructure Funding Agreements may be modified and/or updated yearly by the colocated AJCC Partners without having to modify the MOU.

Article XX. Additional AJCC Partner Agencies

This MOU contemplates that, from time to time, additional AJCC Partners may be identified. If and when this happens, each new AJCC Partner must sign an MOU with the KIM WDB on the same terms and conditions as this MOU. Approval of additional AJCC Partners is at the discretion of the KIM WDB. Signatures of other Partner agencies will not be required on any MOU between a new AJCC Partner and the KIM WDB.

Article XXI. Dispute Resolution

The AJCC Partners agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If the issue(s) cannot be resolved at this level, they shall be referred to the AJCC Partner's management staff of the respective staff employer, for discussion and resolution. The AJCC Partner's management staff's decision regarding the resolution of the issue(s) shall be final.

Article XXII. Hold Harmless/Indemnification/Liability

Except as otherwise expressly provided in this MOU and in accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any negligent acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any acts or omissions which arise from the negligence performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

Article XXIII. Notice

All notices required or permitted to be given by any party to this MOU shall be deemed tendered upon personal delivery to the all of other AJCC Partners or three (3) days after being

deposited in the United States mail, postage prepaid, first class mail addressed to the other Partners at the addresses contained herein or to such other address as the AJCC Partners may provide by written notice tendered in accordance herewith.

Article XXIV. Comprehensive AJCC One-Stop Operating Budget

The purpose of this Article is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the KIM WDA's Comprehensive AJCC One-Stop Center. The Parties to this MOU agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

a. Establishes and maintains the Local workforce delivery system at a level that meets the needs of the job seekers and businesses in the LWDA,

b. Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among AJCC Partners (thereby improving each program's effectiveness),

c. Reduces overhead costs for any one AJCC Partner by streamlining and sharing financial, procurement, and facility costs, and

d. Ensures that costs are appropriately shared by the AJCC's Partners by determining contributions based on the proportionate use of the one-stop centers and relative benefits received, and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The AJCC Partners consider this one-stop operating budget the master budget that is necessary to maintain the KIM WDA's high-standard of AJCC Network. It includes the following cost categories, as required by WIOA and its implementing regulations:

a. Infrastructure Costs;
b. Career Services Costs; and
c. Shared Operating Costs and Shared Services Costs.

All costs must be included in the MOU, allocated according to colocated AJCC Partners' proportionate use and relative benefits received, and reconciled on a quarterly basis against actual costs incurred and adjusted accordingly. The Comprehensive AJCC One-Stop Center operating budget is expected to be transparent and negotiated among collocated AJCC Partners on an equitable basis to ensure costs are shared appropriately. All colocated AJCC Partners have negotiated in good faith and established outcomes that are reasonable and fair.

Article XXV. Infrastructure Funding Agreement for Comprehensive AJCCs:

The Infrastructure Funding Agreement (IFA) must include infrastructure costs, and does include Additional Costs and Shared Operating Costs and Shared Services Costs. The colocated AJCC Partners have negotiated the IFA for the Comprehensive AJCC One-Stop Center, including and limited to, Southeast-AJCC, as reflected below.

The following reflects the summarized IFA between the colocated AJCC Partners for the Southeast-AJCC:

SOUTHEAST AJCC
Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole

		Contributors					
Cost Categories	Total Cost	ETR	EDD	DHS	DOR	Value	Balance to Allocate
	Equal Share	72.16%	15.26%	6.96%	5.62%	1	==========
Rent	$ 694,710	$ 501,303	$ 106,013	$ 48,352	$ 39,043	$ 694,710	$ -
Operational Costs Including Utilities/Maintenance*	$ 227,022	$ 163,819	$ 34,644	$ 15,801	$ 12,759	$ 227,022	$ -
Operational Costs not included in Lease/Ops Costs*	$ 95,086	$ 95,086	$ -	$ -	$ -	$ 95,086	$ -
Equipment**	$ 211	$ 152	$ 32	$ 15	$ 12	$ 211	$ -
Access Technology***	$ 99,234	$ 71,607	$ 15,143	$ 6,907	$ 5,577	$ 99,234	$ -
Common Identifier****	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Totals with Total Partner Allocations & Remaining Allocation Amt	$ 1,116,262	$ 805,495	$ 170,342	$ 77,692	$ 62,734	$ 1,021,177	$ -
Monthly Costs	$ 93,022	$ 67,125	$ 14,195	$ 6,474	$ 5,228	$ 85,098	$ -
						Total Infrastructure to Be Allocated to Colocated Partners:	$ 1,116,262

These infrastructure costs reflected herein are estimated and serves as a placeholder until such time when supporting documentation is provided to the colocated partners to confirm the infrastructure cost allocations. In addition, Colocated Partners located in the AJCC that are requested to pay for certain services, goods and/or equipment will first meet and confer within a reasonable time following such a request about said services, goods and/or equipment prior to its procurement. Colocated Partners will discuss and define the services, goods and/or equipment, and consider all factors and benefits to the partnership and agree to shared costs accordingly.

A more thorough and complete IFA for the Southeast-AJCC is attached hereto and incorporated herein as Exhibit "C".

The above matrixes incorporate the specific costs provided below:

A. Infrastructure Costs are defined as non-personnel costs that are necessary for the general operation of the AJCC network, including, but not limited to:

   a. Rental of the facilities;
   b. Utilities and maintenance;
   c. Equipment, including assessment-related products and assistive technology for individuals with disabilities;
   d. Technology to facilitate access to the AJCC, including technology used for each center's planning and outreach activities; and
   e. Common identifier costs.

B. The equipment, including assessment-related products and assistive technology for individuals with disabilities and technology to facilitate access to the AJCC, including technology used for each center's planning and outreach activities identified above as Infrastructure Costs are more thoroughly identified in the Equipment Lists for the

Comprehensive AJCC One-Stop Center, Affiliate AJCC One-Stop Centers and Specialized AJCC One-Stop Centers in the LWDA. The Equipment Lists for each AJCC Center is attached hereto and incorporated herein as Exhibit "D".

The Marketing/Outreach Technology equipment necessary to facilitate access to the AJCC Network is attached hereto and incorporated herein as Exhibit "E".

C. All Parties to this MOU and IFA recognize that infrastructure costs are applicable to all required colocated AJCC Partners. The non-colocated Partners agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available to make such a determination. Each AJCC Partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance. The Parties desire to have the colocated AJCC Partners pay the total infrastructure costs for the AJCC network for the first fiscal year and the colocated and non-colocated Partners will re-negotiate the partner sharing agreement a minimum of one-hundred and twenty (120) days before the 30st day of June of each year. Each colocated AJCC partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received, consistent with the AJCC Partner programs' authorizing laws and regulations and the Uniform Guidance.

D. Shared operating costs and shared services costs may include costs of shared services that are authorized for and may be commonly provided through the one-stop Partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other AJCC Partners, and business services.

E. Under the IFA, there are three different funding types:

i. Cash are funds provided to the KIM WDB or its designee by AJCC Partners, either directly or by an interagency transfer, or by a third party.

ii. Non-Cash are expenditures incurred by AJCC Partners on behalf of the one-stop center; and non-cash contributions or goods or services contributed by an AJCC Partner program and used by the AJCC one-stop center.

iii. Third-party In-kind are contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-AJCC Partner to: support the one-stop center in general; or support the proportionate share of one-stop infrastructure costs of a specific AJCC partner.

F. Contributions for infrastructure and additional costs may be made from cash, non-cash, or third party in-kind contributions. Non-cash and third-party in kind contributions

must be fairly evaluated in accordance with the Uniform Guidance at 2 CFR 200.306, 2 CFR 200.434, 34 CFR 361.715 and 34 C.F.R. 463.715.

G. Career Services Costs align with Article III above which outlines shared customers and services and includes the costs of the provision of career services applicable to each program consistent with the AJCC Partner program's applicable Federal statutes and allocable based on cost principles of the Uniform Guidance at 2 CFR Part 200, as reflected in the table below.

Table for Delivery of Applicable Career Services	
Kern, Inyo and Mono Workforce Development Board	
T-I Adult: *WIOA Title I (B) Adult*	Employers' Training Resource (ETR), Inyo County Health & Human Services (Inyo HHS), Mono County Social Services Department (Mono SSD), *KHSD (subgrantee of ETR)
T-I DW: *WIOA Title I (B) Dislocated Worker*	ETR, Inyo HHS, Mono SSD, *KHSD (subgrantee of ETR)
T-I Youth: *WIOA Title I (B) Youth*	ETR, Inyo HHS, Mono SSD, *KHSD (subgrantee of ETR)
T-I Job Corps: *WIOA Title I (C) Job Corps*	Inland Empire Job Corps Center (IEJCC)
T-I Native Am: *WIOA Title I (D) Sec 166 Native American*	California Indian Manpower Consortium, Inc. (CA Indian)
T-I MSFW: *WIOA Title I (D) Sec 167 Migrant Seasonal Farmworkers grantee*	N/A
T-I YouthBuild: *WIOA Title I (D) Sec 171 YouthBuild*	N/A
T-II AEL: *WIOA Title II Adult Education and Literacy grantee*	Kern High School District (KHSD), Delano Joint Union High School District (DJUHSD), Farmworker Institute for Education & Leadership Development (FIELD), McFarland Unified School District (MUSD), Wasco Union High School District (WUSD); Tehachapi Unified School District (TUSD)
T-III WP: *WIOA Title III Wagner-Peyser*	Employment Development Department (EDD)
T-IV VR: *WIOA Vocational Rehabilitation*	Department of Rehabilitation (DOR)
Tech Ed: *Carl Perkins Career Technical Education grantee*	Bakersfield College (BC), Cerro Coso Community College (CCCC), Taft College (TC) and Kern Community College District (KCCD)
T-V OAA: *Title V Older Americans Act*	SER – Jobs for Progress (SER Jobs)
JVS: *Jobs for Veterans State grant*	EDD
TAA: *Trade Adjustment Assistance Act*	EDD
Comm Act: *Community Services Block Grant recipient*	Community Action Partnership of Kern (CAPK)
Housing: *Housing & Urban Development*	Housing Authority of the County of Kern (HACK)
UI: *Unemployment Compensation*	EDD
SC: *Second Chance grantee*	Latino Coalition for Community Leadership (LCCL)
TANF: *CalWORKS*	Kern County Department of Human Services (DHS), **KHSD (CalWORKS allotment)

Consolidated Budget for Delivery of Applicable Career Services							
Consolidated budget for applicable career services reflecting each of the Partner's costs for the service delivery of each applicable career service, which includes all costs, including personnel, related to the administration and delivery of those services.							
Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-I Job Corps	T-I Native Am	T-I MSF	T-I YouthBuild
Basic Career Services: T-I Eligibility, Initial Assess Outreach, Intake, Orient, Labor Exchange, Referrals, LMI Support Service Info, UI Info, Fin Aid Info	ETR: $883,010 Mono SSD: $23,164 Inyo HHS: $48,911 *KHSD: $0.00	ETR: $889,856 Mono SSD: $34,796 Inyo HHS: $39,687 *KHSD: $0.00	ETR: $199,533 Mono SSD: $25,291 *KHSD: $252,037	IEJCC: $82,774	CIMC: $188,738	KHSD: $87,671	N/A
Applicable Career Services	T-II AEL	T-III WP	T-IV VR	Tech Ed	T-V OAA	JVSG	TAA
Basic Career Services: T-I Eligibility, Initial Assess Outreach, Intake, Orient, Labor Exchange, Referrals, LMI Support Service Info, UI Info, Fin Aid Info	FIELD: $250,000 DJUHSD: $134,578 KHSD: $0.00 MUSD $60,000 WUHSD $140,897 TUSD $10,500	EDD: $2,119,381	DOR: $4,612,068	BC: $8,750 CCCC: $22,500 TC: $9,500	SER Jobs: $22,503	EDD: $275,410	EDD: $71,410
Applicable Career Services	Comm Act	Housing	UI	SC	TANF		
Basic Career Services: T-I Eligibility, Initial Assess Outreach, Intake, Orient, Labor Exchange, Referrals, LMI Support Service Info, UI Info, Fin Aid Info	CAPK: $0.00	HACK: $145,000	EDD-UI: DCAF=$174 UI Direct =$281,034	LCCL: $62,950	DHS: $295,293 **KHSD: $1,878,245		

Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-I Job Corps	T-I Native Am	T-I MSF	T-I YouthBuild
Individual Career Services: Comp Assessment, IEP, Career Plan Counsel, Short-Term Pre-Vocational, Internship/Extern/Work Experience, Financial Literacy, ESL, WF Prep	ETR: $2,108,880 Mono SSD: $15,442 *KHSD: $191,250 INYO: $20,000	ETR: $1,461,098 Mono SSD: $23,198 *KHSD: $35,989 INYO: $18,000 KHSD: $21,250	ETR: $2,547,122 Mono SSD: $16,861 *KHSD: $338,674	IEJCC: $55,577	CIMC: $70,098	KHSD: $87,671	N/A
Applicable Career Services	T-II AEL	T-III WP	T-IV VR	Tech Ed	T-V OAA	JVS	TAA
Individual Career Services: Comp Assessment, IEP, Career Plan Counsel, Short-Term Pre-Vocational, Internship/Extern/Work Experience, Financial Literacy, ESL, WF Prep	FIELD: $250,000 DJUHSD: $112,720 KHSD: $1,456,581 MUSD $35,000 WUHSD $28,000 TUSD $40,000	EDD: $374,009	DOR: $18,448,270	BC: $3,500 CCCC: $41,500 TC: $5,500	SER Jobs: $22,503	EDD: $48,611	EDD: $12,601
Applicable Career Services	Comm Act	Housing	UI	SC	TANF		
Individual Career Services: Comp Assessment, IEP, Career Plan Counsel, Short-Term Pre-Vocational, Internship/Extern/Work Experience, Financial Literacy, ESL, WF Prep	CAPK: $0.00	HACK: $145,000	EDD: $0.00	LCCL: $251,800	DHS: $4,750,000		

Article XXVI. Infrastructure Funding Agreement for Affiliate and Specialized AJCCs:

The Infrastructure Funding Agreement (IFA) must include infrastructure costs.

The following reflects the summarized IFA for the AJCC - Ridgecrest:

RIDGECREST--540 Perdew 2024 - 2025						
		Contributors				
Cost Categories	Total Cost	ETR (Note: Net Cost after Partner reimbursement)	DHS	DOR	Value	Balance to Allocate
	Partner Share	62.33%	37.67%	0.00%	1	
Rent*	43,329	27,007	16,322	-	43,329	0
ETR Only	0	0	-	-	0	
Utilities/Maintenance/Other Ops	108,960	67,915	41,045	-	108,960	0
Equipment	-	-	-	-	-	0
Marketing/Outreach Technology****	3,334	2,078	1,256	-	3,334	0
Totals with Total Partner Allocations & Remaining Allocation Amt	155,622	96,999	58,623	-	155,622	0
Estimated Monthly Costs	1,265	8,083	4,885	-	12,969	
Total Infrastructure to Be Allocated to Colocated Partners:					$	155,622

A more thorough and complete IFA for the AJCC - Ridgecrest is attached hereto and incorporated herein as Exhibit "F".

The following reflects the summarized IFA for the AJCC - Oildale:

OLIVE DRIVE						
		Contributors				
Cost Categories	Total Cost	ETR	DHS	DOR	Value	Balance to Allocate
	Equal Share	100.00%	0.00%	0.00%	1	==========
Rent	$ 164,610	$ 164,610	$ -	$ -	$ 164,610	$ -
Operational Costs Including Utilities/Maintenance*	$ 197,273	$ 197,273	$ -	$ -	$ 197,273	$ -
Operational Costs not included in Lease/Ops Costs*	$ -	$ -	$ -	$ -	$ -	$ -
Equipment**	$ 26	$ 26	$ -	$ -	$ 26	$ -
Access Technology***	$ 10,929	$ 10,929	$ -	$ -	$ 10,929	$ -
Common Identifier****	$ -	$ -	$ -	$ -	$ -	$ -
Totals with Total Partner Allocations & Remaining Allocation Amt	$ 372,838	$ 372,838	$ -	$ -	$ 372,838	$ -
Monthly Costs	$ 31,070	$ 31,070	$ -	$ -	$ 31,070	$ -
Total Infrastructure to Be Allocated to Colocated Partners:						$ 372,838

A more thorough and complete IFA for the AJCC - Oildale is attached hereto and incorporated herein as Exhibit "G".

The following reflects the summarized IFA for the AJCC - Lake Isabella:

LAKE ISABELLA Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole						
		Contributors				
Cost Categories	Total Cost	ETR	DHS	DOR	Value	Balance to Allocate
	Equal Share	100.00%	0.00%	0.00%	1	==========
Rent	$ 32,521	$ 32,521	$ -	$ -	$ 32,521	$ -
Operational Costs Including Utilities/Maintenance*	$ 89,045	$ 89,045	$ -	$ -	$ 89,045	$ -
Operational Costs not included in Lease/Ops Costs*	$ -	$ -	$ -	$ -	$ -	$ -
Equipment**	$ 5,673	$ 5,673	$ -	$ -	$ 5,673	$ -
Access Technology***	$ 3,644	$ 3,644	$ -	$ -	$ 3,644	$ -
Common Identifier****	$ -	$ -	$ -	$ -	$ -	$ -
Totals with Total Partner Allocations & Remaining Allocation Amt	$ 130,882	$ 130,882	$ -	$ -	$ 130,882	$ -
Monthly Costs	$ 10,907	$ 10,907	$ -	$ -	$ 10,907	$ -
				Total Infrastructure to Be Allocated to Colocated Partners:		$ 130,882

A more thorough and complete IFA for the AJCC - Lake Isabella is attached hereto and incorporated herein as Exhibit "H".

The following reflects the summarized IFA for the AJCC - Walker:

MONO COUNTY WALKER						
		Contributors				
Cost Categories	Total Cost	ETR	DHS	Value	Balance to Allocate	
Rent	9,380	4,690	4,690	9,380	0	
Utilities/Maintenance Other Ops	5,124	2,562	2,562	5,124	0	
Equipment	3,173	3,173	-	3,173	0	X
Access Technology	-	-	-	-	0	
Common Identifier	3,000	3,000	-	3,000	0	
Totals with Total Partner Allocations & Remaining Allocation Amt	20,677	13,425	7,252	20,677	0	
Estimated Monthly Costs	1,723	1,119	604	1,723		
				Total Infrastructure to Be Allocated to Colocated Partners:	$ 20,677.00	

A more thorough and complete IFA for the AJCC – Walker is attached hereto and incorporated herein as Exhibit "I".

The following reflects the summarized IFA for the AJCC - Mammoth Lakes:

MONO COUNTY MAMMOTH LAKES						
		Contributors				
Cost Categories	Total Cost	ETR	DHS	Value	Balance to Allocate	
Rent	248,880	12,444	236,436	248,880	0	
Utilities/Maintenance Other Ops	-	-	-	-	0	
Equipment	1,416	1,416	-	1,416	0	X
Access Technology	-	-	-	-	0	
Common Identifier	-	-	-	-	0	
Totals with Total Partner Allocations & Remaining Allocation Amt	250,296	13,860	236,436	250,296	0	
Estimated Monthly Costs	20,858	1,155	19,703	20,858		
				Total Infrastructure to Be Allocated to Colocated Partners:	$ 250,296.00	

A more thorough and complete IFA for the AJCC - Mammoth Lakes is attached hereto and incorporated herein as Exhibit "J".

The following reflects the summarized IFA for the AJCC - Inyo:

INYO COUNTY 1360 N. Main Street, Bishop							
		Contributors					
Cost Categories	Total Cost	WIOA	County Mental Health	Social Services	Value	Balance to Allocate	
	Equal Share	1%	4%	95%	1		
Rent	225,245	2,790	9,010	213,983	225,245	0	
Utilities/Maintenance Other Ops *	211,621	2,621	22	20,571	211,621	0	
Equipment**	525	525	-	-	525	0	X
Access Technology***	-	-	-	-	-	0	
Common Identifier****	-	-	-	-	-	0	
Totals with Total Partner Allocations & Remaining Allocation Amt	437,391	5,936	9,032	234,554	437,391	0	
Extimated Monthly Costs	36,449	495	753	19,546	36,449		
Total Infrastructure to Be Allocated to Colocated Partners: $ 437,391.00							

A more thorough and complete IFA for the AJCC – Inyo is attached hereto and incorporated herein as Exhibit "K".

The following reflects the summarized IFA for the AJCC – Business Center:

BUSINESS CENTER Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole							
		Contributors					
Cost Categories	Total Cost	ETR	DHS	DOR	Value	Balance to Allocate	
	Equal Share	100.00%	0.00%	0.00%	1	==========	
Rent	$ 128,433	$ 128,433	$ -	$ -	$ 128,433	$ -	
Operational Costs Including Utilities/Maintenance*	$ 190,441	$ 190,441	$ -	$ -	$ 190,441	$ -	
Operational Costs not included in Lease/Ops Costs*	$ -	$ -	$ -	$ -	$ -	$ -	
Equipment**	$ 26	$ 26	$ -	$ -	$ 26	$ -	
Access Technology***	$ 12,025	$ 12,025	$ -	$ -	$ 12,025	$ -	
Common Identifier****	$ -	$ -	$ -	$ -	$ -	$ -	
Totals with Total Partner Allocations & Remaining Allocation Amt	$ 330,925	$ 330,925	$ -	$ -	$ 330,925	$ -	
Monthly Costs	$ 27,577	$ 27,577	$ -	$ -	$ 27,577	$ -	
Total Infrastructure to Be Allocated to Colocated Partners: $ 330,925							

A more thorough and complete IFA for the AJCC – Business Center is attached hereto and incorporated herein as Exhibit "L".

The following reflects the summarized IFA for the AJCC – EPIC:

EPIC Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole						
		Contributors				
Cost Categories	Total Cost	ETR	DHS	DOR	Value	Balance to Allocate
	Equal Share	100.00%	0.00%	0.00%	1	==========
Rent	$ 121,612	$ 121,612	$ -	$ -	$ 121,612	$ -
Operational Costs Including Utilities/Maintenance*	$ 255,611	$ 255,611	$ -	$ -	$ 255,611	$ -
Operational Costs not included in Lease/Ops Costs*	$ -	$ -	$ -	$ -	$ -	$ -
Equipment**	$ 32	$ 32	$ -	$ -	$ 32	$ -
Access Technology***	$ 41,991	$ 41,991	$ -	$ -	$ 41,991	$ -
Common Identifier****	$ -	$ -	$ -	$ -	$ -	$ -
Totals with Total Partner Allocations & Remaining Allocation Amt	$ 419,245	$ 419,245	$ -	$ -	$ 419,245	$ -
Monthly Costs	$ 34,937	$ 34,937	$ -	$ -	$ 34,937	$ -
				Total Infrastructure to Be Allocated to Colocated Partners:		$ 419,245

A more thorough and complete IFA for the AJCC – EPIC is attached hereto and incorporated herein as Exhibit "M".

The above matrixes incorporate the specific costs provided below:

A. Infrastructure Costs are defined as non-personnel costs that are necessary for the general operation of the AJCC network, including, but not limited to:

a. Rental of the facilities;
b. Utilities and maintenance;
c. Equipment, including assessment-related products and assistive technology for individuals with disabilities;
d. Technology to facilitate access to the AJCC, including technology used for each center's planning and outreach activities; and
e. Common identifier costs.

B. The equipment, including assessment-related products and assistive technology for individuals with disabilities and technology to facilitate access to the AJCC, including technology used for each center's planning and outreach activities identified above as Infrastructure Costs are more thoroughly identified in the Equipment Lists for each Affiliate and Specialized AJCC One-Stop Center in the LWDA. The Equipment Lists for the AJCC – Oildale, AJCC – Lake Isabella, AJCC – Business Center, and AJCC – EPIC is attached as Exhibit "D".

C. If an affiliate or specialized AJCC only has one colocated AJCC Partner within the AJCC, it is not required to negotiate the IFA as there are no cost sharing AJCC Partners.

Article XXVII. Miscellaneous Provisions

1. Non-Discrimination and Equal Opportunity. The laws and regulations listed herein do not encompass all of the laws and regulations that govern the AJCC Partners in their respective roles under this MOU. The AJCC Partners expressly agree to comply with the federal and state laws and regulations listed below.

A. Consistent with WIOA, the AJCC Partners shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant, or applicant for employment due to gender, race, color, ancestry, religion, national origin, physical disability (including HIV and AIDS), mental disability, medical condition(s), age (over 40), or marital status; nor shall the AJCC Partners deny family and medical care leave or pregnancy disability leave to employees entitled to such leave. The AJCC Partners shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and their employees and applicants or employment are free from such discrimination and harassment. The AJCC Partners shall comply with the provisions of Fair Employment and Housing Act (California Government Code Section 12900, et seq.) and related, applicable regulations promulgated thereunder (Title 2, California Code of Regulations Section 7285 et seq.). Code of Regulations Section 8103 et seq. are incorporated into this MOU by reference and made a part hereof as if set forth in full. The AJCC Partners shall give written notice of its obligations under this clause to labor organizations with which it has a collective bargaining agreement or other such agreement.

B. The KIM WDB and AJCC Partners will ensure that policies and procedures established by the AJCC as the One-Stop Center, and programs and service provided by and through the One-Stop Center are in compliance with the Americans with Disabilities Act of 1990 and its amendments (ADA), which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the ADA. Additionally, AJCC Partners agree to fully comply with the provisions of WIOA, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CRF Part 37, and all other regulations implementing the aforementioned laws.

C. The AJCC Partners agree to provide priority of service to veterans and covered spouses for any qualified job training program pursuant to 38 USC 2813.

D. The AJCC Partners agree to comply with 29 CFR 94 and all other applicable state and federal laws pertaining to a drug-free workplace and to make a good faith effort to maintain a drug-free workplace. Each AJCC Partner will make a good faith effort to ensure that none of its officers, employees, members, and subrecipient(s), and any independent contract(s) will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or while on public property.

2. Severability. In the event that a provision or several provisions of this MOU is unenforceable or held to be unenforceable under applicable law, this MOU will continue in full force and effect without such provision(s) and will be enforceable in accordance with its terms.

3. Drug and Alcohol-free Workforce. AJCC Partners certify that it will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

4. Certification Regarding Lobbying. AJCC Partners shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. Section1352), 29 C.F.R. Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The Parties shall not lobby federal entities using federal funds and will disclose lobbying activities as required by law and regulations.

5. Debarment and Suspension. All Parties shall comply with the debarment and suspension requirements (E.0.12549 and12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485.

6. Priority of Service. AJCC Partners certify that it will adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the WIOA title I Adult program, as required by 38 U.S.C. sec. 4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance. The AJCC Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

7. Buy American Provision. AJCC Partners that receives funds made available under title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. Section 49, et. seq.) certifies that it will comply with Sections 8301 through 8303 of title 41 of the United States Code (commonly known as the "Buy American Act.") and as referenced in WIOA Section 502 and 20 CFR 683.200(f).

8. Salary Compensation and Bonus Limitations. AJCC Partners certify that, when operating grants funded by the U.S. Department of Labor, it complies with TEGL 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234, TEGL 17-15, EDD Directive WSD21-02 dated 08.16.21, Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2016; Final PY 2016 Allotments for the Wagner-Peyser Act Employment Service (ES) Program Allotments; and Workforce Information Grants to States Allotments for PY 2016, Public Laws 114-113 (Division H, title I, Section 105) and 114-223, and WIOA section 194(15)(A), restricting the use of federal grant funds for compensation and bonuses of an individual, whether charged to either direct or indirect, at a rate in excess of the Federal Office of Personnel Management Executive Level II.

9. Non-Assignment. Except as otherwise indicated herein, no Party may, during the term of this MOU or any renewals or extensions of this MOU, assign or subcontract all or any part of the MOU without prior written consent of the KIM WDB.

10. Entire Agreement. This MOU, including all exhibits attached hereto, embodies the entire agreement and understanding between the AJCC Partners hereto with respect to the subject matter of this MOU, and supersedes all prior or contemporaneous agreements and understandings other than this MOU relating to the subject matter hereof.

11. Governing Law. This MOU will be construed, interpreted, and enforced according to the laws of the State of California. All Parties shall comply with all applicable Federal and State laws and regulations, and Local laws to the extent that they are not in conflict with the State of California or Federal requirements.

12. Unenforceable Provisions. In the event that a provision or several provisions of this MOU is/are unenforceable or held to be unenforceable under applicable law, this MOU will continue in full force and effect without such provision(s) and will be enforceable in accordance with its terms.

13. Third Parties. AJCC Partners hereto do not intend to benefit from any third parties and this agreement shall not be construed to confer any such benefit.

14. Amendment and Waiver. This MOU may be modified, altered, or revised, as necessary, by the consent of the KIM WDB, by the issuance of a written amendment, signed and dated by the KIM WDB. No provision of this MOU may be waived, except for a written document executed by the KIM WDB. No waiver of a provision will be deemed to be or will constitute a waiver of any other provision of this MOU. A waiver will be effective only in the specific instance and for the purpose for which it was given, and will not constitute a continuing waiver unless stated therein.

15. Construction. The titles of the sections of this MOU are for convenience of reference only and are not to be considered in construing this MOU. Unless the context of this MOU clearly requires otherwise: (a) references to be plural include the singular, the plural, and the part the whole, (b) "or" has the inclusive meaning frequently identified with the phrase "and/or," (c) "including has the inclusive meaning frequently identified with the phrase "including but not limited to" or "including without limitation," and (d) references to "hereunder," "herein" or "hereof" relate to this Agreement as a whole. Any references in this MOU to any statute, rule, regulation or agreement as it may be modified, varied, amended or supplemental from time to time.

16. Counterparts. This MOU may be in any number of counterparts, each of which will be deemed an original, but all together will constitute one instrument.

Authority and Signature

In WITNESS THEREOF, the KERN, INYO, AND MONO WORKFORCE DEVELOPMENT BOARD and AJCC Partners have caused this Memorandum of Understanding to be executed by their respective officers and agents as of the day and year first above written.

APPROVED AS TO FORM
Office of County Counsel

By: _____
Joshua Rudnick, Deputy

APPROVED AND RECOMMENDED AS TO CONTENT

County of Kern

By: _____
Leticia Perez, Chair, Board of Supervisors

Kern, Inyo, Mono Counties Workforce Development Board

By: _____
Ian Journey, Chair

Partner Signatures

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

KERN COUNTY EMPLOYERS' TRAINING RESOURCE

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** Kern County Employers' Training Resource
2. **Mandated Partner Contact Person:** Brandon J. Evans, Chief Workforce Development Officer
3. **Mandated Partner Address:** 1600 E. Belle Terrace, Bakersfield, CA 93307
4. **Phone Number:** (661) 336-6957
5. **Email Address:** brandone@kerncounty.com

Mandated Partner Federal Funding Streams for WIOA Partnership: (i) WIOA title I (B) Adult, Dislocated Worker, and Youth Programs.

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

Kern County Employers' Training Resource

_____ _____

By: Brandon J. Evans
Chief Workforce Development Officer

Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

EMPLOYMENT DEVELOPMENT DEPARTMENT

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** Employment Development Department
2. **Mandated Partner Contact Person:** Chistina Garza, Deputy Division Chief, Central Valley Region, EDD Southern Workforce Services Division
3. **Mandated Partner Address:** 1600 E. Belle Terrace, Bakersfield, CA 93307
4. **Phone Number:** (916) 639-4578
5. **Email Address:** christina.garza@edd.ca.gov

Mandated Partner Federal Funding Streams for WIOA Partnership: (i) Wagner-Peyser Employment Services (ES) program, authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by Title III of WIOA, also providing the state's public labor exchange; (ii) Trade Adjustment Assistance (TAA), authorized under chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.); and (iii) Jobs for Veterans State Grants (JVSG), authorized under chapter 41 of Title 38, U.S.C.

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

Employment Development Department

_____ _____

By: Christina Garza, Deputy Division Chief, Central Valley Region, EDD Southern Workforce Services Division

Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

KERN COUNTY DEPARTMENT OF HUMAN SERVICES

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** Kern County Department of Human Services
2. **Mandated Partner Contact Person:** Lito Morillo, Director
3. **Mandated Partner Address:** 100 E. California Avenue, Bakersfield, CA 93307
4. **Phone Number:** (661) 631-6550
5. **Email Address:** morillol@kerndhs.com

Mandated Partner Federal Funding Streams for WIOA Partnership: Temporary Assistance for Needy Families (TANF), authorized under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.).

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

Kern County Department of Human Services

_____ _____

By: Lito Morillo, Director Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

CALIFORNIA DEPARTMENT OF REHABILITATION

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** California Department of Rehabilitation

2. **Mandated Partner Contact Person:** Shayn Anderson, MS Regional Director, Department of Rehabilitation, San Joaquin Valley District

3. **Mandated Partner Address:** 2550 Mariposa Mall, Room 2000, Fresno, California 93721

4. **Phone Number:** (559) 445-6080

5. **Email Address:** shayn.anderson@dor.ca.gov

Mandated Partner Federal Funding Streams for WIOA Partnership: State Vocational Rehabilitation (VR) program, authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C.720 et seq.), as amended by Title IV of WIOA.

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

California Department of Rehabilitation

_____ _____

By: Shayn Anderson, MS Regional Director,
Department of Rehabilitation,
San Joaquin Valley District

Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

INLAND EMPIRE JOB CORPS CENTER

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** Inland Empire Job Corps Center
2. **Mandated Partner Contact Person:** Suzanne Schaeffer, Director
3. **Mandated Partner Address:** 3173 Kerry Street, San Bernardino, CA 92427
4. **Phone Number:** (909) 887-6305
5. **Email Address:** schaeffer.suzanne@jobcorps.org

Mandated Partner Federal Funding Streams for WIOA Partnership: Job Corps, WIOA Title I, Subtitle C.

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

Inland Empire Job Corps Center

_____ _____

By: Suzanne Schaeffer, Director Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

NONE

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** None
2. **Mandated Partner Contact Person:** None
3. **Mandated Partner Address:** None
4. **Phone Number:** None
5. **Email Address:** None

Mandated Partner Federal Funding Streams for WIOA Partnership: YouthBuild WIOA Section 171 (29 USC 3226).

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2022, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

_____ _____

By: Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

NONE

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** None
2. **Mandated Partner Contact Person:** None
3. **Mandated Partner Address:** None
4. **Phone Number:** None
5. **Email Address:** None

Mandated Partner Federal Funding Streams for WIOA Partnership: Migrant Seasonal Farmworkers (29 USC 3226).

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2022, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

_____ _____

By: Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

CERRO COSO COMMUNITY COLLEGE

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** Cerro Coso Community College
2. **Mandated Partner Contact Person:** Deborah Martin, Chief Financial Officer, Kern Community College District, on behalf of Cerro Coso Community College
3. **Mandated Partner Address:** 3000 College Heights Boulevard, Ridgecrest, CA 93555
4. **Phone Number:** (661) 395-4011
5. **Email Address:** debmartin@kccd.edu

Mandated Partner Federal Funding Streams for WIOA Partnership: Career and technical education (CTE) programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 20 U.S.C. 2301 et seq.

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

Cerro Coso Community College

_____ _____

By: Deborah Martin, Chief Financial Office Kern Community College District, on behalf of Cerro Coso Community College

Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

BAKERSFIELD COLLEGE

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** Bakersfield College

2. **Mandated Partner Contact Person:** Deborah Martin, Chief Financial Officer, Kern Community College District, on behalf of Bakersfield College

3. **Mandated Partner Address:** 1801 Panorama Drive, Bakersfield, CA 93306

4. **Phone Number:** (661) 395-4011

5. **Email Address:** debmartin@kccd@kccd.edu

Mandated Partner Federal Funding Streams for WIOA Partnership: Career and technical education (CTE) programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 20 U.S.C. 2301 et seq.

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

Bakersfield College

_____ _____

By: Deborah Martin, Chief Financial Officer, on behalf of Bakersfield College

Date:

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

KERN COMMUNITY COLLEGE DISTRICT

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** Kern Community College District
2. **Mandated Partner Contact Person:** Deborah Martin, Chief Financial Officer, Kern Community College District
3. **Mandated Partner Address:** 2100 Chester Avenue, Bakersfield, CA 93301
4. **Phone Number:** (661) 336-5124
5. **Email Address:** debmartin@kccd. edu

Mandated Partner Federal Funding Streams for WIOA Partnership: Career and technical education (CTE) programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 20 U.S.C. 2301 et seq.

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

Kern Community College District

_____ _____

By: Deborah Martin, Chief Financial Officer, Kern Community College District

Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

TAFT COLLEGE

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** Taft College
2. **Mandated Partner Contact Person:** Leslie Minor, Ph.D., Interim Superintendent/President
3. **Mandated Partner Address:** 29 Cougar Court, Taft, CA 93268
4. **Phone Number:** (661) 763-7710
5. **Email Address:** lminor@taftcollege.edu

Mandated Partner Federal Funding Streams for WIOA Partnership: Career and technical education (CTE) programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 20 U.S.C. 2301 et seq.

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

Taft College

_____ _____

By: Leslie Minor, Ph.D. Date
Interim Superintendent/President

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

KERN HIGH SCHOOL DISTRICT

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** Kern High School District
2. **Mandated Partner Contact Person:** Scott Odlin, Assistant Superintendent
3. **Mandated Partner Address:** 5801 Sundale Avenue, Bakersfield, CA 93309
4. **Phone Number:** (661) 827-3149
5. **Email Address:** scott_oldin@kernhigh.org

Mandated Partner Federal Funding Streams for WIOA Partnership: WIOA title II Adult Education and Family Literacy Act (AEFLA) program.

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

Kern High School District

_____ _____

By: Scott Odlin, Assistant Superintendent

Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

EMPLOYMENT DEVELOPMENT DEPARTMENT – UNEMPLOYMENT INSURANCE

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** Employment Development Department – Unemployment Insurance
2. **Mandated Partner Contact Person:** Carlos Beltran, Employment Development Administrator
3. **Mandated Partner Address:** EDD UI Center San Diego #049, 1350 Front Street, Room 1047, San Diego, CA 92101
4. **Phone Number:** (619) 525-4619
5. **Email Address:** carlos.beltran@edd.ca.gov

Mandated Partner Federal Funding Streams for WIOA Partnership: Unemployment Insurance (UI) programs under state unemployment compensation laws.

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

Employment Development Department
Unemployment Insurance

_____ _____

By: Carlos Beltran,
Employment Development Administrator

Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

COMMUNITY ACTION PARTNERSHIP OF KERN

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** Community Action Partnership of Kern
2. **Mandated Partner Contact Person:** Jeremy Tobias, Chief Executive Officer
3. **Mandated Partner Address:** 5005 Business Park North, Bakersfield, CA 93309
4. **Phone Number:** (661) 336-5236
5. **Email Address:** jtobias@capk.org

Mandated Partner Federal Funding Streams for WIOA Partnership: Employment and training activities carried out under the Community Services Block Grant Act (CSBG) (42 U.S.C. 9901 et seq.).

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

Community Action Partnership of Kern

_____ _____

By: Jeremy Tobias, Executive Director Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

SER – JOBS FOR PROGRESS, INC.

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** SER – Jobs for Progress, Inc.
2. **Mandated Partner Contact Person:** Jesus Padron, President/CEO
3. **Mandated Partner Address:** 255 N. Fulton Avenue, Suite 106, Fresno, CA 93701
4. **Phone Number:** (559) 452-0881
5. **Email Address:** jesuspadron@sercalifornia.org

Mandated Partner Federal Funding Streams for WIOA Partnership: Senior Community Service Employment Program (SCSEP), authorized by title V of Older Americans Act of 1965 (42 U.S.C. 3056 et seq.).

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

SER – Jobs for Progress, Inc.

_____ _____

By: Jesus Padron, President/CEO Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** California Indian Manpower Consortium, Inc.

2. **Mandated Partner Contact Person:** Lorenda T. Sanchez, Executive Director

3. **Mandated Partner Address:** 738 North Market Boulevard, Sacramento, CA 95834

4. **Phone Number:** (916) 920-0285

5. **Email Address:** lorendas@cimcinc.com

Mandated Partner Federal Funding Streams for WIOA Partnership: Indian and Native American Programs (INA), WIOA sec. 166, 29 USC 3221.

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

California Indian Manpower Consortium, Inc.

_____ _____

By: Lorenda T. Sanchez, Executive Director Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

DELANO JOINT UNION HIGH SCHOOL DISTRICT

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** Delano Joint Union High School District
2. **Mandated Partner Contact Person:** Jason Garcia, Superintendent
3. **Mandated Partner Address:** 1720 Norwalk Street, Delano, CA 93215
4. **Phone Number:** (661) 720-4101
5. **Email Address:** jgarcia@djuhsd.org

Mandated Partner Federal Funding Streams for WIOA Partnership: WIOA title II Adult Education and Family Literacy Act (AEFLA) program.

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

Delano Joint Union High School District

_____ _____

By: Jason Garcia, Superintendent Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

MCFARLAND UNIFIED SCHOOL DISTRICT

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** McFarland Unified School District
2. **Mandated Partner Contact Person:** Samuel A. Resendez, Superintendent
3. **Mandated Partner Address:** 601 Second Street, McFarland, CA 93250
4. **Phone Number:** (661) 792-3081
5. **Email Address:** saresendez@mcfarland.k12.ca.us

Mandated Partner Federal Funding Streams for WIOA Partnership: WIOA title II Adult Education and Family Literacy Act (AEFLA) program.

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

McFarland Unified School District

_____ _____

By: Samuel A. Resendez, Superintendent Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

WASCO UNION HIGH SCHOOL DISTRICT

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** Wasco Union High School District
2. **Mandated Partner Contact Person:** Kevin Tallon, District Superintendent
3. **Mandated Partner Address:** 2100 Seventh Street, Wasco, CA 93280
4. **Phone Number:** (661) 758-7414
5. **Email Address:** ketallon@wascohsd.org

Mandated Partner Federal Funding Streams for WIOA Partnership: WIOA title II Adult Education and Family Literacy Act (AEFLA) program.

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

Wasco Union High School District

_____ _____

By: Kevin Tallon, District Superintendent Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

TEHACHAPI UNIFIED SCHOOL DISTRICT

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** Tehachapi Unified School District
2. **Mandated Partner Contact Person:** Francis Lynch, Interim Superintendent
3. **Mandated Partner Address:** 300 South Robinson Street, Tehachapi, CA 93561
4. **Phone Number:** (661) 822-2100
5. **Email Address:** flynch@tehachapiusd.com

Mandated Partner Federal Funding Streams for WIOA Partnership: WIOA title II Adult Education and Family Literacy Act (AEFLA) program.

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

Tehachapi Unified School District

_____ _____

By: Francis Lynch, Interim Superintendent Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

FARMWORKER INSTITUTE FOR EDUCATION & LEADERSHIP DEVELOPMENT

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** Farmworker Institute for Education & Leadership Development
2. **Mandated Partner Contact Person:** Ines DeLuna, Interim President/CEO
3. **Mandated Partner Address:** 2240 S. Union Avenue, Bakersfield, CA 93307
4. **Phone Number:** (877) 877-1112
5. **Email Address:** ideluna@fieldinstitute.org

Mandated Partner Federal Funding Streams for WIOA Partnership: WIOA title II Adult Education and Family Literacy Act (AEFLA) program.

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

Farmworker Institute for Education
& Leadership Development

_____ _____

By: Ines DeLuna, Interim President/CEO Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

LATINO COALITION FOR COMMUNITY LEADERSHIP

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** Latino Coalition for Community Leadership
2. **Mandated Partner Contact Person:** Richard Paul Morales, President/CEO
3. **Mandated Partner Address:** 1201 24th Street, Suite B110, Bakersfield, CA 93301
4. **Phone Number:** (720) 530-8942
5. **Email Address:** rpmorales@latinocoalition.org

Mandated Partner Federal Funding Streams for WIOA Partnership: Reentry Employment Opportunities (REO) programs authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) and WIOA sec. 169.

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

Latino Coalition for Community Leadership

_____ _____

By: Richard Paul Morales, President/CEO Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

INYO COUNTY HEALTH AND HUMAN SERVICES

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** Inyo County Department of Health and Human Services
2. **Mandated Partner Contact Person:** Anna Scott, HHS Director
3. **Mandated Partner Address:** 1360 N. Main Street, Bishop, CA 93514
4. **Phone Number:** (760) 873-3305
5. **Email Address:** ascott@inyocounty.us

Mandated Partner Federal Funding Streams for WIOA Partnership: WIOA Title I (B) Adult and Dislocated Worker Programs.

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

Inyo County Department of Health and
Human Services

_____ _____

By: Anna Scott, HHS Director Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

MONO COUNTY SOCIAL SERVICES DEPARTMENT

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** Mono County Social Services Department
2. **Mandated Partner Contact Person:** Kathryn Peterson, Director
3. **Mandated Partner Address:** 1290 Tavern Road, Suite 229, Mammoth Lakes, CA 93546
4. **Phone Number:** (760) 924-1763
5. **Email Address:** kpeterson@mono.ca.gov

Mandated Partner Federal Funding Streams for WIOA Partnership: WIOA Title I (B) Adult, Dislocated Worker, and Youth Programs.

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

Mono County Social Services Department

_____ _____

By: Kathryn Peterson, Director Date

AGREEMENT OF PARTNERSHIP BY
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE-STOP/AMERICA'S JOB CENTER OF CALIFORNIA MANDATED PARTNER

HOUSING AUTHORITY OF THE COUNTY OF KERN

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU), this signature page outlines the mandated partner contact information and federal funding stream as a party to the MOU.

Mandated Partner contact information:

1. **Mandated Partner:** Housing Authority of the County of Kern
2. **Mandated Partner Contact Person:** Stephen Pelz, Executive Director
3. **Mandated Partner Address:** 601 24th Street, Bakersfield, CA 93301
4. **Phone Number:** (661) 631-8500
5. **Email Address:** spelz@kernha.org

Mandated Partner Federal Funding Streams for WIOA Partnership: Housing & Urban Development.

Signature:

The authorized representative of the partner listed below agrees upon the terms and conditions of the MOU, including the terms prescribed in the sharing of the infrastructure and other shared costs under the Workforce Innovation and Opportunity Act commencing on July 1, 2025, and agrees that when data becomes available to determine the AJCC benefit to the non-colocated partners, the infrastructure funding agreement will be renegotiated to include their proportionate share of contributions.

Housing Authority of the County of Kern

_____ _____

By: Stephen Pelz, Executive Director Date

EXHIBIT "A"
System Map

KERN COUNTY EMPLOYERS' TRAINING RESOURCE
A proud partner of America's Job Center

Kern - Inyo - Mono

Locations / Contacts

Comprehensive One-Stop Center

Bakersfield
1600 E. Belle Terrace
Bakersfield, CA 93307
Phone: (661) 325-4473

AJCC Affiliate Sites - Kern County

Delano
707 Main Street, Ste 5
Delano, CA 93215
Phone: (661) 721-5800

Oildale
1129 Olive Drive, Suite H
Bakersfield, CA 93308
Phone: (661) 336-6700

Lake Isabella
5540 Lake Isabella Blvd, Suite E-3
Lake Isabella, CA 93240
Phone: (760) 379-2074

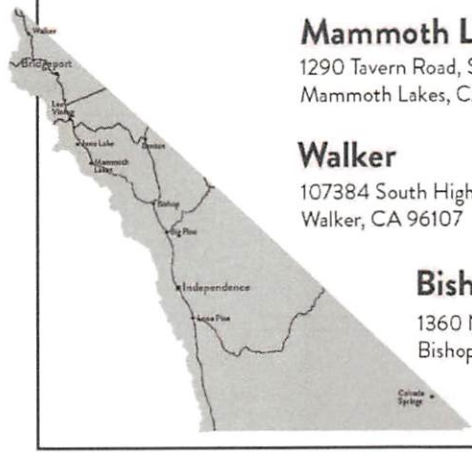
Ridgecrest
540 Perdew Ave, Suite B-2
Ridgecrest, CA 93555
Phone: (760) 384-5995

Specialty Sites

Business Center
1129 Olive Drive, Suite C
Bakersfield, CA 93308
Phone: (661) 336-6650

EPIC Center
2211 H Street
Bakersfield, CA 93301
Phone: (661) 336-6460

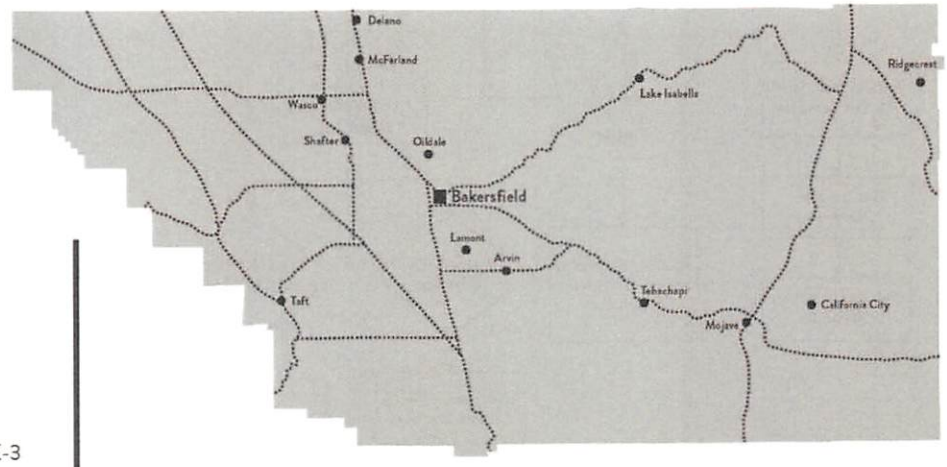
AJCC Affiliate Sites - Mono & Inyo



Mammoth Lakes
1290 Tavern Road, Suite 229
Mammoth Lakes, CA 93546

Walker
107384 South Highway 395
Walker, CA 96107

Bishop
1360 N. Main Street
Bishop, CA 93514



Partner Services: Department of Human Services Sites

Lamont
10215 Stobaugh Street
Lamont, CA 93241

Mojave
2300 Highway 58
Mojave, CA 93501

Shafter
115 Central Valley Highway
Shafter, CA 93263

Taft
119 North 10th Street
Taft, CA 93268

ETR JS 207 | UPDATED 12.2024

This Workforce Innovation and Opportunity Act Equal Opportunity Employer/Program is funded by the U.S. Department of Labor's Employment and Training Administration. For full federal funding disclosure details, visit employerstrainingresource.com/wdb/federal-funding-disclosure. Auxiliary aids and services available upon request.

Connect with Us

(661) 325-HIRE
employerstrainingresource.com

EXHIBIT "B"
Referral Chart

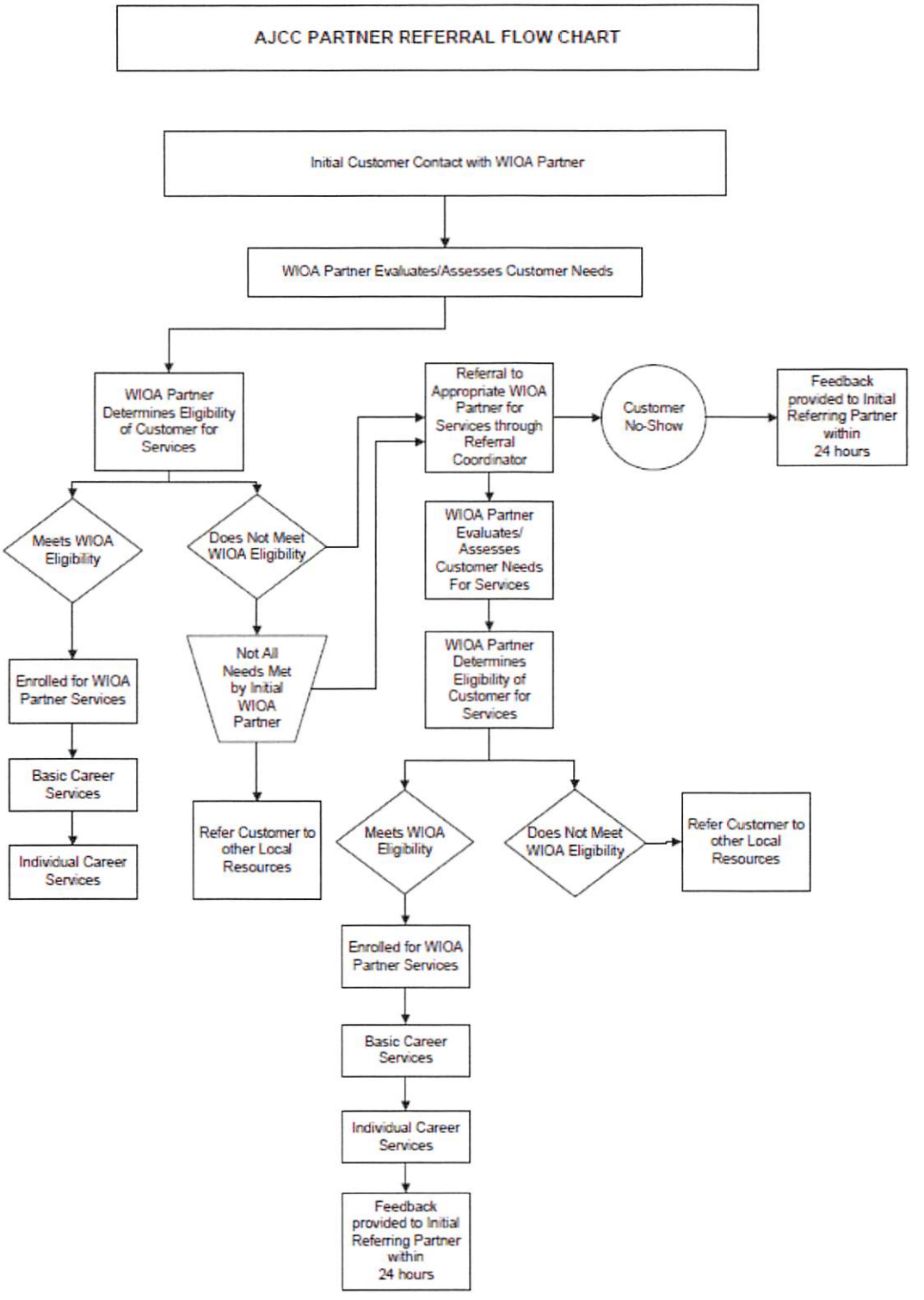


EXHIBIT "C"
SE AJCC

SOUTHEAST AJCC Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole							
		Contributors					
Cost Categories	Total Cost	ETR	EDD	DHS	DOR	Value	Balance to Allocate
	Equal Share	72.16%	15.26%	6.96%	5.62%	1	==========
Rent	$ 694,710	$ 501,303	$ 106,013	$ 48,352	$ 39,043	$ 694,710	$ -
Operational Costs Including Utilities/Maintenance*	$ 227,022	$ 163,819	$ 34,644	$ 15,801	$ 12,759	$ 227,022	$ -
Operational Costs not included in Lease/Ops Costs*	$ 95,086	$ 95,086	$ -	$ -	$ -	$ 95,086	$ -
Equipment**	$ 211	$ 152	$ 32	$ 15	$ 12	$ 211	$ -
Access Technology***	$ 99,234	$ 71,607	$ 15,143	$ 6,907	$ 5,577	$ 99,234	$ -
Common Identifier****	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Totals with Total Partner Allocations & Remaining Allocation Amt	$ 1,116,262	$ 805,495	$ 170,342	$ 77,692	$ 62,734	$ 1,021,177	$ -
Monthly Costs	$ 93,022	$ 67,125	$ 14,195	$ 6,474	$ 5,228	$ 85,098	$ -
						Total Infrastructure to Be Allocated to Colocated Partners:	$ 1,116,262

AJCC Infrastructure Budget							
Southeast AJCC							

KIM's Network of Comprehensive AJCCs		
Cost Category/Line Item	**Line Item Cost Detail**	**Cost**
RENT		
7650 - RENTS & LEASES, STRUCTURES	Paid by Partners	$ 694,710
	Rental Cost Subtotals:	$ **694,710**
Utilities & Maintenance		
6841 - COMM-TELEPHONE & TELEGRAPH	Paid by Partners	$ 124,897
6900 - INSURANCE	Paid by Partners	$ 32,582
7001 - MAINT STRUCT, IMP & GRNDS-GENL	Paid by Partners	$ 1,967
7450 - OFFICE EXPENSE	Paid by Partners	$ 35,399
7458 - OFFICE EXPENSE-COPIER	Paid by Partners	$ 40,335
7460 - OFFICE EXP-IT	Paid by Partners	$ 42,586
7500 - PROF & SPEC SERVICES	Paid by Partners	$ 37,024
7525 - PSS/DATA PROCESSING	Paid by Partners	$ 182,684
7546 - PSS/DEPT SALARY REIMB	Paid by Partners	$ 166,454
7700 - SPECIAL DEPARTMENTAL EXPENSE	Paid by Partners	$ 8,570
7780 - UTILITIES	Paid by Partners	$ 7
LESS OPERATION COST PAID TO COUNTY	Paid by Partners	$ (445,482)
	Utilities & Maintenance Cost Subtotals:	$ **227,022**
Equipment		
7630 - RENTS & LEASES, EQUIPMENT	Paid by Partners	$ 211
	(with "x" value of equipment is deleted in cost spread) **Value with New Equipment:**	$ **211**
	Value without New Equipment	$ -
Marketing/Outreach Technology to Facilitate Access to the AJCC (See COMMON AJCC COSTS for Details)		
7725 - SDE/PROMOTION	Paid by Partners	$ 99,234
	Technology to Facilitate Access to the AJCC	$ **99,234**
Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)(See COMMON AJCC COSTS for Details)		
		$ -
	Common Identifier Subtotal:	$ -

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
SEAJCC	
COST CATEGORY	**TOTAL COST**
Subtotal: Rental Costs	$ 694,710
Subtotal: Utilities & Maintenance Costs	$ 227,022
Subtotal: Equipment Costs	$ 211
Subtotal: Technology to Facilitate Access Costs	$ 99,234
Subtotal: Common Identifier Costs	$ -
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/NETWORK:	$ **1,021,177**

EXHIBIT "D"
Equipment Lists

Equipment Costs

By Location

2024-2025

Location	Sublocation	Equipment	Qnty	Cost	Sum of Total
Southeast AJCC	1st Floor Reception/Lobby	Fax/Copier	1	2,687.50	2,687.50
	1st Floor Reception/Lobby	FOB	1	246.93	246.93
	1st Floor Reception/Lobby	Monitor	2	289.99	1,159.96
	1st Floor Reception/Lobby	PC	2	1,305.83	5,223.32
	1st Floor Reception/Lobby	Phone	1	336.88	336.88
	1st Floor Reception/Lobby	Printer	1	949.99	949.99
	1st Floor Reception/Lobby Total				10,604.58
	2nd Floor West Wing Lobby	Copier	1	1,096.56	1,096.56
	2nd Floor West Wing Lobby	HP Printer	1	949.99	949.99
	2nd Floor West Wing Lobby	Monitor	1	289.99	289.99
	2nd Floor West Wing Lobby	PC	1	1,305.83	1,305.83
	2nd Floor West Wing Lobby Total				3,642.37
	Classroom #1	Copier	1	1,096.56	1,096.56
	Classroom #1	Monitor	2	615.60	1,231.20
	Classroom #1		7	289.99	2,029.93
	Classroom #1	PC	2	1,305.83	2,611.66
	Classroom #1		7	1,305.83	9,140.81
	Classroom #1	Printer	2	949.99	1,899.98
	Classroom #1 Total				18,010.14
	Classroom #2	Monitor	4	289.99	1,159.96
	Classroom #2	PC	4	1,305.83	5,223.32
	Classroom #2	Printer	1	549.99	549.99
	Classroom #2 Total				6,933.27
	Phone Infrastructure for 1600 E. Belle Terrace	DHCP Firewall	1	199.00	199.00
	Phone Infrastructure for 1600 E. Belle Terrace	Phone Switches	6	2,779.37	16,676.22
	Phone Infrastructure for 1600 E. Belle Terrace Total				16,875.22
	Resource Room	Accessories	1	6,000.00	6,000.00
	Resource Room	Copier	1	1,096.56	1,096.56
	Resource Room			3,289.56	3,289.56
	Resource Room	FOB	1	246.93	246.93
	Resource Room	PC	2	1,305.83	2,611.66
	Resource Room		23	1,305.83	30,034.09
	Resource Room	Printer	1	949.99	949.99
	Resource Room	Scanner	1	2,687.50	2,687.50
	Resource Room Total				46,916.29
Southeast AJCC Total					102,981.87
Grand Total					102,981.87

Location	Sublocation	Equipment	Qnty	Cost	Sum of Total
Ridgecrest	Reception/Lobby/Resource Room	FOB	1	246.93	246.93
	Reception/Lobby/Resource Room	Monitor	1	289.99	289.99
	Reception/Lobby/Resource Room		5	289.99	1,449.95
	Reception/Lobby/Resource Room		6	289.99	1,739.94
	Reception/Lobby/Resource Room	PC	1	1,305.83	1,305.83
	Reception/Lobby/Resource Room		5	1,305.83	6,529.15
	Reception/Lobby/Resource Room		6	1,305.83	7,834.98
	Reception/Lobby/Resource Room Total				19,396.77
Ridgecrest Total					19,396.77
Grand Total					19,396.77

Location	Sublocation	Equipment	Qnty	Cost	Sum of Total
EPIC	Reception/Lobby	Copier	1	5,800.00	5,800.00
	Reception/Lobby	Monitor	5	289.99	1,449.95
	Reception/Lobby	PC	5	950.00	4,750.00
	Reception/Lobby Total				11,999.95
	Resource Room	CPU	2	1,100.00	2,200.00
	Resource Room	Fax - Data Card	1	100.00	100.00
	Resource Room	Laptop	3	1,300.00	3,900.00
	Resource Room	Monitor	2	300.00	600.00
	Resource Room		10	219.00	2,190.00
	Resource Room	PC	10	900.00	9,000.00
	Resource Room	Printer	2	650.00	1,300.00
	Resource Room		3	350.00	1,050.00
	Resource Room Total				20,340.00
EPIC Total					32,339.95
Grand Total					32,339.95

Location	Sublocation	Equipment	Qnty	Cost	Sum of Total
Lake Isabella	Reception/Lobby	FOB	1	246.93	246.93
	Reception/Lobby	Monitor	1	289.99	289.99
	Reception/Lobby	PC	1	1,305.83	1,305.83
	Reception/Lobby Total				1,842.75
	Resource Room	Copier	1	3,864.00	3,864.00
	Resource Room	Fax	1	500.00	500.00
	Resource Room	Monitor	4	289.99	1,159.96
	Resource Room	PC	4	1,305.83	5,223.32
	Resource Room	Printer	1	949.99	949.99
	Resource Room Total				11,697.27
Lake Isabella Total					13,540.02
Grand Total					13,540.02

Location	Sublocation	Equipment	Qnty	Cost	Sum of Total
Oildale	Classroom #1	Monitor	20	289.99	5,799.80
	Classroom #1	PC	20	1,305.83	26,116.60
	Classroom #1 Total				31,916.40
	Classroom #2	Monitor	24	289.99	6,959.76
	Classroom #2	PC	24	1,305.83	31,339.92
	Classroom #2 Total				38,299.68
	Reception/Lobby	Copier	1	3,864.00	3,864.00
	Reception/Lobby	FOB	1	246.93	246.93
	Reception/Lobby	Monitor	2	289.99	579.98
	Reception/Lobby	PC	2	1,305.83	2,611.66
	Reception/Lobby Total				7,302.57
	Resource Room	Copier	1	3,864.00	3,864.00
	Resource Room	Fax	1	500.00	500.00
	Resource Room	Monitor	18	289.99	5,219.82
	Resource Room	PC	18	1,305.83	23,504.94
	Resource Room	Printer	1	949.99	949.99
	Resource Room Total				34,038.75
Oildale Total					111,557.40
Grand Total					111,557.40

Location	Sublocation	Equipment	Qnty	Cost	Sum of Total
Back-to-Work Cer	Reception/Lobby	FOB	1	246.93	246.93
	Reception/Lobby	Monitor	2	289.99	579.98
	Reception/Lobby	PC	2	1,305.83	2,611.66
	Reception/Lobby	Printer	1	949.99	949.99
	Resource Room Total				4,388.56
	Resource Room	PC	5	1,305.83	6,529.15
	Resource Room Total				6,529.15
	Resource Room	Copier	1	3,864.00	3,864.00
	Resource Room	Fax	1	500.00	500.00
	Resource Room	Monitor	5	289.99	1,449.95
	Resource Room	Printer	1	949.99	949.99
	Resource Room Total				6,763.94
Back-to-Work Center Total					17,681.65
Grand Total					17,681.65

As of: 4/14/2025

EXHIBIT "E"
Marketing/Outreach

Marketing/Outreach Technology to Facilitate Access to the AJCC

see attached itemized cost of equipment (note: these costs are maintenance & operational costs)

Item	Additional details	NA for CY	Total Cost	Southeast	Ridgecrest	COSTS NOT INCLUDED IN AJCC: Taft	Lake Isabella	Delano	Olive Dr.	TBC	EPIC	Shafter
				59%	3%	6%	13%	0%	11%	0%	8%	0%
Xerox Copier & Outreach Equipment Maintenance Costs	Large Color Production Copier (Average re: 25k/month)		24,007.12	14,056	819	1,397	3,178	-	2,662	-	1,895	-
Large Color Sign Printer	Approximately $1k (Annual Maintenance)	X		-	-	-	-	-	-	-	-	-
B&W High Capacity Production Copier Minolta (BizHub)	Approximate 100k-150k copies annually	X		-	-	-	-	-	-	-	-	-
Cost of creation and maintenance of a center Website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services (Does not include data systems or case management systems specific to individual program partners.)	ITS Website Maintenance Charges at $10,821.60/FY 2021-22 shared amongst 6 AJCC locations based on AJCC Traffic & then to be shared amongst partners		27,959.70	16,370	954	1,627	3,701	-	3,100	-	2,207	-
IT Contracted WAN Support & Equipment Maintenance	ITS Charges for Phone Equipment and WAN Support for CY		317,139.78	185,682	10,817	18,460	41,982	-	35,161	-	25,037	-
Cost of maintenance of a center's IT-Infrastructure and operations that provides outreach to customers by providing IT support to AJCC services and/or provides direct service access to AJCC services (Does not include data systems or case management systems specific to individual program partners.)	ITS Infrastructure Maintenance Charges which support ETR IT staff 6 AJCC locations (SEAJCC, Delano, Ridgecrest, Lake Isabella, BTW Center, & Oildale) 10 PCs & Other Routers, Switches, Etc. & WinServer for DHCP ($131.30)Phones (Does not include Equipment Costs, only estimates as to connectivity and operations)		35,268.12	20,649	1,203	2,053	4,669	-	3,910	-	2,784	-
Licensing for AJCC computers:	ACT, LanSchool, Nuance Pragon, Rosetta Stone, Win Learning, Zoom Text		68,654.00	40,196	2,342	3,996	9,088	-	7,612	-	5,420	-
	Technology to Facilitate Access to the AJCC:		**473,029**	**276,954**	**16,135**	**27,534**	**62,618**	**-**	**52,444**	**-**	**37,345**	**-**

Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		NA for CY	Total Cost	Southeast	Ridgecrest	Taft	Lake Isabella	Delano	Oildale	BTWC	EPIC	Shafter
Creating New AJCC Signage (SEAJCC)	Estimated Cost $2500-$3000 (AJCC Window Graphic & Pylon sign change)	X		-	-	-	-	-	-	-	-	-
Creating New AJCC Signage (Ridgecrest)	Estimated Cost $1500-$2000 (AJCC Window Graphic & Pylon sign change)	X		-	-	-	-	-	-	-	-	-
Creating New AJCC Signage (Delano)	Estimated Cost $2000-$2500 (AJCC Window Graphic & Pylon sign change)	X		-	-	-	-	-	-	-	-	-
Olive Drive Signage	Only ETR Costs due to no colocated partners		6857.12	6,857	-	-	-	-	-	-	-	-
Outreach PC- & Monitor	90% of --4 PCs & Monitors ($1287.61+219.05)	X		-	-	-	-	-	-	-	-	-
Outreach Software	90% of Activity is used for AJCC Annual Cost Corel (5x$250), Adobe (5x$674), Graphics ($3600), Constant Contact ($500) PLUS Annual Cost of PC WindowsOS/MS Suite/Office365/AV for 5(505)		45,923.34	26,888	1,566	2,673	6,079	-	5,091	-	3,626	-
	Common Identifier Subtotal:		**52,780**	**33,745**	**1,566**	**2,673**	**6,079**	**-**	**5,091**	**-**	**3,626**	**-**

EXHIBIT "F" – Ridgecrest AJCC

RIDGECREST AJCC

Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole

		Contributors				
Cost Categories	Total Cost	ETR	DHS	DOR	Value	Balance to Allocate
	Equal Share	62.33%	37.67%	0.00%	1	==========
Rent	$ 43,329	$ 27,007	$ 16,322	$ -	$ 43,329	$ 0
Operational Costs Including Utilities/Maintenance*	$ 108,960	$ 67,915	$ 41,045	$ -	$ 108,960	$ -
Operational Costs not included in Lease/Ops Costs*	$ 3,741	$ 3,741	$ -	$ -	$ 3,741	$ -
	$ -	$ -	$ -	$ -	$ -	$ -
ology***	$ 3,334	$ 2,078	$ 1,256	$ -	$ 3,334	$ -
Common Identifier****	$ -	$ -	$ -	$ -	$ -	$ -
Totals with Total Partner Allocations & Remaining Allocation Amt	$ 159,363	$ 99,331	$ 60,032	$ -	$ 159,363	$ -
nthly Costs	$ 13,280	$ 8,278	$ 5,003	$ -	$ 13,280	$ -
					Total Infrastructure to Be Allocated to Colocated Partners:	$ 159,363

AJCC Infrastructure Budget

RIDGECREST AJCC

KIM's Network of Comprehensive AJCCs

Cost Category/Line Item	Line Item Cost Detail	Cost
RENT		
7650 - RENTS & LEASES, STRUCTURES	Paid by Partners	$ 43,329
	Rental Cost Subtotals:	**$ 43,329**
Utilities & Maintenance		
6841 - COMM-TELEPHONE & TELEGRAPH	Paid by Partners	$ 3,896
6900 - INSURANCE	Paid by Partners	$ 1,138
7001 - MAINT STRUCT, IMP & GRNDS-GENL	Paid by Partners	$ 18,313
7450 - OFFICE EXPENSE	Paid by Partners	$ 2,510
7458 - OFFICE EXPENSE-COPIER	Paid by Partners	$ 1,767
7460 - OFFICE EXP-IT	Paid by Partners	$ 6,973
7500 - PROF & SPEC SERVICES	Paid by Partners	$ 1,835
7525 - PSS/DATA PROCESSING	Paid by Partners	$ 6,261
7546 - PSS/DEPT SALARY REIMB	Paid by Partners	$ 5,504
7700 - SPECIAL DEPARTMENTAL EXPENSE	Paid by Partners	$ 53,194
7780 - UTILITIES	Paid by Partners	$ 7,570
LESS OPERATION COST PAID TO COUNTY	Paid by Partners	$ -
	Utilities & Maintenance Cost Subtotals:	**$ 108,960**
Equipment		
7630 - RENTS & LEASES, EQUIPMENT	Paid by Partners	$ -
	(with "x" value of equipment is deleted in cost spread)**Value with New Equipment:**	**$ -**
	Value without New Equipment	**$ -**
Marketing/Outreach Technology to Facilitate Access to the AJCC (See COMMON AJCC COSTS for Details)		
7725 - SDE/PROMOTION	Paid by Partners	$ 3,334
	Technology to Facilitate Access to the AJCC	**$ 3,334**
Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)(See COMMON AJCC COSTS for Details)		
		$ -
	Common Identifier Subtotal:	**$ -**

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS

SEAJCC

COST CATEGORY	TOTAL COST
Subtotal: Rental Costs	$ 43,329
Subtotal: Utilities & Maintenance Costs	$ 108,960
Subtotal: Equipment Costs	$ -
Subtotal: Technology to Facilitate Access Costs	$ 3,334
Subtotal: Common Identifier Costs	$ -
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/NETWORK:	**$ 155,622**

EXHIBIT "G" – Oildale AJCC

OLIVE DRIVE						
		Contributors				
Cost Categories	Total Cost	ETR	DHS	DOR	Value	Balance to Allocate
	Equal Share	100.00%	0.00%	0.00%	1	==========
Rent	$ 164,610	$ 164,610	$ -	$ -	$ 164,610	$ -
Operational Costs Including Utilities/Maintenance*	$ 197,273	$ 197,273	$ -	$ -	$ 197,273	$ -
Operational Costs not included in Lease/Ops Costs*	$ -	$ -	$ -	$ -	$ -	$ -
Equipment**	$ 26	$ 26	$ -	$ -	$ 26	$ -
Access Technology***	$ 10,929	$ 10,929	$ -	$ -	$ 10,929	$ -
Common Identifier****	$ -	$ -	$ -	$ -	$ -	$ -
Totals with Total Partner Allocations & Remaining Allocation Amt	$ 372,838	$ 372,838	$ -	$ -	$ 372,838	$ -
Monthly Costs	$ 31,070	$ 31,070	$ -	$ -	$ 31,070	$ -
					Total Infrastructure to Be Allocated to Colocated Partners:	$ 372,838

AJCC Infrastructure Budget						
OLIVE DRIVE						
KIM's Network of Comprehensive AJCCs						
Cost Category/Line Item		**Line Item Cost Detail**			**Cost**	
RENT						
7650 - RENTS & LEASES, STRUCTURES		Paid by Partners			$	164,610
				Rental Cost Subtotals:	**$**	**164,610**
Utilities & Maintenance						
6841 - COMM-TELEPHONE & TELEGRAPH		Paid by Partners			$	14,395
6900 - INSURANCE		Paid by Partners			$	4,008
7001 - MAINT STRUCT, IMP & GRNDS-GENL		Paid by Partners			$	19,992
7450 - OFFICE EXPENSE		Paid by Partners			$	9,774
7458 - OFFICE EXPENSE-COPIER		Paid by Partners			$	3,664
7460 - OFFICE EXP-IT		Paid by Partners			$	4,228
7500 - PROF & SPEC SERVICES		Paid by Partners			$	4,161
7525 - PSS/DATA PROCESSING		Paid by Partners			$	21,113
7546 - PSS/DEPT SALARY REIMB		Paid by Partners			$	19,651
7700 - SPECIAL DEPARTMENTAL EXPENSE		Paid by Partners			$	66,951
7780 - UTILITIES		Paid by Partners			$	29,335
LESS OPERATION COST PAID TO COUNTY		Paid by Partners			$	-
				Utilities & Maintenance Cost Subtotals:	**$**	**197,273**
Equipment						
7630 - RENTS & LEASES, EQUIPMENT		Paid by Partners			$	26
		(with "x" value of equipment is deleted in cost spread)		**Value with New Equipment:**	**$**	**26**
				Value without New Equipment	$	-
Marketing/Outreach Technology to Facilitate Access to the AJCC (See COMMON AJCC COSTS for Details)						
7725 - SDE/PROMOTION		Paid by Partners			$	10,929
				Technology to Facilitate Access to the AJCC	**$**	**10,929**
Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)(See COMMON AJCC COSTS for Details)						
					$	-
				Common Identifier Subtotal:	**$**	**-**

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS		
SEAJCC		
COST CATEGORY	**TOTAL COST**	
Subtotal: Rental Costs	$	164,610
Subtotal: Utilities & Maintenance Costs	$	197,273
Subtotal: Equipment Costs	$	26
Subtotal: Technology to Facilitate Access Costs	$	10,929
Subtotal: Common Identifier Costs	$	-
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/NETWORK:	**$**	**372,838**

EXHIBIT "H" Lake Isabella AJCC

LAKE ISABELLA Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole						
		Contributors				
Cost Categories	Total Cost	ETR	DHS	DOR	Value	Balance to Allocate
	Equal Share	100.00%	0.00%	0.00%	1	==========
Rent	$ 32,521	$ 32,521	$ -	$ -	$ 32,521	$ -
Operational Costs Including Utilities/Maintenance*	$ 89,045	$ 89,045	$ -	$ -	$ 89,045	$ -
Operational Costs not included in Lease/Ops Costs*	$ -	$ -	$ -	$ -	$ -	$ -
Equipment**	$ 5,673	$ 5,673	$ -	$ -	$ 5,673	$ -
Access Technology***	$ 3,644	$ 3,644	$ -	$ -	$ 3,644	$ -
Common Identifier****	$ -	$ -	$ -	$ -	$ -	$ -
Totals with Total Partner Allocations & Remaining Allocation Amt	$ 130,882	$ 130,882	$ -	$ -	$ 130,882	$ -
Monthly Costs	$ 10,907	$ 10,907	$ -	$ -	$ 10,907	$ -
					Total Infrastructure to Be Allocated to Colocated Partners:	$ 130,882

AJCC Infrastructure Budget						
LAKE ISABELLA						
KIM's Network of Comprehensive AJCCs						
Cost Category/Line Item	Line Item Cost Detail				Cost	
RENT						
7650 - RENTS & LEASES, STRUCTURES	Paid by Partners				$	32,521
				Rental Cost Subtotals:	$	32,521
Utilities & Maintenance						
6841 - COMM-TELEPHONE & TELEGRAPH	Paid by Partners				$	8,102
6900 - INSURANCE	Paid by Partners				$	1,185
7001 - MAINT STRUCT, IMP & GRNDS-GENL	Paid by Partners				$	16
7450 - OFFICE EXPENSE	Paid by Partners				$	4,231
7458 - OFFICE EXPENSE-COPIER	Paid by Partners				$	2,845
7460 - OFFICE EXP-IT	Paid by Partners				$	4,360
7500 - PROF & SPEC SERVICES	Paid by Partners				$	1,303
7525 - PSS/DATA PROCESSING	Paid by Partners				$	6,567
7546 - PSS/DEPT SALARY REIMB	Paid by Partners				$	5,590
7700 - SPECIAL DEPARTMENTAL EXPENSE	Paid by Partners				$	49,723
7780 - UTILITIES	Paid by Partners				$	5,122
LESS OPERATION COST PAID TO COUNTY	Paid by Partners				$	-
				Utilities & Maintenance Cost Subtotals:	$	89,045
Equipment						
7630 - RENTS & LEASES, EQUIPMENT	Paid by Partners				$	5,673
	(with "x" value of equipment is deleted in cost spread)			Value with New Equipment:	$	5,673
				Value without New Equipment	$	-
Marketing/Outreach Technology to Facilitate Access to the AJCC (See COMMON AJCC COSTS for Details)						
7725 - SDE/PROMOTION	Paid by Partners				$	3,644
				Technology to Facilitate Access to the AJCC	$	3,644
Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)(See COMMON AJCC COSTS for Details)						
					$	-
				Common Identifier Subtotal:	$	-

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS		
SEAJCC		
COST CATEGORY	TOTAL COST	
Subtotal: Rental Costs	$	32,521
Subtotal: Utilities & Maintenance Costs	$	89,045
Subtotal: Equipment Costs	$	5,673
Subtotal: Technology to Facilitate Access Costs	$	3,644
Subtotal: Common Identifier Costs	$	-
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/NETWORK:	$	130,882

EXHIBIT "I" – WALKER AJCC

MONO COUNTY WALKER						
		Contributors				
Cost Categories	Total Cost	ETR	DHS	Value	Balance to Allocate	
Rent	13,200	6,600	6,600	13,200	0	
Utilities/Maintenance Other Ops	6,398	3,199	3,199	6,398	0	
Equipment	1,000	1,000	-	1,000	0	X
Access Technology	-	-	-	-	0	
Common Identifier	3,000	3,000	-	3,000	0	
Totals with Total Partner Allocations & Remaining Allocation Amt	23,598	13,799	9,799	23,598	0	
Extimated Monthly Costs	1,967	1,150	817	1,967		
			Total Infrastructure to Be Allocated to Colocated Partners:		$ 23,598.00	

AJCC Infrastructure Budget Walker AJCC KIM's Network of Affiliate AJCCs				
Cost Category/Line Item	Line Item Cost Detail	Cost		
RENT				
Rental of Facilities	Annual Rent	$	12,000	
Storage Facility	Annual Rental Cost	$	1,200	
Other:				
	Rental Cost Subtotals:	**$**	**13,200**	$ 13,200
Utilities & Maintenance				
Liberty Utilities	50% Split with DHS	$	2,766	
Amerigas	50% Split with DHS	$	1,678	
Telephone (Landlines)	50% Split with DHS	$	1,800	
PO Box	50% Split with DHS	$	154	
Alarm System	50% Split with DHS--Tyco Alarm Service			
Other:				
	Utilities & Maintenance Cost Subtotals:	**$**	**6,398**	
Equipment				
Technology Equipment	PCs, Monitors, UPS	$	1,040	**Value
A/C Units	For Center Cooling	$	592	**Value
Copier Charges	For AJCC	$	1,000	
Fax Machines	For AJCC			
Other:	Resource Room Office Furnishings & Supplies	$	1,612	
	Value with New Equipment:	**$**	**4,244**	
	(with "x" value of equipment is deleted in cost spread) **Value without New Equipment**	**$**	**1,000**	
Marketing/Outreach Technology to Facilitate Access to the AJCC (See COMMON AJCC COSTS for Details)				
No identifiable costs		$	-	
		$	**-**	
Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)				
Signage	Walker Signage	$	3,000	
	Common Identifier Subtotal:	**$**	**3,000**	

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS		
Walker		
COST CATEGORY	**TOTAL COST**	
Subtotal: Rental Costs	$ 13,200	
Subtotal: Utilities & Maintenance Costs	$ 6,398	
Subtotal: Equipment Costs	$ 1,000	
Subtotal: Technology to Facilitate Access Costs	$ -	
Subtotal: Common Identifier Costs	$ 3,000	
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/NETWORK:	**$ 23,598**	

^^^ AJCC Equipment is valued at Cost provided by Mono County. Replacement schedule is to be determined. Costs are shown/not shown for understanding of Infrastructure Costs.

MONO COUNTY MAMMOTH LAKES						
		Contributors				
Cost Categories	Total Cost	ETR	DHS	Value	Balance to Allocate	
Rent	236,916	11,846	225,070	236,916	0	
Utilities/Maintenance Other Ops	15,011	751	14,260	15,011	0	
Equipment	1,416	1,416	-	1,416	0	X
Access Technology	-	-	-	-	0	
Common Identifier	-	-	-	-	0	
Totals with Total Partner Allocations & Remaining Allocation Amt	253,343	14,013	239,330	253,343	0	
Extimated Monthly Costs	21,112	1,168	19,944	21,112		
				Total Infrastructure to Be Allocated to Colocated Partners:	$ 253,343.00	

AJCC Infrastructure Budget Mammoth AJCC KIM's Network of Affiliate AJCCs				
Cost Category/Line Item	Line Item Cost Detail	Cost		
RENT				
Rental of Facilities	5% of Annual Rent paid by DHS	$	11,846	
Other:				
	Rental Cost Subtotals:	**$**	**11,846**	
Utilities & Maintenance				
Included in Rent Costs	5% of Total Utilities - $15,011	$	751	
Other:				
	Utilities & Maintenance Cost Subtotals:	**$**	**751**	
Equipment				
AJCC Furnishings	Resource Room Office Furnishings & Supplies	$	1,416	
AJCC Computers & Printers	Computers, Printers, UPS	$	2,007	**Value
Other:				
	Value with New Equipment:	**$**	**3,423**	
	(with "x" value of equipment is deleted in cost spread) **Value without New Equipment**	**$**	**1,416**	
Marketing/Outreach Technology to Facilitate Access to the AJCC (See COMMON AJCC COSTS for Details)				
No identifiable costs		$	-	0
		$	**-**	
Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)				
No identifiable costs		$	-	
	Common Identifier Subtotal:	**$**	**-**	

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS		
Mammoth Lakes		
COST CATEGORY	TOTAL COST	
Subtotal: Rental Costs	$ 11,846	
Subtotal: Utilities & Maintenance Costs	$ 751	
Subtotal: Equipment Costs	$ 1,416	
Subtotal: Technology to Facilitate Access Costs	$ -	
Subtotal: Common Identifier Costs	$ -	
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/NETWORK:	**$ 14,013**	

^^^ AJCC Equipment is valued at Cost provided by Mono County. Replacement schedule is to be determined. Costs are shown/not shown for understanding of Infrastructure Costs.

EXHIBIT "K" – Inyo AJCC

INYO COUNTY 1360 N. Main Street, Bishop							
		Contributors					
Cost Categories	Total Cost	WIOA	County Mental Health	Social Services	Value	Balance to Allocate	
	Equal Share	1%	4%	95%	1		
Rent	225,245	2,790	9,010	213,983	225,245	0	
Utilities/Maintenance Other Ops *	211,621	2,621	22	20,571	211,621	0	
Equipment**	525	525	-	-	525	0	X
Access Technology***	-	-	-	-	-	0	
Common Identifier****	-	-	-	-	-	0	
Totals with Total Partner Allocations & Remaining Allocation Amt	437,391	5,936	9,032	234,554	437,391	0	
Extimated Monthly Costs	36,449	495	753	19,546	36,449		
Total Infrastructure to Be Allocated to Colocated Partners:						$ 437,391.00	

AJCC Infrastructure Budget Inyo County/Independence AJCC KIM's Network of Affiliate AJCCs			
Cost Category/Line Item	Line Item Cost Detail	Cost	
RENT			
Rental of Facilities	Annual	$ 225,245	
Other:		$ -	
	Rental Cost Subtotals:	$ 225,245	
Utilities & Maintenance			
Utilities for Inyo	Costs supplied by Inyo County	$ 211,621	
General Operating & A87 Costs	Costs supplied by Inyo County		
Alarm System	Costs supplied by Inyo County		
	Utilities & Maintenance Cost Subtotals:	$ 211,621	
Equipment			
Printer	Costs supplied by Inyo County	$ 1,000	**Value
Furnishings	Costs supplied by Inyo County	$ 325	
AJCC Computers	Costs supplied by Inyo County	$ 4,000	**Value
Card Scanner	Purchased by ETR	$ 200	
A-87 Other Costs for WIOA	Costs supplied by Inyo County		
	Value with New Equipment:	$ 5,525	
(with "x" value of equipment is deleted in cost spread)	Value without New Equipment	$ 525	
Marketing/Outreach Technology to Facilitate Access to the AJCC (See COMMON AJCC COSTS for Details)			
No identifiable costs		$ -	
	2659.5	$ -	
Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)			
No identifiable costs		$ -	
	Common Identifier Subtotal:	$ -	

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS		
Bishop		
COST CATEGORY	TOTAL COST	
Subtotal: Rental Costs	$ 225,245	
Subtotal: Utilities & Maintenance Costs	$ 211,621	
Subtotal: Equipment Costs	$ 525	
Subtotal: Technology to Facilitate Access Costs	$ -	
Subtotal: Common Identifier Costs	$ -	
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/NETWORK:	$ 437,391	

^^^ AJCC Equipment valued at Cost provided by Inyo County. Replacement schedule to be determined. Costs are shown/not shown for understanding of Infrastructure Costs.

EXHIBIT "L" – Business Center AJCC

BTWC

Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole

		Contributors				
Cost Categories	Total Cost	ETR	DHS	DOR	Value	Balance to Allocate
	Equal Share	100.00%	0.00%	0.00%	1	==========
Rent	$ 128,433	$ 128,433	$ -	$ -	$ 128,433	$ -
Operational Costs Including Utilities/Maintenance*	$ 190,441	$ 190,441	$ -	$ -	$ 190,441	$ -
Operational Costs not included in Lease/Ops Costs*	$ -	$ -	$ -	$ -	$ -	$ -
Equipment**	$ 26	$ 26	$ -	$ -	$ 26	$ -
Access Technology***	$ 12,025	$ 12,025	$ -	$ -	$ 12,025	$ -
Common Identifier****	$ -	$ -	$ -	$ -	$ -	$ -
Totals with Total Partner Allocations & Remaining Allocation Amt	$ 330,925	$ 330,925	$ -	$ -	$ 330,925	$ -
Monthly Costs	$ 27,577	$ 27,577	$ -	$ -	$ 27,577	$ -
					Total Infrastructure to Be Allocated to Colocated Partners:	$ 330,925

AJCC Infrastructure Budget

BTWC

KIM's Network of Comprehensive AJCCs

Cost Category/Line Item	Line Item Cost Detail	Cost
RENT		
7650 - RENTS & LEASES, STRUCTURES	Paid by Partners	$ 128,433
	Rental Cost Subtotals:	**$ 128,433**
Utilities & Maintenance		
6841 - COMM-TELEPHONE & TELEGRAPH	Paid by Partners	$ 15,187
6900 - INSURANCE	Paid by Partners	$ 3,974
7001 - MAINT STRUCT, IMP & GRNDS-GENL	Paid by Partners	$ 16,350
7450 - OFFICE EXPENSE	Paid by Partners	$ 5,437
7458 - OFFICE EXPENSE-COPIER	Paid by Partners	$ 6,433
7460 - OFFICE EXP-IT	Paid by Partners	$ 5,076
7500 - PROF & SPEC SERVICES	Paid by Partners	$ 4,499
7525 - PSS/DATA PROCESSING	Paid by Partners	$ 22,241
7546 - PSS/DEPT SALARY REIMB	Paid by Partners	$ 20,093
7700 - SPECIAL DEPARTMENTAL EXPENSE	Paid by Partners	$ 71,020
7780 - UTILITIES	Paid by Partners	$ 20,131
LESS OPERATION COST PAID TO COUNTY	Paid by Partners	$ -
	Utilities & Maintenance Cost Subtotals:	**$ 190,441**
Equipment		
7630 - RENTS & LEASES, EQUIPMENT	Paid by Partners	$ 26
	(with "x" value of equipment is deleted in cost spread) **Value with New Equipment:**	**$ 26**
	Value without New Equipment	$ -
Marketing/Outreach Technology to Facilitate Access to the AJCC (See COMMON AJCC COSTS for Details)		
7725 - SDE/PROMOTION	Paid by Partners	$ 12,025
	Technology to Facilitate Access to the AJCC	**$ 12,025**
Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)(See COMMON AJCC COSTS for Details)		
		$ -
	Common Identifier Subtotal:	$ -

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS

SEAJCC

COST CATEGORY	TOTAL COST
Subtotal: Rental Costs	$ 128,433
Subtotal: Utilities & Maintenance Costs	$ 190,441
Subtotal: Equipment Costs	$ 26
Subtotal: Technology to Facilitate Access Costs	$ 12,025
Subtotal: Common Identifier Costs	$ -
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/NETWORK:	**$ 330,925**

EXHIBIT "M" – EPIC AJCC

EPIC
Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole

Cost Categories	Total Cost	Contributors ETR	DHS	DOR	Value	Balance to Allocate
	Equal Share	100.00%	0.00%	0.00%	1	==========
Rent	$ 121,612	$ 121,612	$ -	$ -	$ 121,612	$ -
Operational Costs Including Utilities/Maintenance*	$ 255,611	$ 255,611	$ -	$ -	$ 255,611	$ -
Operational Costs not included in Lease/Ops Costs*	$ -	$ -	$ -	$ -	$ -	$ -
Equipment**	$ 32	$ 32	$ -	$ -	$ 32	$ -
Access Technology***	$ 41,991	$ 41,991	$ -	$ -	$ 41,991	$ -
Common Identifier****	$ -	$ -	$ -	$ -	$ -	$ -
Totals with Total Partner Allocations & Remaining Allocation Amt	$ 419,245	$ 419,245	$ -	$ -	$ 419,245	$ -
Monthly Costs	$ 34,937	$ 34,937	$ -	$ -	$ 34,937	$ -
					Total Infrastructure to Be Allocated to Colocated Partners:	$ 419,245

AJCC Infrastructure Budget

EPIC

KIM's Network of Comprehensive AJCCs

Cost Category/Line Item	Line Item Cost Detail	Cost
RENT		
7650 - RENTS & LEASES, STRUCTURES	Paid by Partners	$ 121,612
	Rental Cost Subtotals:	**$ 121,612**
Utilities & Maintenance		
6841 - COMM-TELEPHONE & TELEGRAPH	Paid by Partners	$ 16,687
6900 - INSURANCE	Paid by Partners	$ 4,844
7001 - MAINT STRUCT, IMP & GRNDS-GENL	Paid by Partners	$ 55
7450 - OFFICE EXPENSE	Paid by Partners	$ 5,247
7458 - OFFICE EXPENSE-COPIER	Paid by Partners	$ 16,865
7460 - OFFICE EXP-IT	Paid by Partners	$ 4,504
7500 - PROF & SPEC SERVICES	Paid by Partners	$ 5,290
7525 - PSS/DATA PROCESSING	Paid by Partners	$ 26,618
7546 - PSS/DEPT SALARY REIMB	Paid by Partners	$ 23,389
7700 - SPECIAL DEPARTMENTAL EXPENSE	Paid by Partners	$ 132,940
7780 - UTILITIES	Paid by Partners	$ 19,170
LESS OPERATION COST PAID TO COUNTY	Paid by Partners	$ -
	Utilities & Maintenance Cost Subtotals:	**$ 255,611**
Equipment		
7630 - RENTS & LEASES, EQUIPMENT	Paid by Partners	$ 32
	(with "x" value of equipment is deleted in cost spread) **Value with New Equipment:**	**$ 32**
	Value without New Equipment	$ -
Marketing/Outreach Technology to Facilitate Access to the AJCC (See COMMON AJCC COSTS for Details)		
7725 - SDE/PROMOTION	Paid by Partners	$ 41,991
	Technology to Facilitate Access to the AJCC	**$ 41,991**
Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)(See COMMON AJCC COSTS for Details)		
		$ -
	Common Identifier Subtotal:	**$ -**

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS

SEAJCC

COST CATEGORY	TOTAL COST
Subtotal: Rental Costs	$ 121,612
Subtotal: Utilities & Maintenance Costs	$ 255,611
Subtotal: Equipment Costs	$ 32
Subtotal: Technology to Facilitate Access Costs	$ 41,991
Subtotal: Common Identifier Costs	$ -
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/NETWORK:	**$ 419,245**

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 28, 2025

Submitted by: Mike Giacomini, Vice President of Administrative Services

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

Subject: Request for Approval

Board Meeting Date: June 11, 2025

Title of Board Item: 2025-2026 Renewal of Statewide Association of Community Colleges (SWACC) Proforma for Property and Liability Insurance Coverage

Background:

West Kern Community College District participates in the SWACC insurance program, formed in 1986. SWACC serves as a property and liability insurance organization providing essential and affordable insurance services to community colleges throughout California. The premium for the year 2024-2025 was $141,424 for total program costs. The proposal for year 2025-2026, based on the attached information only proforma, is approximately $187,259 in total program costs, a 32% increase over the prior year.

Board Goal/Accreditation Standard: SAP #9

Terms (if applicable): July 1, 2025 to June 30, 2026

Expense (if applicable):

Approximately $187,259 total program costs.

Fiscal Impact Including Source of Funds (if applicable):

This expense is included in the 2025-2026 Administrative Services Budget and general revenue funds will be utilized.

Approved: _____

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

Option : 3.0 MRL $5,000/$10,000 INDICATION ONLY

PROFORMA

JULY 1, 2025 to JULY 1, 2026

ESTIMATED CONTRIBUTION /PREMIUM SUMMARY

SWACC COVERAGES		MEMBER RETAINED LIMIT/ DEDUCTIBLE	CONTRIBUTION/ PREMIUM
LIABILITY	$10,000,000 Limit Of Liability	$5,000	$104,259
PROPERTY	$500,250,000 Total Insured Values (TIV)	$10,000	$40,757
ACTIVE ASSAILANT $1,000,000 per Event/$3,000,000 Annual Aggregate		$25,000	$421
CRIME $5,000,000 Employee Dishonesty/Faithful Performance		$2,500	$1,000
CYBER LIABILITY $4,000,000 First Party Limit MRL is subject to terms and conditions per policy. See policy for member limit.		$100,000	$5,431
ELECTRONIC DATA PROCESSING EQUIPMENT $0 Total Insured Values (TIV)		$250	DECLINED
EQUIPMENT BREAKDOWN $100,000,000 Total Insured Values (TIV)		$5,000	$2,510
	SUBTOTAL PROGRAM COSTS		$154,378
EXCESS LIABILITY	$25,000,000 Excess Limit of Liability	$10,000,000	$22,457
EXCESS LIABILITY	$50,000,000 Excess Limit of Liability	$25,000,000	$6,506
EXCESS LIABILITY	$75,000,000 Excess Limit of Liability	$50,000,000	$3,918
	TOTAL PROGRAM COSTS		$187,259

LIABILITY		PROPERTY	
FTES	2,353	TIV:	$89,531,606
EX MOD. - RETAINED	109.87 %	EX MOD. - RETAINED	70.74 %
EX MOD. - REINSURANCE	100.00 %	EX MOD. - REINSURANCE	100.00 %

Service Team:

Account Executive: Johnna Randazzo

Account Manager: Trisha Pond

California Association of Joint Powers Authorities — Accredited with Excellence

Run Date: 05/30/2025 03:47 PM

Report Date: 05/30/2025 03:47 PM

PROFORMA

JULY 1, 2025 to JULY 1, 2026

ESTIMATED CONTRIBUTION/ PREMIUM SUMMARY

- PROGRAM COSTS	$187,259
*RISK MANAGEMENT RESERVE	$6,543
2021/2022 RETURN OF NET POSITION	$-12,478
TOTAL PROGRAM COSTS	$181,324
*RM RESERVE = ($0.63 x 2,932 FTES) + $3,526 + $1,170	FIVE YEAR CONTRACT

$3,526 = Loss Driver Reduction Program

$1,170 = Direct Access to Inspection Program

Service Team:

Account Executive: Johnna Randazzo

Account Manager: Trisha Pond

Run Date: 05/30/2025 03:47 PM

Report Date: 05/30/2025 03:47 PM

PROFORMA

JULY 1, 2025 to JULY 1, 2026

ESTIMATED CONTRIBUTION/ PREMIUM SUMMARY

Accepted by: _____

Authorized District Representative

Title: _____

Authorized District Representative

Witnessed by: _____

Johnna Randazzo

SIGNATURE OF THE AUTHORIZED REPRESENTATIVE WILL BIND COVERAGE.

Keenan is compensated for the various services it provides in connection with the management and administration of Statewide Association of Community Colleges (SWACC), including general administration, financial processing, claims administration, loss control, reporting, marketing, underwriting, brokerage (reinsurance and other coverages) and reinsurance/insurance services. The compensation paid to Keenan is approved by the governing board of SWACC and is included in the cost of member contributions. It is anticipated that the total compensation to be received by Keenan for these services for the 2024/2025 program year will not exceed 14.50% of total member contributions. This compensation does not include amounts payable to Keenan pursuant to separate contracts for services provided directly to individual members, the cost of allocated loss adjustment services provided in connection with individual claims, or reinsurance premium payable to Meritage Insurance Group, a wholly-owned subsidiary of Keenan, pursuant to a reinsurance contract. For additional information concerning Keenan compensation, see www.keenan.com/compensation.

SWACC

West Kern Community College District
Estimated Contribution/Premium Summary
July 1, 2025 to July 1, 2026
Member Retained Limit
Liability $ 5,000 Property $ 10,000

Proforma Footnote Report

1. 2023/2024 FTES:	Full Time Equivalency Students (FTES) from the Chancellor's Office.
2. T.I.V. Property:	Total Insurable Values(T.I.V.) based upon Statement of Values as confirmed by the District (TIV for EDP and COC included, if applicable.)
3. T.I.V. - EDP:	EDP T.I.V. as confirmed by the District.
4. Liability:	FTES x adjusted SWACC rate.Does not consider Special Agency flat fees or Super Pool minimum contributions.
5. Excess Liability:	FTES x Excess Liability Rate + FTES x Reinsurance Liability Rate + FTES x Reinsurance Liability Rate
6. Property:	TIV/$100 x Property Rate
7. EDP:	EDP TIV/$100 x EDP Rate
8. Crime:	FTES x Crime Rate
9. Cyber Liability:	FTES x Cyber Liability Rate
10. EQB:	Equipment Breakdown (B&M) Property TIV/$100 x Equipment Breakdown Rate
11. Active Assailant:	FTES x Active Assailant Rate
12. Program Total:	Sum of Liability, Excess Liability, Property, EDP, Crime, Cyber Liability, EQB and Active Assailant.

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: June 5, 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: June 11, 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 oversite 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

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 ***Vicki 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. An 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 the 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 ***05/22/2025*** through ***06/30/2026***. 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 includes but are not necessarily limited to:

Provide program oversight and administration. Develop and manage clinical training and partnerships. Act as liaison to ensure community and 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 ***100.00*** per hour.

5. **Hold Harmless Agreement**. Any amounts paid under this Agreement constitute total compensation for all services rendered by the 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 the Independent Contractor's failure to pay these and similar obligations. Further, since the Independent Contractor is acting solely in an Independent Contractor capacity, the Independent Contractor and 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 journal indicating days and service rendered.

7. **Travel Expenses/Mileage Reimbursement**. The District shall reimburse Independent Contractor for travel expenses/mileage approved in for 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**. The District may terminate this Agreement upon Providing the Independent Contractor with 30 days prior written notice of such termination.

Executed at _____ California, on the dates shown below.

Date of WKCCD Board Approval:

_____ Budget code:

West Kern Community College District:	Independent Contractor:
By: Leslie Minor	
(Signature)	(Signature)
Leslie Minor, Ph.D.	Leslie Minor
(Printed Name)	(Printed Name)
Interim Superintendent/President	lminor@taftcollege.edu
(Title)	(Email)

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: June 2, 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: June 11, 2025

Title of Board Item:

Consultant Agreement with Dr. Sharyn Eveland for Instructional Executive Leadership

Background:
Dr. Sharyn Eveland will provide coordinated leadership to comply with requirements and due dates for various projects related to Instruction and student success including but not limited to the Student Transfer Achievement Reform Act of 2021, Equitable Placement and Completion, and Common Course Numbering.

Board Goal/Accreditation Standard:
SAP 4

Terms (if applicable):
July 1, 2025 – June 30, 2026

Expense (if applicable):
$150 per Hour; Not to Exceed 500 Hours

Fiscal Impact Including Source of Funds (if applicable):
AB 1705 and AB 1111 funds will be used.

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 Dr. Sharyn Eveland ("Independent Contractor"). The agreement is effective July 1, 2025 .

Recitals

1. District desires to obtain the services of an education consultant especially trained and experienced in rendering the following services:
Instructional Executive Leadership
(and as may be more particularly described in paragraph 3 of terms below).

2. An 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 July 1, 2025 through June 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 includes but are not necessarily limited to the following: Instructional Executive Leadership: Provide coordinated leadership to comply with requirements and due dates for AB 928, Student Transfer Achievement Reform Act of 2021 (CalGETC); AB 1705, Student Transfer Achievement Reform Act of 2012; AB 1111, Common Course Numbering; and other special projects related to instruction and student success as may arise during the contract dates.

4. **Compensation.** Independent Contractor shall be paid the sum of $150 per hour not to exceed 500 hours per year.

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 service report in writing to the District, which shall include a journal indicating days and service rendered.

7. **Travel Expenses/Mileage Reimbursement**. Should travel be assigned, the District shall reimburse Independent Contractor for travel expenses/mileage 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 the Independent Contractor will not engage in inappropriate contacts or professional conflicts of interest.

9. **Earlier Termination**. Either party may terminate this Agreement upon providing the other party 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)	(Signature)
Dr. Leslie Minor	*Dr. Sharyn Eveland*
(Printed Name)	
Interim Superintendent/President	_____
(Title)	

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 21, 2025

Submitted by: Amber M. Garcia, Financial Aid Director

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

Subject: Request for Approval

Board Meeting Date: June 11, 2025

Title of Board Item: Contract for Professional Services with Nicholas Consulting, LLC for 2025-2056

Background:
Consulting services (including training, reporting due from institution to State and Federal entities, funds reconciliation, preparatory work for audits, budgets, etc.). Major reporting areas include: BFAP, FISAP, Finish Line reconciliation, MIS, and Gainful Employment. Areas of focus for 2025-26 include creating 2627 student budgets, reporting, Federal Work Study reconciliation, completing journal entries and budget transfers to ensure budget is balanced, and all end-of-year close-out activities on State and Federal levels. Nicholas Consulting has assisted us in major projects and timelines, assisting the department in maintaining compliance.

Board Goal/Accreditation Standard:
Request aligns with the Board of Trustees Strategic Action Plan areas 10 (Ensure that internal program reviews/audits are in place for efficiency and accuracy) and 11 (Expect and monitor that evaluation and compliance reports are completed in a timely manner).

Terms (if applicable):
07/01/2025 – 06/30/2026

Expense (if applicable):
$150.00 per hour, not to exceed 240 hours ($36,000.00)

Fiscal Impact Including Source of Funds (if applicable):
Consulting expenses to be covered by rollover BFAP SFAA and One-Time 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 *Nicholas Consulting, LLC* ("Independent Contractor"). The agreement is effective *July 1, 2025*

Recitals

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

Services related to functions of the Financial Aid Department and the continued training for the Director of Financial Aid.

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

2. Independent Contractor is an Independent Contractor especially trained and experienced in providing the services described in recital #1 above.

3. The parties have agreed that the Independent Contractor will provide the personal professional services of *Nicholas Consulting, LLC* (name) as specified in this Agreement as an Independent Contractor, as available, and not as an employee of the District.

Terms

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Recitals Approved.** The above recitals are true and correct.

2. **Length of Agreement.** Independent Contractor shall provide the services *7/1/25* through *6/30/26* 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:

Training, documentation, and execution of certain functions related to the job duties to include: State and Federal reporting (i.e. FISAP, BFAP/SSARC, Gainful Employment Finish Line Scholarship, OSHER); reconciliation (Promise funds, Cal Grant, SSCG, FSEOG, FWS); audit prep; Federal/State fund utilization verification reconciliation to include FSEOG/FWS drawdowns; new-year rollovers (Banner processes and budgets).

4. **Service Days**. Independent Contractor may determine which days services shall be rendered unless specifically requested by the District.

5. **Compensation.** Independent Contractor shall be paid the sum of *$150 per* hour not to exceed 240 hours.

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

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

8. **Travel Expenses/Mileage Reimbursement**. The District shall reimburse Independent Contractor for travel expenses/mileage when on-site work is necessary during the entire term at the established rate paid to District employees.

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

10. **Earlier Termination**. District 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)	(Signature)
Leslie Minor, Ph.D.	
(Printed Name)	(Printed Name)
	_____
Interim Superintendent/President	(Date)
(Title)	
	_____
_____	_____
(Date)	(Address & Phone Number)

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 29, 2025

Submitted by: Amber M. Garcia, Financial Aid Director

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

Subject: Request for Approval

Board Meeting Date: June 11, 2025

Title of Board Item: Professional Services Agreement with Strata Information Group (SIG)

Background:
To ensure compliance and efficiency in administering federal, state, and institutional financial aid we wish to utilize the consulting services of Strata Information Group (SIG), specifically Griffin Mitchell, who has extensive experience in the California Community College system. Mitchell is assigned SIG consultant for all other schools in our Financial Aid region group. Areas of focus include FY 26/27 setup / new year roll, Financial Value Transparency/Gainful Employment reporting (FTV/GE, Banner/Clearinghouse set up, October release of 26/27 ISIRs, Cal Grant processing assistance via Experience portal, FAFSA Simplification changes, planning for 27/28, and Ad-hoc support. Will utilize SIG to ensure all changes within financial aid programs, (such as proposed changes to Pell Grant and FSEOG by ED) as well as Cal Grant and Student Success Completion Grant are being captured correctly by Banner system. SIG assists in maintaining Banner updates and building processes required for compliance within Financial Aid Title IV programs.

Board Goal/Accreditation Standard:
Request aligns with Board Goals #10 (Ensure that internal program reviews/audits are in place for efficiency and accuracy), and #11 (Expect and monitor that evaluation and compliance reports are completed in a timely manner).

Terms (if applicable):
07/01/2025-06/30/2026

Expense (if applicable):
150 hours of Banner Financial Aid Consulting hours, rate of $190.00/hour and 15 hours of Engagement Manager, rate of $190.00/hour. Total costs $31,350.00

Fiscal Impact Including Source of Funds (if applicable):
Professional services expenses covered by rollover BFAP-SFAA, Financial Aid Technology and One-Time Funds.

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

SIG

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (this "**PSA**") is made and entered into as of the date last signed below (the "**Effective Date**"), between Strata Information Group, Inc., having an office at PO Box 16990, San Diego, California 92176 ("**Service Provider**") and Taft College, having an office at 29 Cougar Court, Taft, CA 93268 ("**Client**"). This PSA, together with each Statement of Work ("**SOW**") forms the agreement among the parties (the "**Agreement**"). In consideration of the mutual promises contained herein, the parties agree as follows:

1. SERVICES. Service Provider shall provide Client certain services ("**Services**") specified in one or more properly executed SOWs to be incorporated herein and made a part hereof. Each SOW shall incorporate the terms and provisions of this PSA. To the extent a SOW provides additional or conflicting terms to this PSA, the terms of the SOW shall prevail. Each party shall designate a principal point of contact between the parties for all matters relating to Services provided under a particular SOW. A party may designate a new point of contact by written notice to the other party. Service Provider agrees to keep Client regularly informed of the progress of work performed under this Agreement.

2. FEES, EXPENSES & PAYMENT

(a) ***Fees, Rates & Terms***. For all Services performed under a SOW or other request for Services that references the Agreement, Client shall pay Service Provider according to the fees, rates and payment terms set forth in each SOW. Unless Client provides Service Provider with a valid tax exemption or direct pay certificate upon execution of this Agreement, Client is responsible for all taxes (including excise taxes), duties, and customs fees which may be assessed on the amounts paid for Services performed hereunder, excluding taxes based on Service Provider's income or payroll.

(b) ***Invoices and Payments***. For all Services, fees, expenses, amounts owed and reimbursements described in the Agreement, including any SOW, unless otherwise provided for in a SOW, Service Provider shall prepare and submit invoices to Client monthly which shall include reasonably detailed descriptions of the Services performed. Unless otherwise specified in a SOW, Client will pay Service Provider's invoices on the basis of net 30 days of receipt for invoices related to Services and net 15 days of receipt for invoices related to reimbursable expenses which are authorized under a SOW or by Client. In the event payment is not made within such period, Service Provider, at its option, may charge interest on all sums owing after such due date at a rate equal to the lesser of 1.5% per month or the highest lawful rate. If Client in good faith disputes any portion of any invoice, Client shall submit full payment to Service Provider of the undisputed portion of the invoice and written documentation identifying and supporting the dispute. Each party will maintain complete and accurate records relating to any amounts invoiced or paid in connection with the Services provided under this Agreement.

(c) ***Cancellation of Scheduled Services.*** The parties agree that once Client and Service Provider have scheduled a specific time during which Service Provider will provide services under the terms of this Agreement, Client shall pay Service Provider for such services as if Service Provider had performed such services on the date scheduled, unless Client has notified Service Provider that Client would like to reschedule or cancel the provision of such services at least 15 business days prior to the date on which Service Provider is scheduled to perform such services. Client's payment shall include the full cost of scheduled consulting services and all actual out-of-pocket travel expenses such as non-refundable airline tickets.

3. TERM AND TERMINATION

(a) ***Term***. This Agreement will commence on the Effective Date and will remain in full force and effect until terminated as provided herein.

(b) ***Termination***. Unless otherwise provided herein or in a SOW, either party may terminate this PSA or any SOW for any reason or for no reason by giving the other party 90 days' advance written notice of termination. If this PSA or a SOW is terminated by the Client due to no fault of Service Provider, Client shall pay Service Provider for all work performed and for all expenses incurred prior to the effective date of termination. If this PSA or a SOW is terminated by Service Provider due to no fault of Client, then Service Provider shall refund any pre-paid amounts for which Services have not been provided.

(c) ***Effect of Termination***. Upon termination of this PSA, or any SOW attached hereto, or any Services provided hereunder for any reason: (i) all materials, including without limitation, Confidential Information, provided by either party to the other hereunder will be promptly returned after the effective date of termination, and (ii) all earned and unpaid fees and expenses will become immediately due and payable. Each party's termination rights set forth in this Agreement are cumulative and are in addition to all other rights and remedies available to the parties.

4. REPRESENTATIONS, WARRANTIES, INDEMNIFICATION, LIMITS ON LIABILITY

(a) ***Representations and Warranties***. Each party warrants that it has the right and power to enter into this Agreement and it has been signed by an authorized representative of such party. Service Provider warrants that the Services will be performed in a professional and workmanlike manner in accordance with recognized industry standards. To the extent Services provided by Service Provider are advisory, no specific result is assured or guaranteed. Client acknowledges that Service Provider has made no representations or warranties of any kind, express or implied (including warranties of merchantability or fitness for a particular purpose, which are hereby specifically disclaimed), with respect to the Services provided hereunder except as provided herein. If Client identifies any defects in Work Product or Services, Client shall document them in in writing for Service Provider, which shall promptly review and resolve such discrepancies.

(b) ***Indemnification***. Subject to the limitations set forth in this paragraph, Service Provider and Client shall each protect, defend, indemnify and hold the other and the other's successors, directors, officers, employees or representatives harmless from any loss, liability, damage, cost or expense (including reasonable attorneys' fees) caused by, arising out of, or resulting from any intentional or negligent act or omission on the part of the indemnifying party, its officers, directors, employees or representatives in the performance of, or the failure to perform, this Agreement.

(C) ***LIMITATION ON LIABILITY***. EXCEPT FOR THE INDEMNIFICATION PROVIDED IN THIS SECTION, SERVICE PROVIDER'S MAXIMUM LIABILITY FOR ANY ACTION ARISING UNDER THIS AGREEMENT, REGARDLESS OF THE FORM OF ACTION AND WHETHER IN TORT OR CONTRACT, SHALL BE LIMITED TO THE AMOUNT OF FEES PAID BY CLIENT FOR THE SERVICES FROM WHICH THE CLAIM AROSE. IN NO EVENT SHALL EITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR INDIRECT DAMAGES, INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR BUSINESS EXPECTANCY DAMAGE, COMPUTER DOWNTIME OR ANY OTHER UNAUTHORIZED USE, WHETHER IN CONTRACT OR IN TORT, OR OTHERWISE, WHETHER OR NOT SUCH PARTY HAD NOTICE OF THE POSSIBILITY OF SUCH DAMAGES OCCURRING, ARISING OUT OF SUCH PARTY'S PERFORMANCE OR ALLEGED NONPERFORMANCE OF THIS AGREEMENT. SERVICE PROVIDER AND CLIENT FURTHER ACKNOWLEDGE AND AGREE THAT THEY ARE ENTERING INTO THIS AGREEMENT ON THE UNDERSTANDING THAT THE FEES FOR THE SERVICES PROVIDED BY SERVICE PROVIDER UNDER THIS AGREEMENT HAVE BEEN SET TO REFLECT THE FACT THAT CLIENT'S REMEDIES, AND SERVICE PROVIDER'S LIABILITY, SHALL BE LIMITED AS EXPRESSLY SET FORTH IN THIS AGREEMENT, AND, IF NOT SO LIMITED, THE FEES FOR THE SAME SERVICES WOULD HAVE BEEN SUBSTANTIALLY HIGHER.

5. CONFIDENTIAL INFORMATION

(a) ***"Confidential Information"*** shall mean any confidential and proprietary business and/or technical information or any information that may have commercial or other value in the disclosing party's business and is confidential or proprietary in nature, including but not limited to: (i) trade secrets, inventions, pending patents and copyrights, (ii) concepts, know-how, ideas, techniques, discoveries, and improvements, (iii) algorithms, formulas, specifications, research, development, data, databases, software design and architecture, computer programs, source, object and other computer code, (iv) technical or other representations, documentation, diagrams, and flow charts, (v) other technical, business, financial, customer, supplier and development plans or information, schedules, forecasts, strategies, marketing plans, techniques, and other similar information and (vi) names and contact information of employees, clients, partners and prospects. Confidential Information may be written or verbally communicated information which: (a) if in tangible form, has been marked trade secret, confidential, proprietary or with words of similar import; (b) if oral or other intangible form, which is stated to be confidential at the time of disclosure and a description of which is delivered to the receiving party within 30 days of disclosure. Confidential information may include information that is confidential or proprietary to the disclosing party's clients, partners or affiliates for which the disclosing party is authorized to disclose solely for the purposes of providing Services to such clients, partners or affiliates.

(b) ***Information Not Confidential***. Confidential Information loses that status if: (a) the information is or becomes generally available to the public other than as a result of a disclosure by the receiving party or its representative in breach of this Agreement; (b) is or becomes available to the receiving party or its representative on a non-confidential basis from a source other than the disclosing party or its representatives, that is not bound by a confidentiality or similar agreement prohibiting the disclosure thereof; (c) is within the receiving party's possession prior to being furnished, provided that the receiving party can establish with appropriate documentation that the same or substantially similar data or information was already in the receiving party's possession at the time of disclosure by the disclosing party; or (d) has been independently developed by the receiving party, provided the receiving party can establish with appropriate documentation that the same or substantially similar data or

information was developed by the receiving party without reference to, use of, or reliance upon the data or information disclosed by the disclosing party.

(c) ***Use of Confidential Information***. Each party agrees to hold the other party's Confidential Information in confidence and, other than for the purposes of furthering the Services, shall not improperly use or disclose the Confidential Information of the disclosing party to any third party, and it is understood that said Confidential Information shall remain the sole property of disclosing party. Each party acknowledges that a breach of the provisions of this Section 5 shall result in; injury to the disclosing party, or its customer, for which monetary damages can not adequately compensate. Each party agrees that, in addition to any other remedy available to it, the disclosing party shall be entitled to seek both temporary and permanent injunctive relief to the extent permitted by law for a breach or threatened breach of this Section 5.

(d) ***Cybersecurity.*** Client shall identify in writing at the time of disclosure all Confidential Information which includes or constitutes information which is covered by federal regulation or law, including any PII, PHI, or PCI (**"Protected Information"**) and shall communicate the delivery of such Protected Information to Service Provider's administrator at pii@sigcorp.com and such notice shall include the nature and type of information disclosed, the individuals to whom the information was disclosed and the nature or method of conveyance. Client shall only provide Service Provider with Protected Information to the extent necessary for Service Provider to complete the Services under a Statement of Work and shall not provide any Protected Information that is not encrypted and secured. Client understands and acknowledges that certain risks are inherent in the transmission of information over the internet. If Service Provider is provided with remote access to Client's information technology environment, then Client shall: (1) assign unique usernames and passwords for use by Service Provider's staff; (2) limit access to only the appropriate areas and levels of access required to perform the Services; and (3) disable access upon completion of the Services.

(e) ***Work for Hire***. Except as otherwise explicitly specified in a SOW with respect to particular deliverables thereunder, all inventions, discoveries, computer programs, data, technology, designs, innovations, applications, plans, modifications and improvements (whether or not patentable and whether or not copyrightable) which are made, conceived, reduced to practice, created, written, designed, discovered or developed by Service Provider, solely or jointly with others during the course of providing the Services for a project, shall be considered to be work-for-hire, performed for the benefit of Client and shall be the sole property of Client (**"Work Product"**) upon receipt of payment by Service Provider for the Services related to the Work Product; provided however, Work Product resulting from a project shall not include any copyrights, trademarks, patents, trade secrets, moral rights and other proprietary rights, with respect to the United States, and any other country, owned by Service Provider, or its contractors or agents, prior to the commencement of such project (**"Service Provider's IP Rights"**). Service Provider hereby assigns, and shall, upon receipt of payment by Service Provider for the Services related to the Work Product, cause its personnel to assign, to Client all such Work Product and any and all related patents, copyrights, trademarks, trade names and any other intellectual property rights in the United States and elsewhere. Service Provider further expressly disclaims any and all interest they may have in the Work Product. Service Provider hereby grants to Client a fully paid, non-exclusive, royalty-free, worldwide license to use for its own purpose the Service Provider's IP Rights contained in a Work Product. Upon request of Client, Service Provider shall take such further actions, and shall cause its personnel to take such further actions, including execution and delivery of instruments of conveyance, as may be appropriate to give full and proper effort to such assignment.

6. **DISPUTE RESOLUTION.** Any controversy or claim, whether based on contract, tort, misrepresentation, or any other legal theory, related directly or indirectly to this Agreement (**"Dispute"**), shall be resolved solely in accordance with the terms of this Section. Either party reserves the right to seek an injunction or other equitable relief in court to prevent or stop a breach of this Agreement or a violation of rights either party has under law. In the event of Dispute, Service Provider and Client hereby agree that (i) they will first attempt, in good faith, to resolve such Dispute through direct negotiation within 30 days of the date either party notifies the other party of the existence of a Dispute; (ii) in the event a Dispute under this Agreement cannot be resolved through direct negotiation, each party hereby agrees and covenants that both shall submit to mediation under a mutually agreeable mediator. In the event of mediation, each party shall bear its own costs of such mediation, including its own attorney's fees and its pro rata share of mediator fees. The parties and their representatives shall hold the existence, content and result of the mediation in confidence. The mediator shall not consider punitive damages. There shall be no discovery conducted prior to, or during the mediation process. Disputes for non-payment of Services shall not be required to be submitted to mediation. If following any requirement for mediation above, any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled, in addition to other such relief as may be granted, to a reasonable sum as and for attorney's fees, costs of collection, and costs of any litigation, which fees may be set by the court in the trial of such action or may be enforced in a separate action brought for that purpose.

7. **GENERAL**

(a) ***Assignments***. Neither party will assign this Agreement, in whole or in part, without the other party's prior written consent; provided, however, that either party may assign this Agreement and any applicable SOW to any entity that is wholly-owned, directly or indirectly, by such party or to any entity which acquires all or substantially all of the business operations, stock or assets of such party or any change of control, acquisition, merger, or consolidation of the party into, by, or with such affiliate or successor-in-interest, without the prior written consent of the other party. Any attempted assignment of this Agreement other than as permitted above will be null and void. Subject to the foregoing, this Agreement shall be binding upon and shall inure to the benefit of both parties, their successors and permitted assigns.

(b) ***Notices***. Any notices provided for in this Agreement shall be given in writing and transmitted by personal delivery or prepaid first class registered or certified mail sent to the address provided in the signature block below or to such other address as either party may from time to time specify in writing.

(c) ***Independent Contractor.*** Service Provider will control the means and manner in which work is performed under this Agreement, and, in all respects, Service Provider 's relationship to Client will be that of an independent contractor, not an employee. Neither party has the authority to bind the other party nor to incur any obligation on behalf of the other. Service Provider and Client shall be responsible for and shall pay promptly all federal, state, and municipal taxes, charges and assessments with respect to its income and employees or agents, including but not limited to, social security, unemployment, federal and state withholding and other taxes. Neither party may sign contracts for, or handle cash or negotiable instruments of the other party without such party's written consent.

(d) ***Non-Hire Provision.*** During the term of this Agreement and for three months after it ends, Service Provider will not hire any full-time employee of Client without Client's permission, and Client will not hire or contract with any full-time employee of Service Provider without Service Provider's permission. Service Provider allows Client to hire any full-time employee of Service Provider if Client's invoices to date have been paid in full and Client agrees to pay a fee equal to 200% of the employee's annual salary ("Admin Fee") to compensate Service Provider for the administration, training, and replacement costs and fees incurred by Service Provider. Client agrees, during the term of this Agreement and for twelve months after it ends, not to hire, directly or indirectly, or otherwise engage any employee of Service Provider through another firm without paying Service Provider the Admin Fee, unless otherwise agreed to by Service Provider in writing.

(e) ***Force Majeure***. Except for Client's obligation to pay Service Provider, should performance of any obligation under this Agreement become illegal or impracticable by reason of fire, flood, earthquake, storm, war, civil unrest, act of God, labor dispute, terrorist threats or acts, epidemic, pandemic, regional or national emergency, any order, requisition or necessity of a governmental authority, or any other cause whether of the kind enumerated herein or otherwise and which is beyond the reasonable control of the party whose performance is affected, then the performance of any such obligation is suspended during the period of, and only to the extent of, such prevention or hindrance, provided the affected party provides reasonable notice of the event of force majeure and exercises reasonable diligence to remove the cause of force majeure.

(f) ***Business Days***. Whenever the terms of this Agreement call for the performance of a specific act on a specified date, which date falls on a Saturday, Sunday or legal U.S. holiday, the date for the performance of such act shall be postponed to the next succeeding regular business day following such Saturday, Sunday or legal U.S. holiday.

(g) ***General***. THIS AGREEMENT SHALL BE GOVERNED BY, ENFORCED AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF DELAWARE, WITHOUT REGARD TO ITS CONFLICT OF LAWS PRINCIPLES. If any provision of this Agreement is held to be illegal, invalid or unenforceable, such provision will be fully severable and this Agreement will be construed and enforced as if such illegal, invalid or unenforceable provision never comprised a part hereof; and the remaining provisions hereof will remain in full force and effect and will not be affected by the illegal, invalid or unenforceable provision or by its severance here from. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there will be added automatically as part of this Agreement, a provision as similar in its terms to such illegal, invalid or unenforceable provision as may be possible and be legal, valid and enforceable.

(h) ***Entire Agreement/Amendment***. This Agreement, inclusive of this PSA, any executed SOW and any exhibits attached hereto contain the entire understanding between the parties with respect to the subject matter hereof and supersede all prior or contemporaneous negotiations and agreements, oral or written, between them regarding the subject matter hereof and constitute the entire agreement of whatsoever kind or nature existing between the parties respecting the subject matter hereof. As between the parties, no oral statements or prior written material not specifically incorporated herein shall be of any

force and effect; the parties specifically acknowledge that in entering into and executing this Agreement, the parties relied solely upon the representations and agreements contained in this Agreement and no others. All prior or contemporaneous representations or agreements, whether written or verbal, not expressly incorporated herein are superseded and no changes in or additions to this Agreement shall be recognized unless and until made in writing by all parties. No purchase order or other document that purports to modify or supplement the printed text of the Agreement shall add to or vary the terms of the Agreement. All such proposed variations, edits, or additions to the Agreement are objected to unless otherwise mutually agreed to in writing.

(i) ***Counterpart Execution***. This Agreement may be executed in multiple counterparts, including by facsimile or other electronic transmission, and each full reproduction, including reproductions by photocopy or scan shall be deemed to be an original and all of which together shall constitute but one and the same instrument.

(j) ***Interpretation***. Headings used in this Agreement are for convenience only and will not be deemed to be operative text. Terms of gender will be deemed interchangeable as will singular and plural terms, in each case unless the context otherwise requires. All monetary amounts used herein or in any SOW will be deemed to refer to current U.S. dollars, unless otherwise specifically documented.

IN WITNESS WHEREOF, the parties hereby agree to all of the above terms and have executed this Agreement by a duly authorized officer or officer representative.

Strata Information Group, Inc. ("Services Provider") PO Box 16990 San Diego, CA 92176	**Taft College ("Client")** 29 Cougar Court Taft, CA 93268
Authorized Signature:	**Authorized Signature:**
Printed Name: Heather Schlenger	**Printed Name:**
Title: Chief Financial Officer	**Title:**
Date: 5/29/2025	**Date:**

Strata Information Group, Inc.
Statement of Work
(TAFTCOLLEGE-28685-SOW20300-BNRFNAID)
May 29, 2025

Taft College	Banner Financial Aid Consulting Services

Under the terms of this Professional Services Agreement, Strata Information Group, Inc. (SIG) will provide consulting services for the staff of Taft College as directed to perform the following work.

Description of Work:

Taft College has requested Banner Financial Aid consulting service. The following outline may include, but not limited to:

- Report of federal campus-based earnings from 2024, for the 2627 FAFSA
- Potential change in Pell awards due to change in the Department of Education
- FISAP support for the 2425 aid year
- Setup and new year roll into 2627 aid year, identify processing changes due to ISIR/CADAA data such as comment codes, changes in verification codes or rejects, new or changed state programs
- Analyze period budgeting, and determine if it should be implemented for the 2627 aid year
- Support for California funding processes: CCPG, SSCG, CalGrant which use both baseline and CALBFA software
- Disbursement support for Fall 2025 (2526 Aid year)
- SAP support for end of Summer 2025, Fall 2025, End of Spring 2026
- Support for first term of CPOS calculations and disbursement
- Potential changes in loan processing, due to changes in the Department of Education
- Other topics as they arise, and the Department of Education continues to change.
- Training and other ad-hoc support as needed.

Service Period: July 1, 2025 – June 30, 2026

Cost Summary:

Item	Rate Type	Rate	Quantity	Tax	Amount
Banner Financial Aid	Hourly - remote	$190	150	$0	$28,500
Engagement Manager	Hourly - remote	$190	15	$0	$2,850
				Sales Tax:	**$0**
				Total Cost:	**$31,350**

Notes:

- The rate(s) quoted above are valid for 90 calendar days from the date of this SOW. Proposed rate(s) may be subject to change if unsigned within that period. Upon execution, the rate(s) in the SOW shall remain fixed and binding for the stated service period.
- Costs are based on client current contract rates; rates may increase based on the term of the underlying contract.
- SIG will bill monthly for services. Payments are due Net 30 days. In the event payment is not made within such period, SIG, at its option, may charge interest on all sums owing after such due date at a rate equal to the lesser of 1.5% per month or the highest lawful rate.
- Costs may increase based on client needs, upon approval.
- Proposed cost includes project management, preparation time, travel time (if applicable), on-site and/or remote labor and development of engagement reports.
- Costs exclude all state taxes, if applicable, unless otherwise noted.
- All prices are quoted in USD, unless otherwise noted.

- This Statement of Work may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same document. For purposes of this SOW, use of a facsimile, e-mail, or other electronic medium shall have the same force and effect as an original signature.
- Project Completion Criteria - SIG will fulfill its obligation described in this SOW when the first of the following occurs:
    - SIG completes and delivers the tasks described in the Description of Work
    - SIG provides the number of hours of services specified in the Cost Summary
    - The Service Period ends
- Project Change Control Procedure - The following Project Change Control Procedure details the process required for making changes to the SOW. A Project Change Order ("Change Order") will be the vehicle for communicating change. The Change Order must be submitted in writing and contain the following information:
    - Technical description of the change
    - Business rationale for the change
    - Effect the change will have on the Project's estimated schedule and delivery date
    - Effect the change will have on the Project's cost estimate
    - Effect the change will have on the Project's staffing requirements
    - Estimated hours needed to complete the remaining tasks
    - The Change Order must be reviewed, approved, and signed by both parties to authorize the implementation of the proposed change.

For Taft College:

_____

Signature Date

_____

(Please print name and title)

For Strata Information Group, Inc.:

5/29/2025

Heather Schlenger Date
Chief Financial Officer

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 22, 2025

Submitted by: Tiffany Payne, Director of Admissions & Records

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

Subject: Request for Ratification

Board Meeting Date: June 11, 2025

Title of Board Item: Instructure, Inc. Order Form for Transcript Services for June 6, 2025 through June 4, 2028

Background:
Instructure, Inc. is the transcript service that resulted as a merger of Credentials Solution and Parchment, which we previously used to fulfill transcript orders. Our agreement with Parchment came to an end June 4, 2025. This agreement would designate Instructure, Inc as the agent for processing and sending official transcripts, including electronic EDI transcripts, and PDF transcripts.

Board Goal/Accreditation Standard:
Student Services resources to assist students with ease of transferring and readiness for career goals.

Terms (if applicable):
06/05/2025 – 06/04/2028 with a 60-day advance notice for cancellation if desired.

Expense (if applicable):
$2.95 transaction fee for Year 1, $3.15 transaction fee for Year 2, and $3.35 transaction fee for Year 3 per student.

Fiscal Impact Including Source of Funds (if applicable):
Transaction fees are funded by the District Transcript Revenue Budget.

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

INSTRUCTURE

Instructure, Inc.
6330 South 3000 East, Suite 700
Salt Lake City, UT 84121
United States

Order Form

Order: Q-440673-1
Date: 2025-04-23
Order Valid Through: 2025-06-30

Order Form for Taft College

Bill to Information

Entity Name: Taft College
Address: 29 Emmons Park Drive
City: Taft
State/Province: California
Zip/Postal Code: 93268
Country: United States

Billing Contact

Name:

Email:

Phone:

Ship to Information

Entity Name: Taft College
Address: 29 Emmons Park Drive
City: Taft
State/Province: California
Zip/Postal Code: 93268
Country: United States

Shipping Contact

Name: Tiffany Payne

Email: tipayne@taftcollege.edu

Phone: +1 661 763 7741

Billing Information

Billing Frequency: Transaction
Billing Frequency Term:
Payment Terms: Net 30

Year 1								
Ref	**Description**	**Start Date**	**End Date**	**Invoice**	**Metric**	**Qty**	**Price**	**Amount**

Year 1 Transaction Pricing:				
Reference	**Description**	**Start Date**	**End Date**	**Price**
T2	Transcript Services	2025-06-05	2026-06-04	USD $2.95

Year 2 Transaction Pricing:				
Reference	**Description**	**Start Date**	**End Date**	**Price**
T2	Transcript Services	2026-06-05	2027-06-04	USD $3.15

Year 3 Transaction Pricing:				
Reference	**Description**	**Start Date**	**End Date**	**Price**
T2	Transcript Services	2027-06-05	2028-06-04	USD $3.35

Reference	Products	Description
T2	Transcript Services	Learner Type: Current + Alumni Delivery Method: Parchment Print and Digital Financing Option: Transaction - Requestor Pay

Quote Special Terms

Recurring items on this Order Form (other than any 3rd Party Products) shall automatically renew for succeeding terms of 12-month duration at an annual price increase of **5%** unless either party gives the other party 60 days' written notice of its intent not to renew prior to the expiration of the then-current term.

The services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related services prior to the first year Start Date at its sole discretion.

Payment Terms - Renewal Order Form: In the event that Customer fails to execute this Order Form prior to the Start Date listed above, all fees shall become due payable upon Customer's receipt of an invoice.

Payment Processing Fee: Subject to limitations and prior written approval of Instructure, Customer can add a surcharge to each credential request as a method of cost recovery for some or all of Customer's fees, or an auxiliary revenue source. Due to the processing fees assessed by Instructure's credit card processing vendor, there will be a 5% processing fee on all credit card (including debit) charges in excess of the credential request fee. Instructure will remit to Customer any surcharges (less any processing fees on a monthly basis, no later than 45 days following the end of each calendar month.

Overages: The annual subscription fee is non-refundable, and any credential requests included within the subscription must be used within each annual period of the Term. If the cumulative number of credential requests during an annual period exceeds the subscription's credential request limit, Customer will be charged an overage fee for each additional credential request at the rates specified in the applicable Order Form ("Overage Fee"). Instructure reserves the right to apply an additional charge of up to 10% on any Overage Fees. Overage Fees, including any additional charges, will be invoiced by Instructure monthly in arrears for the remainder of the then-current subscription period.

Terms and Conditions

Governing Terms: This Order Form shall be governed by the Master Terms and Conditions which can be found here:
https://www.instructure.com/policies/mastertermsconditions
Conflict Clause: In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form? Please Enter (Yes or No):	Check here if your company is exempt from US state sales tax:
If Yes, please enter PO Number:	*Please email all US state sales tax exemption certifications to ar@instructure.com*

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Taft College	
Signature:	_____
Name:	_____
Title:	_____
Date:	_____

Instructure, Inc. (USA/CAN)	
Signature:	_____
Name:	_____
Title:	_____
Date:	_____

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 22, 2025

Submitted by: Mike Giacomini, Vice President of Administrative Services MA

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

Subject: Request for Approval

Board Meeting Date: June 11, 2025

Title of Board Item: Consulting Services Agreement with Capitol Public Finance Group, LLC "Capitol PFG" to serve as the WKCCD Dissemination Agent

Background: The purpose of this agreement is to assist WKCCD in meeting its continuing disclosure responsibilities under S.E.C. Rule 15c2-12(b) (5). Capitol PFG will serve as the District's dissemination agent related to the District's obligation to file Continuing Disclosure Certificates (CDCs) associated with the District's long-term debt (General Obligation Bonds and Certificates of Participation), which are listed in Appendix A of the agreement.

Their services include the preparation and submission of the required annual filings. In addition, Capitol PFG will seek methods to improve the filings; appropriately cross-reference the District's comprehensive continuing disclosure for all outstanding debt governed by a CDC; prepare a continuing disclosure log of outstanding debt; and review, amend, and/or file any late or incomplete continuing disclosure filings.

Either party may terminate this Agreement without cause by delivering to the other party a written notice expressing a desire to terminate, which would be effective immediately upon receipt of a Termination Notice.

Board Goal/Accreditation Standard: BFR #2

Terms (if applicable): July 1, 2025 – June 30, 2028

Expense (if applicable): See attached Consulting Services Order and Appendix A.

Fiscal Impact Including Source of Funds (if applicable):
The District will be invoiced upon completion and submittal of the Annual Report and Material Event Filings. General funds will be utilized.

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

Capitol | PFG

Crafting Optimal Financial Solutions

CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement (this "Agreement") is hereby made between the West Kern Community College District ("Client") and Capitol Public Finance Group, LLC ("Capitol PFG"). Capitol PFG agrees to provide the "Services," as more fully defined below, to Client and Client agrees to pay to Capitol PFG based on the terms of the Consultant Services Order, as more fully defined below.

1. Definitions. The following definitions shall apply to this Agreement.
   a. The "Commencement Date" shall be July 1, 2025.
   b. The "Termination Date" shall be the June 30, 2028.
   c. The "Agreement Term" shall begin with the Commencement Date and shall end with the Termination Date.
   d. The "Consulting Services Order" shall include the Services and the Consultant Services Fee.
2. Services. The duties and tasks to be performed by Capitol PFG (the "Services") shall be outlined in the attached Consulting Services Order(s). During the performance of such Services by Capitol PFG, the Client will retain and exercise decision-making authority over the Services performed by Capitol PFG. The Services may include a development schedule and milestones. Under the terms of this Agreement, Capitol PFG and Client may add additional Services as agreed upon. These additional Services shall be put in writing in a Consulting Services Order and attached to this Agreement.
3. Payment. Client shall pay Capitol PFG based on the terms of the attached Consulting Services Order(s). The attached Consulting Services Order(s) includes a "Payment Schedule" that shall include invoicing terms of the Consulting Services.
4. Termination. Either party may without cause terminate this Agreement by delivering to the other party written notice via U.S. Mail, facsimile, or personal delivery (but not by electronic mail transmission) expressing a desire to terminate this Agreement (a "Termination Notice"). Termination shall be effective immediately upon receipt of a Termination Notice.

Christopher Terry
Capitol Public Finance Group, LLC

Date: 5/2/2025

Leslie Minor, Ph. D.
Acting Superintendent/President
West Kern Community College District

Date: _____

CSO No. 2025-1

CONSULTING SERVICES ORDER

This Consulting Services Order ("CSO") is an attachment to the Consulting Services Agreement made between the Client and Capitol PFG.

Services:

Provide Dissemination Agent services as described in the Continuing Disclosure Certificates (CDCs) related to all outstanding debt of Client and Certificate of Acceptance of Dissemination Agent (attached).

Outstanding Debt with CDCs

See Attached Appendix A

Consulting Service Fee:

Annual Report Filing

Capitol PFG will receive a fee of $4,500 plus expenses. Expenses related to this service involve statistical data reports provided by outside vendors.

Material Event Filing

Capitol PFG will receive a fee of $500 per filing.

ADTR Filing

Capitol PFG will receive a fee of $750 per filing each year where debt proceeds are not expended and $375 per filing each year where the debt is outstanding but all debt proceeds have been spent.

Payment Schedule:

The Annual Report and Material Event Filing Consulting Service Fee will be invoiced upon completion and submittal of the Annual Report and Material Event filings.

The ADTR Filing Consulting Service Fee will be invoiced upon completion and submittal of each ADTR.

APPENDIX A

$14,999,057.60
WEST KERN COMMUNITY COLLEGE DISTRICT
(Kern County, California)
Tax-Exempt General Obligation Bonds, Election of 2004, Series 2004A

$16,995,000
WEST KERN COMMUNITY COLLEGE DISTRICT
(Kern County, California)
2015 General Obligation Refunding Bonds, Series A

$9,865,000
WEST KERN COMMUNITY COLLEGE DISTRICT
(Kern County, California)
2019 General Obligation Refunding Bonds [1]

$10,430,000
WEST KERN COMMUNITY COLLEGE DISTRICT
(Kern County, California)
2019 Certificates of Participation [1]

Note: [1] Debt with ADTR requirements.

Certificate of Acceptance of

Capitol Public Finance Group, LLC as Dissemination Agent

The purpose of this Certificate of Acceptance ("Certificate") is to assist the Client with meeting its continuing disclosure responsibilities under S.E.C Rule 15c2-12(b)(5). Upon acceptance of this Certificate, Capitol PFG will perform the following services as a third party Dissemination Agent:

- Annually request financial information and operating data from the Client. Such request will be made at least 30 days prior to the Annual Report filing due date. The information request will include a review of a material event checklist.
- Monthly request update on issuance of any Financial Obligations or events reflecting financial difficulties, interactions with rating agencies, or change in Client contacts.
- Seek methods to improve the Client's continuing disclosure filings, including making it easier for investors to locate filings.
- Annually file and appropriately cross reference the Client's Comprehensive Continuing Disclosure for all outstanding debt governed by a continuing disclosure certificate. Capitol PFG will provide the Client with the Annual Report prior to its filing.
- Prepare continuing disclosure log of outstanding debt and review, amend and/or file any late or incomplete continuing disclosure filings.
- File material and significant event notices within 5 days of receipt.

The Client agrees to assist Capitol PFG as Dissemination Agent by doing the following:

- Timely provide financial information, operating data and the material event checklist as requested by Capitol PFG.
- Notify Capitol PFG of any events that are listed as a material or significant events within 5 days of having knowledge of such event.
- Review and acknowledge the Annual Report prior to its filing.
- Compensate Capitol PFG for its services in accordance with its fee schedule, and reimburse Capitol PFG for all expenses incurred in the performance of its duties as Dissemination Agent.

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 23, 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: June 11, 2025

Title of Board Item:
Request for Approval: Amendment to Foundation for California Community Colleges–The Vision Resource Center Project agreement

Background:
The Vision Resource Center Project is a collaboration between the California Community Colleges Chancellor's Office and the Foundation for California Community Colleges to utilize Cornerstone's learning management system, to offer free online website for trainings, professional development, effective practices, and educational resources. Cornerstone allows the District to assign and track mandatory training, as well as, giving our staff an additional resource for professional development. We have been able to utilize Cornerstone to offer staff the opportunity for career enrichment that is more readily accessible.

In order to maintain uninterrupted use of Cornerstone, the District seeks to extend the current agreement for an additional three years. Attached is the addendum along with the agreement that was approved by the Board in October 2022.

Board Goal/Accreditation Standard:
ACCJC Standard 3.2

Terms (if applicable):
Through June 30, 2028

Expense (if applicable):
N/A

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

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

FOUNDATION *for* CALIFORNIA
COMMUNITY COLLEGES

AMENDED AGREEMENT

between

THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

and

WEST KERN COMMUNITY COLLEGE DISTRICT

Agreement No. 00006514
Amendment # 1

The Vision Resource Center Project

Effective November 15, 2022, the Foundation for California Community Colleges ("Foundation"), a 501 (c)(3) nonprofit organization, and West Kern Community College District ("DISTRICT"), entered into an Agreement ("AGREEMENT").

WHEREAS, the parties now wish to extend the Agreement for an additional term.

THEREFORE, the parties hereby amend the Agreement as follows:

1. **Amendment to the Term of the Agreement (Page 2).** The Term of the Agreement is hereby amended by replacing *"June 30, 2025" with "June 30, 2028"*

All other terms of the Agreement shall remain unchanged and in full force and effect.

THE PARTIES HEREBY EXECUTE THIS AMENDED AGREEMENT.

WEST KERN COMMUNITY COLLEGE DISTRICT

By: Leslie Minor

Print Name: Leslie Minor

Title: Interim Superintendent/President

Date: 05/07/2025

FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

By: MJS
Meg Santos (May 7, 2025 20:13 PDT)

Print Name: Meg Santos

Title: Operations Manager, Technology Solutions

Date: 05/07/2025

FOUNDATION *for* CALIFORNIA
COMMUNITY COLLEGES

AGREEMENT

Between

THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

And

DISTRICTS

Agreement: [redacted] 00006514

The Vision Resource Center Project

This Agreement ("AGREEMENT") is entered into by the Foundation for California Community Colleges, a 501(c)(3) corporation, the official nonprofit supporting the California Community Colleges Chancellor's Office ("FOUNDATION"), and West Kern Community College ("DISTRICT").

RECITALS

WHEREAS, the purpose of this AGREEMENT is to establish cooperative terms and conditions between the FOUNDATION and DISTRICT to integrate and utilize Cornerstone, a professional development Learning Management System ("LMS"), with the existing Vision Resource Center Project ("VRCProject").

WHEREAS, the FOUNDATION is a nonprofit 501(c)(3) corporation and the official nonprofit supporting the California Community Colleges Chancellor's Office and the California Community Colleges Board of Governors, and its mission is to benefit, support and enhance the California Community College system;

WHEREAS, the VRCProject –a service of the California Community College Education Services (CCC Ed. Services)–is California Community Colleges' online website for trainings, professional development, effective practices, and educational resources. The VRCProject supplements and complements in-person trainings and technical assistance provided to community college faculty, staff, and administrators;

WHEREAS, the Cornerstone Project is a collaboration between the FOUNDATION and the California Community Colleges Chancellor's Office to utilize Cornerstone's LMS to expand and enhance the VRCProject. Cornerstone will provide the DISTRICTs and the VRCProject with features including online training resources, reporting, training assignments and tracking, customized and automated communications, collaborative online communities, file sharing, and a flexible calendar system.

WHEREAS, the Cornerstone LMS will enable supervisors, colleges, and districts to create, assign and track courses and trainings, obtain reports on course completion, and communicate college-wide. Cornerstone LMS integration will provide the potential to create direct connections in these areas between all California Community Colleges through a centralized database.

REPRESENTATIONS AND WARRANTIES

1. **Signing Authority.** FOUNDATION represents and warrants its signatories to this AGREEMENT are authorized to sign this AGREEMENT on behalf of the FOUNDATION. DISTRICT represents and warrants its signatories to this AGREEMENT are authorized to sign this AGREEMENT on behalf of the DISTRICT.

AGREEMENT

NOW, THEREFORE, the parties agree to the terms and conditions contained in this AGREEMENT, outlining the relationship between FOUNDATION and DISTRICT for the Term and with respect to the subject matter herein, as follows:

1. **Effective Date.** This AGREEMENT shall be effective once signed by all parties to this AGREEMENT ("Effective Date").
2. **Term.** The term of this AGREEMENT shall begin on the Effective Date and end on June 30, 2025 and is renewable upon the written and signed agreement of both parties for up to a total of five years.
3. **Termination.**
    a. **Protection of Confidential Information after Expiration or Termination**. Upon expiration or earlier termination of this AGREEMENT for any reason, FOUNDATION shall return to DISTRICT, or, at DISTRICT's direction, securely destroy, all DISTRICT information in any form, recorded on any medium, or stored in any storage system, as follows: (a) burn, pulverize or shred physical assets containing DISTRICT Information so that such information cannot be read or reconstructed, and (b) destroy or erase digital assets containing DISTRICT Information so that the information cannot be read or reconstructed. Unless FOUNDATION communicates in writing that it determined that return or destruction of the DISTRICT Information is not feasible, an authorized representative of FOUNDATION shall certify in writing to DISTRICT, within thirty (30) days after the termination or earlier expiration of this AGREEMENT or FOUNDATION determines that data are no longer needed for the purposes of this AGREEMENT, that all DISTRICT Information has been returned or destroyed (as the case may be) and that FOUNDATION no longer retains or has access to any such information in any form.
    b. **Termination for Convenience**. The Parties shall have the right to terminate this AGREEMENT for any reason or no reason at all, without penalty, at any time by providing the other with at least thirty (30) days written notice of termination.
    c. **Termination for Cause.** FOUNDATION shall have the right to terminate this AGREEMENT, without penalty, within a reasonable time period should DISTRICT be found to be in material breach of this AGREEMENT as determined in FOUNDATION's sole discretion or if DISTRICT fails to comply with any legal and regulatory provisions referenced in this AGREEMENT.
    d. **Procedures at Termination.** Either party must cease or reduce work immediately upon receiving the notice of termination or as required by the written notice and take all steps possible to mitigate losses. DISTRICT hereby waives any other claim for damages including but not limited to damages claims for lost profits, liquidated damages, punitive damages, general or special damages, indirect, or consequential damages arising from FOUNDATION's termination of this AGREEMENT.
4. **Confidential Information.** "Confidential Information" means any proprietary or confidential information as such terms are most broadly defined under applicable law; including non-public institutional information, student, and employee data; documentation, forms, technical specifications,

access procedures, system security information, software, methods, reports and lists. "Confidential Information" also includes any non-public information of FOUNDATION or DISTRICT disclosed by either party to the other party, either directly or indirectly, in writing, orally or by inspection of tangible objects, or to which the other party may have access, which a reasonable person would consider confidential. Each party agrees:

a. Not to copy or use the other party's Confidential Information in any way, except as permitted by this AGREEMENT;
b. Not to disclose the other party's Confidential Information to any third party (other than Cornerstone LMS), except as required by law, to its attorneys and accountants as reasonably necessary; or to respond to duly authorized information requests of police and governmental authorities or to comply with any facially valid subpoena or court order; or as authorized by this AGREEMENT; or as authorized by DISTRICT and FOUNDATION in writing; and
c. To protect the other party's Confidential Information reasonably and with due care.

DISTRICT and FOUNDATION shall undertake efforts reasonably calculated to ensure that any employees, agents, and subcontractors with access to Confidential Information are aware of the obligations outlined under this AGREEMENT and are placed under an obligation of confidentiality with respect thereto.

Information is not Confidential Information if a party can clearly show that it became known to the receiving party prior to receipt from the disclosing party, has become publicly known, except through breach of this AGREEMENT, or is independently developed without reference to Confidential Information. The parties further acknowledge that knowing or negligently sharing Confidential Information constitutes a breach of this AGREEMENT.

DISTRICT and FOUNDATION each agrees that (i) it shall receive and use the Confidential Information it receives (in such capacity a "Recipient") in connection with this AGREEMENT from the other party (in such capacity a "Discloser") solely for the purposes contemplated by this AGREEMENT; (ii) it shall not use any such Confidential Information for any other purpose; and (iii) it shall receive and hold such Confidential Information in trust and confidence for the benefit of the Discloser. Notwithstanding anything to the contrary herein, the Recipient may disclose Confidential Information if required to be disclosed by a court or regulatory or other governmental agency of competent jurisdiction, provided that in connection with such requirement the Recipient shall (A) if legally permitted, promptly notify the Discloser of such requirement in writing; (B) cooperate with the Discloser, at the Discloser's request and expense, to obtain a protective order or other confidential treatment or to contest such required disclosure; (C) shall afford the Discloser all available opportunities to obtain a protective order or other confidential treatment or challenge such required disclosure, including the opportunity to challenge it in the name and with the standing of the Recipient; (D) shall comply with any protective order or other confidential treatment obtained by the Discloser; and (E) shall disclose only the minimum amount of information that the Recipient is required to disclose. This paragraph shall survive the expiration or early termination of this AGREEMENT.

5. **Indemnification.** Each party, their heirs and/or assigns ("Indemnitor") shall indemnify, defend and hold each other party, their directors, officers, and employees, (collectively "Indemnitees") harmless from all losses, liabilities, claims, demands, costs, expenses and damages, including reasonable attorneys' fees and costs, resulting from, arising out of, or connected with (a) the performance of S or judgments involving a third party, including DISTRICT's costs and attorneys' fees, which arise as a result of FOUNDATION's failure to meet any of its obligations under this Section. This Section shall survive the expiration or termination of this AGREEMENT.

6. **DISTRICT Responsibilities.** The DISTRICT shall:
    a. Provide the FOUNDATION with the DISTRICT's specific data feed files for upload to the Cornerstone LMS. Datafiles are expected to be updated at least once a month. Automated file transfer is preferred for various reasons including security.
    b. Establish and schedule an automated data feed to the designated file servers. To ensure data integrity of specific employee information, including faculty, staff, and administrator names, titles, and contact information the files must follow the specified format and include mandatory fields.
    c. Resolve any errors that may occur, in a timely manner.
    d. Assign a dedicated Professional Development Lead (PDL) as the DISTRICT's system administrator to serve as the primary VRC Project and Cornerstone LMS contact. The PDL will acquire expertise with the Cornerstone LMS system, assign courses, and communicate to staff via the welcome screen, the Connect forum, and other channels.
    e. When the colleges changes the professional development leads, inform FOUNDATION .
    f. Where appropriate, involve DISTRICT's Professional Development Coordinator, Director of Information Services, Director/Manager of Human Resources, or comparable positions in a district's Cornerstone implementation. These personnel will administer their implemented portal for the employees of their districts as local system administrators and their experts.
    g. District personnel are responsible for all materials published on their local Cornerstone portal to meet the required accessibility standards.
    h. Customize the DISTRICT's main professional development welcome screen colors, headers, images, and navigation.
    i. Where applicable, add DISTRICT-specific instructor led trainings, on-campus workshops, and Keenan Safe Schools courses into Cornerstone LMS.
    j. Send DISTRICT-wide Cornerstone email announcements to support district personnel in using the platform appropriately.
    k. Customize training resources, materials, and instructions provided by the FOUNDATION and make available online to the DISTRICT community.
    l. Monitor the DISTRICT's online community for FAQs and share feedback with the FOUNDATION for continuous improvements.
    m. DISTRICT shall comply with all applicable federal and state laws regarding privacy and security of Education Records and Student data, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), the Children's Online Privacy Protection Act of 1998 ("COPPA"), California Education Code Section 49073.1, commonly referred to as California Assembly Bill 1584 (or "AB 1584"), and California Business and Professions Code Section 22584, commonly referred to as the "Student Online Personal Information Protection Act" (or "SOPIPA") or "SB 1177".
    n. Maintain the district side of SSO configuration if applicable.
    o. DISTRICT will have the ability to upload documents directly into the VRC. As part of this ability, DISTRICT shall ensure that equal access is provided to all documents uploaded to the VRC. With respect to ADA compliance, any document uploaded to the VRC must be compliant with Web Content Accessibility Guidelines (WCAG) 2.1 or subsequent standards as approved.
7. **FOUNDATION Responsibilities.** The FOUNDATION shall:
    a. Cover the DISTRICT licensing fees for the Cornerstone LMS for faculty, staff, and administrators for the term of this AGREEMENT.
    b. For global issues like system outages, professional development leads will utilize the support mechanisms offered to them by the Foundation.

c. Have a dedicated staff person to serve as the Cornerstone LMS global system administrator and point of contact for the DISTRICT for any issues or questions that arise.
d. Provide the DISTRICT with access to Cornerstone through single sign-on
e. Provide training resources, materials, and instructions to the DISTRICT to the local administrators
f. Provide technical support and customer service for Cornerstone LMS and the VRC Project. through implementation at the DISTRICT.
g. Train the DISTRICT's PDL on the Cornerstone LMS and the VRC Project.
h. Upon request, FOUNDATION shall make available to the Chancellor's Office all system, college, and district data collected by the Cornerstone LMS.
i. Provide services under the AGREEMENT in substantial compliance with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C §794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. FOUNDATION global system administrators will respond to and escalate any accessibility-related issue reported by end users or DISTRICT's system administrator(s).
j. FOUNDATION shall provide DISTRICT with its Cornerstone LMS completed Voluntary Product Accessibility Template ("VPAT") for the Cornerstone LMS for review DISTRICT prior to the Effective Date. FOUNDATION global system administrators will respond to and escalate any accessibility-related issue reported by end users or DISTRICT's system administrator(s).
k. Accessibility issues may be reported using contact methods directly in the LMS, or by use of FOUNDATION-maintained service desk software. FOUNDATION global system administrators will prioritize and escalate any accessibility-related issue by creating a support request with Cornerstone Global Technology Services to address the concern.
l.
m. FOUNDATION shall comply with all applicable federal and state laws regarding privacy and security of Education Records and Student data, including but not limited to the Family Educational Rights and Privacy Act ("FERPA"), the Children's Online Privacy Protection Act of 1998 ("COPPA"), California Education Code Section 49073.1, commonly referred to as California Assembly Bill 1584 (or "AB 1584"), and California Business and Professions Code Section 22584, commonly referred to as the "Student Online Personal Information Protection Act" (or "SOPIPA") or "SB 1177".

8. **Notices.** All notices and other communications required or permitted to be given under this AGREEMENT must be directed to the following individuals:

FOUNDATION PROGRAM MANAGER (All Programmatic Issues)
Elizabeth Kay
Director of Professional Development
1102 Q Street, Suite 4800
Sacramento, CA 95811
bkay@foundationccc.org

FOUNDATION CONTRACTS DEPARTMENT
Foundation for California Community Colleges
Contracts Department
1102 Q Street, Suite 4800
Sacramento, CA 95811
contracts@foundationccc.org

WEST KERN COMMUNITY COLLEGE DISTRICT
Tiffany Rowden. CP-SHRM
Sr. Human Resource Generalist
29 Cougar Ct.
Taft, CA 93268

9. **Personal Information**. FOUNDATION shall properly manage and secure Personal Information in accordance with all applicable global, federal, state, and local laws, rules and regulations. Personal Information is defined as any information provided by DISTRICT or collected by FOUNDATION in connection with the Work performed under this AGREEMENT:
    a. That identifies or can be used to identify, contact, or locate the individual to whom such information pertains, or
    b. From which identification or contact information of an individual person may be derived.
    c. Personal Information includes, but is not limited to: name, address, phone number, fax number, email address, Social Security number, passport number, other government-issued personal identifiers, financial account number, credit or debit card information, medical information, health insurance information, or a user name or email address, in combination with a password or security question and answer that would permit access to an online account. Additionally, to the extent any other information (such as, but not limited to, a personal profile, unique identifier and/or biometric information) is associated or combined with Personal Information, then such information also will be considered Personal Information.
10. **Security of DISTRICT Information**.
    a. **Ownership of DISTRICT Information and Data.** All content, copy, pictures, Personal Information, and/or data provided by DISTRICT to FOUNDATION ("DISTRICT Information") is owned by DISTRICT. Upon termination, expiration or other conclusion of this AGREEMENT, all DISTRICT Information shall be returned to DISTRICT by FOUNDATION in a usable format as mutually agreed to between the DISTRICT and FOUNDATION within fifteen (15) calendar days after such termination or expiration, or such other date as mutually agreed to in writing between the DISTRICT and FOUNDATION.
    b. **Prohibition on Unauthorized Use or Disclosure of DISTRICT Confidential Information.** FOUNDATION agrees to hold DISTRICT Confidential Information in strict confidence. FOUNDATION shall not, directly or indirectly, use, make available, sell, disclose or otherwise communicate to any third party, any of DISTRICT's Confidential Information received from, or on behalf of, DISTRICT, except as permitted or required by this AGREEMENT, or as required by law. Subject to applicable federal, state, and local law, including but not limited to the Richard McKee Transparency Act of 2011, Confidential Information is to be broadly defined, and includes but may not be limited to all information that has or could have commercial value or other utility in the business in which DISTRICT is engaged or contemplates engaging, and all information of which the unauthorized disclosure could be detrimental to the interests of FOUNDATION, whether or not such information is identified as Confidential Information. FOUNDATION agrees that it will protect the DISTRICT Confidential Information it receives from, or on behalf of, DISTRICT, according to commercially acceptable standards and no less rigorously than it protects its own confidential information. This paragraph shall survive the expiration or early termination of this AGREEMENT.
    c. **Prohibition on Unauthorized Use or Disclosure of FOUNDATION Confidential Information.** DISTRICT agrees to hold FOUNDATION's Confidential Information in strict

confidence. DISTRICT shall not, directly or indirectly, use, make available, sell, disclose or otherwise communicate to any third party any of FOUNDATION's Confidential Information received from, or on behalf of FOUNDATION, either during or after PARTIPATING COLLEGE's relationship with FOUNDATION, except as permitted or required by this AGREEMENT, or as required by law. Subject to applicable federal, state, and local law, including but not limited to the Richard McKee Transparency Act of 2011, Confidential Information is to be broadly defined, and includes but may not be limited to all information that has or could have commercial value or other utility in the business in which FOUNDATION is engaged or contemplates engaging, and all information of which the unauthorized disclosure could be detrimental to the interests of FOUNDATION, whether or not such information is identified as Confidential Information. DISTRICT agrees that it will protect the FOUNDATION Confidential Information it receives from, or on behalf of, FOUNDATION, according to commercially acceptable standards and no less rigorously than it protects its own confidential information. This paragraph shall survive the expiration or early termination of this AGREEMENT.

d. **Maintenance of the Security of DISTRICT Information.** FOUNDATION shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity, and availability of all maintained or transmitted DISTRICT Information received from, or on behalf of, DISTRICT or its students. These measures will be extended by contract to all subcontractors used by FOUNDATION.

e. **Reporting of Concerns Regarding the Integrity of Software, Unauthorized Disclosures or Misuse of DISTRICT Information.** FOUNDATION, within one (1) business day of discovery, shall report to DISTRICT any information it receives, discovers, or learns that suggests the Software provided to DISTRICT may exhibit any defects, errors, vulnerabilities, or other problems that could adversely affect the DISTRICT (collectively, a "Vulnerability"). FOUNDATION's report shall identify: (i) the nature of the Vulnerability; (ii) the actual or possible nature of the harm DISTRICT may experience as a result of the Vulnerability; (iii) anyone involved with the Vulnerability including those who may try to exploit the Vulnerability; (iv) what FOUNDATION has done or shall do to mitigate any effect of the Vulnerability; and (v) what corrective action FOUNDATION has taken or shall take to prevent future similar Vulnerability. FOUNDATION shall provide such other information, including a written report, requested by the DISTRICT.

11. **Data Sharing.**

a. Data shared under this AGREEMENT be stored in the United States of America.

b. All of DISTRICTS Personal Information Data must be encrypted at all times, both at rest and in transit.

c. Data shared between FOUNDATION and DISTRICT will be transmitted using Secure FTP or other equivalent encryption-based protocol. Under no circumstances will the parties share employee Personal Information via non-secure methods such as public email.

    i. Secure FTP with RSA Public/Private Key encryption is used in data transmission (in transit). Transport Layer Encryption is used when web services are used.

d. All data collected, stored, transmitted, and/or otherwise shared between the DISTRICT and FOUNDATION and to any third party entities will meet the minimum standards for protection of Personally Identifiable Information ("PII").

e. All data elements collected and stored under this MOU are described in more detail in Exhibit A ("Data Collection and Data Flow") attached and incorporated herein.

12. **Misuse of Cornerstone LMS.** DISTRICT and FOUNDATION acknowledge and agree that this section sets forth certain acts which shall either singularly or collectively constitute ("Misuse") under this AGREEMENT. DISTRICT and FOUNDATION shall not engage in any Misuse or allow any third parties to engage in any of the acts as set forth below. Subject to the foregoing, Misuse is defined as:
    a. Access or use of Cornerstone LMS in breach of the terms of this AGREEMENT;
    b. Access or use of the Cornerstone LMS in violation of applicable federal, foreign, international, provincial, state and local laws, rules and regulations or any applicable privacy or data protection laws, rules, regulations or directives;
    c. Access or use of Cornerstone LMS for any unauthorized, fraudulent or malicious purpose;
    d. Intentionally access or use Cornerstone LMS for purposes of intentionally damaging, disabling, overburdening, or impairing the Cornerstone LMS so as to diminish or destroy FOUNDATION or Cornerstone's ability to provide Cornerstone LMS to system users;
    e. Share, obtain or use, or attempt to share, obtain or use, Cornerstone LMS related access codes or passwords, other than for purposes of assisting any authorized system user to access the Cornerstone LMS;
    f. Engage in any act that would intentionally cause FOUNDATION, or Cornerstone's failure in maintaining the integrity of Cornerstone LMS;
    g. Engage in any use of Cornerstone LMS for purposes of intentionally causing interference with or degradation of the Cornerstone LMS and impact impacting system users;
    h. Materially violate the Cornerstone LMS Terms of Use, or knowingly and materially violate the terms of use for any FOUNDATION or third party applications hosted by or accessible within Cornerstone LMS for utilization by system users.
13. **Independent Contractor**. FOUNDATION, in the performance of this AGREEMENT, shall be and act as an independent contractor and not an employee of DISTRICT. FOUNDATION, understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. FOUNDATION assumes the full responsibility his/her acts and/or liabilities including those of his/her employees or agents as they relate to the Work to be provided under this AGREEMENT. FOUNDATION shall assume full responsibility for withholding and payment of all: federal, state, local and applicable income taxes; workers' compensation; contributions, including but not limited to, unemployment insurance and social security with respect to FOUNDATION and FOUNDATION's employees. FOUNDATION should be aware the IRS regulations require DISTRICT to report total income exceeding six hundred dollars ($600) under this and any additional agreements in any given year. The DISTRICT will not withhold taxes, unemployment insurance or social security for FOUNDATION or FOUNDATION's employees or independent subcontractors. FOUNDATION agrees to indemnify and hold DISTRICT harmless from and against any and all liability arising from any failure or alleged failure of FOUNDATION to withhold or pay any applicable tax, unemployment insurance or social security when due or any failure or alleged failure to comply with any applicable regulation applicable to FOUNDATION's employees. Neither party will have the power to bind the other or incur obligations on the other's behalf without the other's prior written consent, except as otherwise expressly provided in this AGREEMENT.
14. **Availability of DISTRICT Information**. DISTRICT may request copies of DISTRICT Information at any time for any purpose. Upon such request, FOUNDATION will make available to DISTRICT a copy of all DISTRICT Information for secure download within forty-five (45) business days or as soon as reasonably possible. DISTRICT Information shall be provided by FOUNDATION in a usable format as mutually agreed upon between the Parties.

15. **Data Backup.** FOUNDATION will conduct regular backups of all DISTRICT Information. FOUNDATION shall adhere to standard information services industry practices by maintaining backup copies of DISTRICT Information to allow for recovery in the event of loss, corruption or other similar event or circumstances that may occur in the process of performing the Work under this AGREEMENT. DISTRICT may request copies of DISTRICT Information backups for archival purposes.
16. **General Terms and Conditions.**
    a. **Entire Agreement.** This AGREEMENT, and any valid amendments thereto, constitutes the entire, complete, final and exclusive agreement between the parties with respect to the subject matter hereof and supersedes and replaces any and all prior and contemporaneous communications between the parties regarding such subject matter. Any terms and conditions which are additional to or different from the terms and conditions of this AGREEMENT are hereby deemed rejected by FOUNDATION and shall not be of any effect or in any way binding upon FOUNDATION. To the extent that the terms and conditions of this AGREEMENT conflict with, or are in any way inconsistent with, the terms and conditions of any exhibit hereto, the terms and conditions of this AGREEMENT will prevail.
    b. **Interpretation.** This AGREEMENT is the product of joint collaboration and drafting by authorized representatives of both DISTRICT and the FOUNDATION. Therefore, an interpretation of any term or condition contained herein shall not be construed against either party as the drafting party.
    c. **Headings.** Paragraph headings in this AGREEMENT are used solely for convenience and shall be wholly disregarded in the construction of this AGREEMENT. Paragraph headings shall not be deemed to define, limit or extend the scope or intent of the paragraphs to which they appertain.
    d. **Counterparts.** The Parties agree that this AGREEMENT may be executed in counterparts, each of which shall be deemed to be an original, but both of which together shall constitute one and the same instrument, and that a photocopy, pdf or facsimile may serve as an original. If this AGREEMENT is executed in counterparts, no signatory hereto shall be bound until both the parties have fully executed a counterpart of this AGREEMENT.
    e. **Modification.** This AGREEMENT may be modified only by a written agreement dated subsequent to this agreement and signed by authorized representatives of each party. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.
    f. **Non-Waiver.** The failure of either FOUNDATION or DISTRICT , whether purposeful or otherwise, to exercise in any instance any right, power or privilege (including but not limited to waiver) under this AGREEMENT or under law of this AGREEMENT shall not constitute a waiver of any other right, power or privilege, nor of the same right, power or privilege in any other instance. Any waiver by FOUNDATION must be in writing.
    g. **Severability.** If any provision(s) of this AGREEMENT is found to be unenforceable or invalid, that provision(s) shall be amended to achieve, as nearly as possible, the same economic effect as the original provision and the remainder of this AGREEMENT will remain in full force and effect.
    h. **Indemnification.** The FOUNDATION shall defend, indemnify and hold the DISTRICT, its officers, affiliates, subsidiaries, authorized representatives, directors, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), judgements awards, fines, penalties or claims for injury or damages arising out of the performance of this AGREEMENT but only in proportion to and to the extent such liability, expense, attorneys' fees or claims for injury or damages are caused by or resulted from the

negligent or intentional acts or omissions of the FOUNDATION, its officers, agents, or employees. The DISTRICT shall defend, indemnify and hold the FOUNDATION, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), judgements awards, fines, penalties or claims for injury or damages arising out of the performance of this AGREEMENT but only in proportion to and to the extent such liability, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the DISTRICT, its officers, agents, or employees.

i. **Insurance.** FOUNDATION agrees to maintain, in full force and effect, at FOUNDATION's expense, the following insurance coverages from an admitted carrier in the State of California with a Best Rating of A-VII or higher:
    i. Commercial General Liability insurance, with limits of not less than One Million Dollars ($1,000,000) per occurrence including bodily injury, broad form property damage and blanket contractual liability, written on an "occurrence" form;
    ii. Professional Liability Insurance with limits of not less than One Million Dollars ($1,000,000);
    iii. Employer's Liability with limits of not less than One Million Dollars ($1,000,000) per occurrence;
    iv. Workers' Compensation insurance as required by statutory insurance requirement of the State of California; and
    v. Cyber Liability insurance with limits of not less than One Million Dollars ($1,000,000) for each occurrence and an annual aggregate of One Million Dollars ($1,000,000) covering claims involving privacy violations, damage to or destruction of electronic information, information theft, any release of private information, alteration of electronic information, extortion and network security, and coverage needs to include remediation costs for expenses incurred relating to notification expenses, and Information Technology forensics following a breach.

FOUNDATION shall deliver Certificate(s) of Insurance evidencing the required coverages to the DISTRICT, which shall be subject to the DISTRICT's approval for adequacy of protection. The Certificate(s) of Insurance shall provide thirty (30) days prior written notice of cancellation.

j. **Intellectual Property.** FOUNDATION and/or its Vendor (Cornerstone LMS) retain all proprietary and intellectual property rights, title and interest in and to FOUNDATION or Cornerstone data, content, software, and any other work product described in this AGREEMENT, unless otherwise granted to DISTRICT under this AGREEMENT. DISTRICT, their affiliates, and any system users do <u>not</u> acquire any ownership of Intellectual Property in the software or documentation as a result of this AGREEMENT, except a license to use the Cornerstone LMS as described in this AGREEMENT during the term of this AGREEMENT.

k. **Assignment.** This AGREEMENT may not be assigned or otherwise transferred by either party without the prior written consent of the other party; however, either party will have the right to assign its rights and obligations under this AGREEMENT in connection with a merger, acquisition, or sale transfer of substantially all of its assets. Any assignment not in accordance with this paragraph is void.

l. **Restrictions.** Software means: (i) any and all of Cornerstone's proprietary web-based applications, including, without limitation, all updates, revisions, bug-fixes, upgrades, and

enhancements thereto, as well as applications that have been modified in any way by Cornerstone at the request of a client; and (ii) application functionality and eLearning content provided by Cornerstone-contracted third parties.

The Software used under this AGREEMENT may be used only for the DISTRICT's lawful business purposes. DISTRICT shall not: (i) use or deploy the Software in violation of applicable laws or this AGREEMENT; (ii) resell any Software or Service; (iii) create any derivative works based upon the Software; (iv) reverse engineer, reverse assemble, decompile or otherwise attempt to derive source code from the Software or any part thereof (except to the extent that such restriction is not permitted under applicable law); (v) make any Software or Service available to any unauthorized parties; or (vi) release the results of benchmark tests or other comparisons of any Software or Service with other software, services, or materials.

m. **Law to Govern; Venue.** This AGREEMENT shall be interpreted, governed and construed in accordance with the internal substantive laws of the State of California. Any dispute or claim arising from this AGREEMENT shall be resolved in a state or federal court in Sacramento, California. The parties specifically submit to the personal jurisdiction and subject matter jurisdiction of the state and federal courts located in Sacramento, California.
n. **Non-Discrimination.** FOUNDATION shall not discriminate in the provision of services, benefits, employment, facilities or otherwise because of race, color, ancestry, religion, creed, national origin, sex, age, sexual orientation, physical or mental disability, medical condition, marital status, denial of family care leave or on the basis of any other protected category as provided by federal, state and/or local laws. PARTICIPANT shall comply with the provisions of the Fair Employment and Housing Act (California Government Code §12990(a)-(f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, §7285 et. seq.)
o. **Debarment and/or Suspension.** PARTICIPANT shall comply with Executive Order 12549, Debarment and Suspension. PARTICIPANT represents and warrants that PARTICIPANT is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency or any California state department or agency.
p. **Time is of the Essence.** Time is of the essence with respect to all provisions of this AGREEMENT that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this AGREEMENT.
q. **Construction of Agreement.** Both parties have participated in the negotiation and drafting of this AGREEMENT. Therefore, the terms of this AGREEMENT shall not be construed against either party as the drafting party.
r. **Execution of this Agreement.** The Parties agree that this agreement may be executed in counterparts, each of which shall be deemed to be an original, but both of which together shall constitute one and the same instrument, and that a photocopy or facsimile may serve as an original. If this agreement is executed in counterparts, no signatory hereto shall be bound until both the parties have fully executed a counterpart of this agreement.
s. **Authority to Bind.** The parties each represent and warrant that the signatories below are authorized to sign this AGREEMENT on behalf of themselves or the party on whose behalf they execute this AGREEMENT.
t. **Force Majeure.** FOUNDATION shall not be liable or deemed to be in default for any delay or failure in performance under this AGREEMENT or interruption of Services resulting,

directly or indirectly, from acts of God, civil or military authority, acts of public enemy, terrorism, war, strikes, labor disputes, shortages of suitable parts, materials, labor or transportation, or any similar cause beyond the reasonable control of FOUNDATION.

THE PARTIES HEREBY EXECUTE THIS AGREEMENT.

DISTRICT

By: _____

Print Name: Brock McMurray

Title: Superintendent/President

Date: 10/13/22

FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

By: _____
Manoj Keechilot (Nov 15, 2022 15:48 PST)

Print Name: Manoj P Keechilot

Title: Software Development Manager

Date: Nov 15, 2022

Exhibit A
Data Collection and Data Flow

All data points collected and stored in Cornerstone LMS are provided below. Out of the data points below, only a user file will identify a user. All other data points provide relational data that gives more specific information about a user, when loaded into a database and analyzed.

A "User File" is a text file that contains the user's records. Each User's File will contain:

User ID	Division ID	Secondary Division
Local System ID	Location ID	Secondary Location
Username	Position ID	Secondary Position
Active (status)	Department ID	Secondary Department
Absent,	Grade ID	Workload
Allow Reconciliation	Last Hire Date	Eligible PD Hours
Prefix	Original Hire Date	Org
First Name	Required Approvals	Institutional ID
Middle Name	Approver ID	Tertiary Division
Last Name	Manager ID	Tertiary Location
Suffix	Gender	Tertiary Position
Email	Ethnicity	Tertiary Department
Work Phone	Language	Quaternary Division
Home Phone	Time Zone	Quaternary Location
Mobile Phone	Compensation Currency	Quaternary Position
Fax	Exempt	Quaternary Department
Country Code	Status	
City		
State/Province		
Zip Code		

A "Division File" is a text file that contains the records of the Divisions under districts, including colleges. Each Division File will contain:

Organizational Unit ID	Parent ID	Active
Organizational Unit Name	Owner ID	Allow Reconcile
	Description	

A "Department File" is a text file that contains the records of the various departments under a district and colleges. Each Department File will contain:

Organizational Unit ID	Owner ID	Active
Organizational Unit Name	Approver ID	Allow Reconcile
Parent ID	Description	

A "Location File" is a text file that contains that contains the records of the various locations of the divisions and departments are under a district and college. Each Location File will contain:

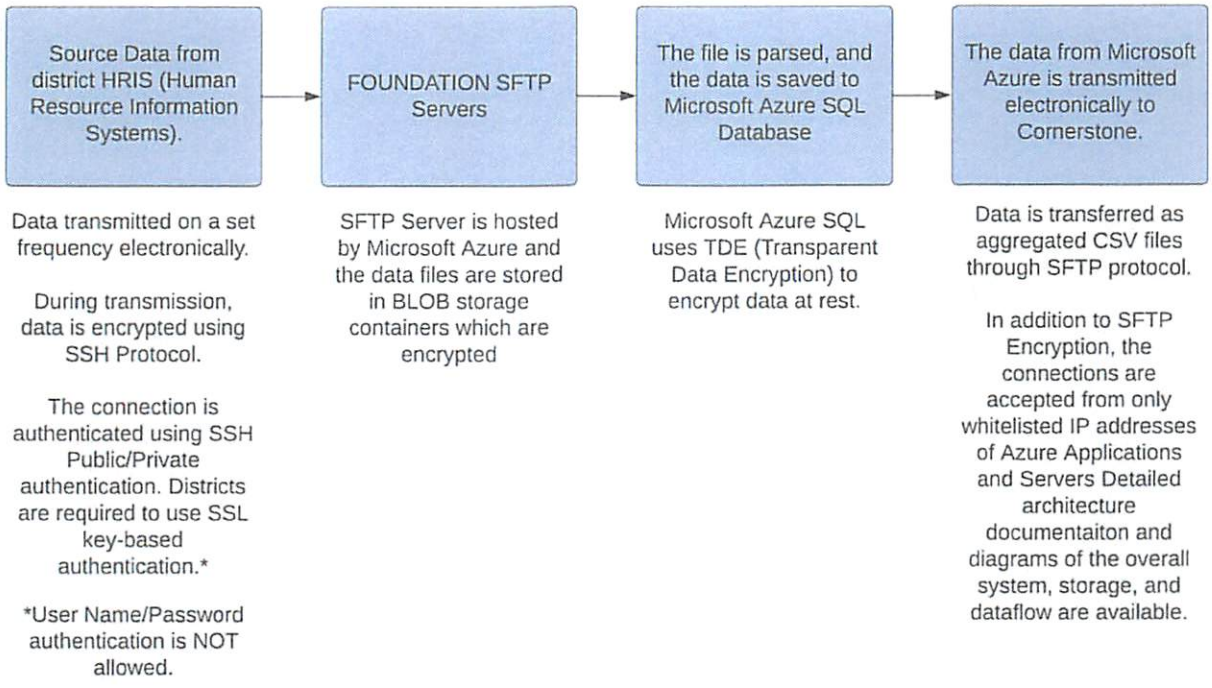
Organizational Unit ID	Country	Contact
Organizational Unit Name	Time Zone	Phone
Parent ID	Address #1	Fax
Owner ID	Address #2	Email
Description	City	Occupancy
Active	State/Province	Approval Required

Allow Reconcile Facility Type	Postal Code	On Site

A "Position File" is a text file that will contain the position (titles) and their parent titles (job classifications) of users within the districts and colleges. Position File will contain:

Organizational Unit ID Organizational Unit Name Parent ID	Owner ID Description	Active Allow Reconcile

Dataflow:



TAFTCOLLEGE

BOARD AGENDA ITEM

Date: June 4, 2025

Submitted by: Mike Giacomini, Vice President of Administrative Services

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

Subject: Request for Approval

Board Meeting Date: June 11, 2025

Title of Board Item: Amendment #2 – 2023-2026 Property and Casualty Claims Administration Services Agreement

Background:

This Amendment amends our July 1, 2023 through June 30, 2026 agreement and compensation schedule (Exhibit B) with Keenan & Associates that was approved at the January 10, 2024, Board meeting. This amendment is for the period of July 1, 2024 through June 30, 202 and amends the compensation schedule (Exhibit B) as outlined below. This Amendment supersedes any and all prior understanding between WKCCD and Keenan & Associates ("Keenan"). All other terms and conditions remain unchanged.

Board Goal/Accreditation Standard: SAP #9

Terms (if applicable): July 1, 2025 to June 30, 2026

Expense (if applicable):

V.P./A.V.P./Claims Manager	From $108.00 per hour to $111.00 per hour
Senior Claims Manager	From $102.00 per hour to $105.00 per hour
Claims Examiner	From $90.00 per hour to $93.00 per hour
Expenses	45% of hourly billings (no increase or decrease)
Minimum per file charge	One hour (no increase or decrease)

Fiscal Impact Including Source of Funds (if applicable):

The District will be billed on a time-and-expense basis; therefore, there is no minimum, but the total amount cannot exceed a specified dollar amount. The cost for these services is included in the Vice President of Administrative Services' budget and general revenue funds will be utilized.

Approved: _____

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

Docusign Envelope ID: 4A64BBC9-1F09-4A28-96A4-C965C523AFD7

AMENDMENT No 2 to
PROPERTY AND CASUALTY CLAIMS ADMINISTRATION SERVICES AGREEMENT

This Amendment modifies the **Property and Casualty Claims Administration Services Agreement** ("Agreement") effective on **July 1, 2023** by and between **West Kern Community College District** ("Client") and **Keenan & Associates** ("Keenan").

1. The effective date of this Amendment is **July 1, 2025**.

2. This Amendment amends **Exhibit B Compensation** of the Agreement for the period from **July 1, 2025** through **June 30, 2026** to read as outlined below. This Amendment supersedes any and all prior understanding between the Parties as to this matter.

   For the period **July 1, 2025– June 30, 2026**:

V.P./A.V.P./Claims Manager -	$ 111.00 per hour
Senior Claims Examiner -	$ 105.00 per hour
Claims Examiner -	$ 93.00 per hour
Expenses -	45% of hourly billings
Minimum per file charge	One hour

3. All other terms and conditions of the Agreement remain unchanged.

4. Each person signing this Amendment on behalf of a Party represents and warrants that he or she has the necessary authority to bind such Party and that this Amendment is binding on and enforceable against such Party.

West Kern Community College District			**Keenan & Associates**	
Signature:			**Signature:**	
By:	**Dr. Leslie Minor**		**By:**	**Eric J. Lucas, Esq.**
Title:	**Vice President**		**Title:**	**Senior Vice President**
Address:	**29 Emmons Park Dr.** **Taft, CA 93268**		**Address:**	**2355 Crenshaw Blvd., Ste. 200** **Torrance, CA 90501**
Attention:	**Dr. Leslie Minor**		**Attention:**	**Brad Keenan**
Telephone:			**Telephone:**	
E-mail:	**lminor@taftcollege.edu**		**E-mail:**	**bkeenan1@keenan.com**

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 22, 2025

Submitted by: Justin Madding, Director of Facilities & Planning

Area Administrator: Mike Giacomini, Vice President of Administrative Services

Subject: Request for Ratification

Board Meeting Date: June 11, 2025

Title of Board Item: Request for Ratification of Cougar Dorms Residence Hall B Water Line Replacement Project

Background: This is a project to replace the interior water lines of the Cougar Dorms Residence Hall B to improve and maintain indoor water quality. Scope of work includes removal of existing cold and hot water lines and replacement with the same size PEX, including fixture drops, replacement of shower valves, add an access hatch behind the shower valves, repairs to any demolished finishes, and disposal of construction materials.

Proposals were initially requested on April 24, 2025, and an additional proposal was requested on May 16, 2025. A total of three responses were received, with MQS Construction Inc. being the lowest proposer with a proposal of $16,200.00. Please see the attached Proposal Tabulation and proposal from MQS Construction Inc.

It is requested that the Board of Trustees ratify the proposal from MQS Construction Inc. for the Cougar Dorms Residence Hall B Water Line Replacement Project in the amount of $16,200.00.

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

Terms (if applicable): Please see attached proposal.

Expense (if applicable): $16,200.00.

Fiscal Impact Including Source of Funds (if applicable): This project is a Fund 35 Dorm Fund expenditure.

Approved: _____

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

PROPOSAL TABULATION

TAFTCOLLEGE
FACILITIES
MAINTENANCE
AND OPERATIONS

Project Name: Cougar Dorm Water Line Replacement - With Finishes

Project No: TC 24-036

Owner: West Kern CCD / Taft College

Architect: N/A

Job Walk: Yes

Proposals Rcvd at: Taft College Facilities

Proposals Requested: 04/24/25

Proposals Due: N/A

Contractor	Base Bid	Total Bid	Bid Bond	CSLB#	DIR #	Date RCVD	Remarks
MQS Construction Inc.	$ 16,200.00	$ 16,200.00	N/A	1019817	1001145267	05/21/25	
David Vohnout Plumbing	$ 36,050.00	$ 36,050.00	N/A	1010936	100545352	05/15/25	
Taft Plumbing Co., Inc.	$ 38,132.00	$ 38,132.00	N/A	195775	1000003149	05/06/25	

Lic # 1019817

MQS Construction INC.

One Company Multiple Solutions

Miguel Q. Santillano Cell: 661-487-9291

Owner

PROPOSAL NO.	2025-18
STREET NO.	1/1.
DATE.	05-21-2025

PROPOSAL SUBMITTED TO:

NAME:	Justin Madding.
ADDRESS:	Taft College
	Taft Ca 93268
PHONE NO.	661-763 7768

WORK TO BE PERFORMED AT:

ADDRESS:	Dorm Residence Hall B.
	Taft Ca 93268
DATE OF PLANS:	n/a
ARCHITECT:	n/a

We hereby propose to furnish the materials and perform the labor necessary for the completion of

ATTIC HOT & COOL WATER UPDATES:

Remove and replace same size attic and shower water lines,use PEX-A

make hole behind shower valves 16" sq" or whatever is needed to replace water lines.

Replace shower valves.Build open frame to install a new access metal door,(where the hole was made)

Hot water will be insulated

NOTE:

walls and ceilings demolition is not necessary.

MQS will provide labor, material and building permit.

MQS will pick up the construction debris for this job above mentioned.

TOTAL COST:

$ 16,200.00

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work, and completed in a substantial workmanlike manner for the sum of _____ Dollars ($ 16,200.00)

with payments to be made as follows:

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted MQS CONSTRUCTION.

Per MIGUEL SANTILLANO

Note - This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature_____

Date 05-21-2025

Signature_____

PROPOSAL

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 22, 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: June 11, 2025

Title of Board Item: Request for Approval of Sierra School Equipment Veterans Center Relocation Project

Background: The Veterans Center must be moved in connection with the upcoming demolition project associated with the Vocational Center. The Veterans Center is currently located in the old IT building and will be moved to G-1 following the carpet replacement project.

In November 2024, the Board of Trustees approved the Arvin Union School District Piggyback Bid No. 2023-24-012 extension awarded to Sierra School Equipment Co. for furnishing and accessories needed. Sierra School Equipment Co. has provided a proposal for the disassembly and reinstallation of demountable walls and workstations and the addition of demountable walls and raceway at the new Veterans Center location. Please see the attached proposal.

It is my recommendation that the Board of Trustees approve the attached proposal from Sierra School Equipment Co.

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

Terms (if applicable): Pursuant to the attached proposal.

Expense (if applicable): $12,968.73

Fiscal Impact Including Source of Funds (if applicable):

This is an Unrestricted General Fund expenditure.

Approved: _____

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

SIERRA
SCHOOL EQUIPMENT CO.

Proposal

Sierra School Equipment Company
PO Box 80667
Bakersfield, CA 93380-0667
Phone: 661-399-2993
Fax: 661-399-0218
Email: sales@ssecinc.com
www.ssecinc.com

Order Number	115843
Date	01/06/2025
Customer PO No	
Customer Name	Taft College
Account Rep	David Shaw
Project Number	
Terms	NET 30
Page	1 of 3

TO
Taft College
29 Cougar Ct
Taft, CA 93268

ATTN: Todd Hampton
Email: thampton@taftcollege.edu

SHIP TO
Taft College - C15
29 Cougar Court
Taft, CA 93268

ATTN: Justin Madding
Phone: (661)7693-7767
Email: jmadding@taftcollege.edu

RE: Veteran's Center Move to G1 Bldg

Line	Quantity	Description	Unit Price	Extended Amount
1	1.00 Each	Knoll, Inc DP8VMMRR7830--5-612T-K-(CORE)-612T-(W884)-W8843A Preconfigured Panel, Full View, Monolithic/Monolithic, Fabric to Raceway Side 1 & 2, 78Hx30W 5:TOPCAP: Flat Metal 612T:TOPCAP: Medium Metallic GreyTX K:RACE: with Knockouts (CORE):Core Paints 612T:RACE: Medium Metallic Grey (Textured) (W884):FABRIC: Reflect (Gr20) W8843A:COL: Sterling Tag: Food Pantry - B102 Director's Office	894.90	894.90
2	1.00 Each	SBI PREVAILING WAGE LABOR Prevailing wage labor to tear-down, transport and reinstall the following items per space plan dated 8/19/2024. All work to be completed during normal business hours (M-F, 7a-4p). 1~L shaped reception station 1~U shaped desk 1~L shaped desk 1~Run of panels with rolling door 2~Computer stations 1~Rectangle Table 7~Guest Chairs 5~Task Chairs 2~Sofas 3~Occassional Tables 4~Lounge Chairs	12,000.00	12,000.00

Order Sub-Total :	$12,894.90
8.2500%-TAFT-93268-2329-KERN :	$73.83
TOTAL ORDER :	**$12,968.73**

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED. THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE.

The above price ($12,968.73) includes prevailing wage rates and California sales tax. The above prices are based on the "Arvin Union School District" piggyback bid. If you wish to place the order, please provide a Purchase Order # at your earliest convenience. If you have any questions or need furniture information, please call David Shaw at (661)399-2993 ext 203.

A FINANCE CHARGE OF 1-1/2% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE CHARGED ON ACCOUNTS PAST DUE.

CA Contractor's License # 422359 | NV Contractor's License # 0032471

SIERRA
SCHOOL EQUIPMENT CO.

Proposal

Sierra School Equipment Company
PO Box 80667
Bakersfield, CA 93380-0667
Phone: 661-399-2993
Fax: 661-399-0218
Email: sales@ssecinc.com
www.ssecinc.com

Order Number	115843
Date	01/06/2025
Customer PO No	
Customer Name	Taft College
Account Rep	David Shaw
Project Number	
Terms	NET 30
Page	2 of 3

Signature: _____ **Name:** _____ **Title:** _____ **Date:** _____

SIERRA
SCHOOL EQUIPMENT CO.

Proposal

Sierra School Equipment Company
PO Box 80667
Bakersfield, CA 93380-0667
Phone: 661-399-2993
Fax: 661-399-0218
Email: sales@ssecinc.com
www.ssecinc.com

Order Number	115843
Date	01/06/2025
Customer PO No	
Customer Name	Taft College
Account Rep	David Shaw
Project Number	
Terms	NET 30
Page	3 of 3

SIERRA SCHOOL EQUIPMENT COMPANY
TERMS AND CONDITIONS

Purchase and Sale

1. All prices quoted shall remain valid for 30 days. Acceptance of the Seller's written quotation shall be evidenced by delivery of Buyer's written confirmation or written purchase order incorporating all of the provisions of Seller's quotation and these Terms and Conditions.
2. A deposit of at least 50% of the invoice price of all goods and services may be required as a condition of order. The Seller shall render its invoice for balance due upon delivery and installation of the goods. Partial deliveries are to be paid upon presentation of invoice covering each partial shipment.
3. Prices are subject to applicable federal, state, and local taxes. Buyers who are exempt from taxes shall provide the seller with copies of exemption certificates upon acceptance of this proposal.
4. Balance of the purchase price is due according to the terms stated on the Invoice. Any invoiced amounts that are not paid when due shall bear a monthly service charge of 1.5% of the overdue amount (or an annual rate of 18%) until paid in full.
5. Sales tax is included on the proposal and will be updated at time of delivery.

Delivery and Installation

1. If requested by Buyer, delivery and installation at the job site will be provided so long as the site provides safe access and is free of obstacles to the proper installation of goods. Should installation require electric current, heat, lighting, hoisting, and or elevator, service shall be furnished without charge to Seller. Buyer shall cause to be provided adequate facilities for off-loading, staging, moving and handling of merchandise. Permits and licenses are the responsibility of the Buyer.
2. Delivery and installation shall be made Monday through Friday during normal working hours (8:00am – 5:00pm) unless otherwise specified. Additional labor costs resulting from overtime work performed at Buyer's request shall be paid for by Buyer.
3. Delivery times are predicated on factory scheduling. Times are subject to factory delays, transit time, strikes, etc.
4. It is assumed under this proposal, unless noted otherwise, that the customer's project site will be ready to immediately receive product. Unless noted and agreed to otherwise, the project site is to be free of other trades and/or existing furniture and equipment, with clear access to the area where furniture is to be installed. If furniture is to be installed above or below the ground floor, an operational elevator must be available for use. Stair carry must be communicated prior at the time of proposal, and if not will be an additional charge. All orders must be accepted by the customer for delivery within 30 calendar days of receipt of the product. Any delays beyond 30 calendar days will result in Storage Charges and a Partial Billing for an agreed upon percentage of the projects total cost to cover material costs. The Completes Billing will be issued once the product has been delivered and installed. Storage Charges will be charged at the rate of $1.50 per square foot of space utilized. Any additional labor caused by delays, excess handling, special equipment and storage not the direct fault of Sierra School Equipment Company or the Manufacturers, will be charged back to the client. Charges for storage and excess handling will be included on the Final Billing.
5. INSPECTION ACCEPTANCE: Buyer agrees to complete an inspection of product upon receipt of product and inform immediately the Seller of any damage or product not conforming to the Purchase Order. Upon signing of the Delivery Receipt, the Buyer agrees that the product is in acceptable condition and completes the Purchase Order as requested.

Cancellation and Change

1. Any modification to an accepted order must be mutually agreeable and are subject to the manufacturer's and Seller's approval. Changes must be made via revised purchase order, change order or signed and dated revised quotation.
2. CONTRACT MERCHANDISE IS NOT RETURNABLE. Stock merchandise may be accepted for return based on manufacturer's policy. Items accepted for return may be subject to a 25% (or factory scheduled restocking charge plus freight charges.
3. If delivery or installation is delayed at the request of Buyer, payment shall be due upon the date Seller is prepared to make delivery or accomplish installation. Further, if delivery or installation is delayed at the request of Buyer, Buyer shall pay any storage fees and freight and handling charges incurred by the Seller or, if said goods are stored by Seller, Buyer shall pay a reasonable storage charge.

Warranties and Claims

1. Unless otherwise specified, all furniture is warranted by Seller to be free from defects in materials and workmanship for the period of time each manufacturer provides on its product from date of delivery. Manufacturer's warranties will apply with any charge for labor at the prevailing rates. It is expressly agreed that this warranty is in place and in lieu of all warranties of fitness and merchantability.
2. All claims for shortage, damages or mis-shipped merchandise must be made in writing within five (5) days after the receiving date. In case of drop shipments where product is delivered without installation, Buyer will be responsible to file necessary freight claims in the event of damage.

Miscellaneous

1. If any part of these Terms and Conditions is held by a court or tribunal of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired in any way.
2. This agreement and all the rights and obligations of the parties shall be governed by the laws of the State of California. If Seller retains an attorney to enforce its rights under this agreement, Buyer agrees to pay reasonable attorneys fees and court costs.
3. The Seller retains a security interest in the merchandise until it is fully paid. Buyer assumes all risk of loss of delivered product and shall not be released from any obligations under this agreement due to product loss, damage, or disrepair following delivery and acceptance. Buyer will provide information necessary for preparation of and will execute one or more Financing Statements upon request of Seller.

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 28, 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: June 11, 2025

Title of Board Item: Request for Approval to Award Taft College Gym Concrete Project

Background:

There are approximately 127.5 square feet of concrete pad and 70 linear feet of curbing that are subsiding and creating a potential safety hazard in the area of the Taft College Gym. This project is for the demolition and replacement of designated concrete sidewalk pads and curbing.

Proposals were requested on April 25, 2025, and closed on May 28, 2025. A total of six responses were received with MQS Construction Inc. being the low proposer for a total sum of $11,500.00. Please see the attached Proposal Tabulation and proposal from MQS Construction Inc.

It is requested that the Board of Trustees award the Taft College Gym Concrete Project to MQS Construction Inc. for a total sum of $11,500.00.

Board Goal/Accreditation Standard: BOT Strategic Action Plan Goal #13

Terms (if applicable): Work to be substantially completed within 45 days.

Expense (if applicable): $11,500.00.

Fiscal Impact Including Source of Funds (if applicable):

This project is an Unrestricted General Fund expenditure from the Maintenance & Operations budget.

Approved: _____

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

BID TABULATION

TAFTCOLLEGE
FACILITIES
MAINTENANCE
AND OPERATIONS

Project Name: Taft College Gym Concrete

Project No: TC 24-037

Owner: West Kern CCD / Taft College

Architect: N/A

Job Walk: Yes

Proposals Rcvd at: Taft College Facilities

Proposals Requested: 04/25/25

Proposals Due: 05/28/25

Contractor	Base Bid	Total Bid	Bid Bond	CSLB#	DIR #	Date RCVD	Remarks
MQS Construction Inc.	$ 11,500.00	$ 11,500.00	N/A	1019817	1001145267	05/28/25	
Ken W Smith Construction	$ 12,475.00	$ 12,475.00	N/A			05/28/25	Non-responsive. Bid docs not completed.
Martinez Concrete Const.	$ 13,500.00	$ 13,500.00	N/A	951862	1000695965	05/28/25	
SW Construction	$ 16,700.00	$ 16,700.00	N/A	971158	1001096581	05/28/25	
M West Coast Construction	$ 25,000.00	$ 25,000.00	N/A	1086519	1001031030	5/28/2025	
Leonida Builders, Inc.	$ 28,000.00	$ 28,000.00	N/A	896772	1001081351	5/28/2025	

5/28/2025

NOTICE CALLING FOR BIDS / PROPOSALS	**WEST KERN COMMUNITY COLLEGE DISTRICT** **TAFT COLLEGE**
PROJECT NAME	**TC 24-037 Taft College Gym Concrete**
JOB WALK	**Non-Mandatory** **10:00 a.m.** **Wednesday, May 14, 2025.**
LATEST TIME/DATE FOR SUBMISSION OF BID PROPOSALS	**May 28, 2025 AT 3:00 P.M.**
LOCATION FOR SUBMISSION OF BID PROPOSALS	**Electronic submission only through PlanetBids at the following location: https://vendors.planetbids.com/portal/66036/bo/bo-search**
LOCATION FOR OBTAINING BID AND CONTRACT DOCUMENTS	**Planet Bids: https://vendors.planetbids.com/portal/66036/bo/bo-search** **Taft College** **Justin Madding** **Director of Facilities and Planning** **29 Cougar Court** **Taft, CA 93368** **(661) 763-7768** **E-mail: jmadding@taftcollege.edu**
ATTACHEMENTS IN THIS BID PACKAGE	**Subcontractors List** **Non-Collusion Affidavit** **Drug-Free Workplace Certification** **Certificate of Workers Compensation** **Taft College Project Site Plan** **Project Site Plan** **Detail(s)**

NOTICE IS HEREBY GIVEN that the WEST KERN COMMUNITY COLLEGE DISTRICT (District), acting by and through its Board of Trustees, will receive up to, but not later than the above-stated date and time, electronic Bid Proposals through PlanetBids for the Contract for the Work generally described as **TC 24-037 Taft College Gym Concrete.**

BACKGROUND. The District is removing and replacing certain concrete pads and curbing in the area of the Taft College Gym due to sinking, cracking, and general disrepair.

BASE BID – Scope of work to include, but not limited to, demolition and disposal of designated concrete sidewalk pads and curbing (see attached site map and photos), prepare site, replace with new concrete to be 4" thick at 4,000 PSI, reinforced with rebar and doweled into adjacent existing concrete pads (#4 x 12" galv rebar center on joint at 18" OC max align with rebar in concrete), new 6" concrete curbing to match adjacent curbing (provide deep tool joints a 10' OC max and expansion joints at 20' OC max. 12" greased ½" dowel at EJ- 6" each side stop rebar each side drill/drypack #4x12" dowels at existing concrete where occurs), elevation and broom finish to match adjacent existing concrete. Total area is approximately 127.5 square feet of concrete pad and 70 linear feet of curb. Proposer to field verify all measurements and/or quantities. Proposer to provide construction chain link fencing around the construction site to ensure no access to the construction site area. Initial start-up and operation of equipment to be verified with District designated representative(s). Punch list walk.

The District is not responsible for providing any measurements or quantities; any measurements or quantities in the scope of work and/or drawings, are for reference only. Contractor is to field verify all measurements and/or quantities.

The Contractor is to dispose of all construction materials. Construction materials cannot be disposed of in any of the District dumpsters.

1. **Submittal of Bid Proposals.** All Bid Proposals must be submitted on forms furnished by the District prior to the last time for submission of Bid Proposals. Bid Proposals must conform with, and be responsive to, the Bid and Contract Documents, copies of which may be obtained from Taft College as set forth above.

2. **Bid and Contract Documents.** The Bid and Contract Documents are available to the Bidder at the location stated above.

3. **Documents Accompanying Bid Proposal.** Each Bid Proposal shall be submitted with the following documents: (a) Subcontractors List; (b) Non-Collusion Affidavit; (c) Certificate of Workers Compensation Insurance; and (d) Drug-Free Workplace Certification (e) Contract Agreement. All information or responses of a Bidder in its Bid Proposal and other documents accompanying the Bid Proposal shall be complete, accurate and true; incomplete, inaccurate

or untrue responses or information provided therein by a Bidder shall be grounds for the District to reject such Bidder's Bid Proposal for non-responsiveness.

4. **Certificates of Insurance.** Prior to commencement of Work at the Site, the Contractor shall deliver to the District the Contractor's Certificates of Insurance evidencing the policies of insurance with the minimum coverage limits required by the Contract Documents. The Contractor shall provide the District with Subcontractors' Certificates of Insurance (if applicable) evidencing the policies of insurance and the minimum coverage limits required under the Contract Documents prior to a Subcontractor's commencement of work at the Site.

   Certificate of Insurance form shall list the additional insured as - West Kern Community College District Board of Trustees officers, officials, employees and volunteers, Self-Insured Schools of California, it's agents and employees.

5. **Prevailing Wage Rates.** Pursuant to California Labor Code §1773, the Director of the Department of Industrial Relations of the State of California has determined the generally prevailing rates of wages in the locality in which the Work is to be performed. Copies of these determinations, entitled "PREVAILING WAGE SCALE" are available for review on the internet at http://www.dir.ca.gov/dlsr/statistics_research.html.

   The Contractor awarded the Contract for the Work shall post a copy of all applicable prevailing wage rates for the Work at conspicuous locations at the Site of the Work. The Contractor and all Subcontractors performing any portion of the Work shall pay not less than the applicable prevailing wage rate for the classification of labor provide by their respective workers in prosecution and execution of the Work. During the Work and pursuant to Labor Code Sections 1771.4(a)(4), 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. The Department of Industrial Relations shall monitor compliance with prevailing wage rate requirements and enforce the Contractor's prevailing wage rate obligations.

6. **Contractors' License Classification.** Bidders must possess the following classification(s) of California Contractors State License Board (CSLB) at the time that the Bid Proposal is submitted and at time the Contract for the Work is awarded: Contractor's License C-8. The Bid Proposal of a Bidder who does not possess a valid and in good standing Contractors' License in the classification(s) set forth above will be rejected for non-responsiveness. Any Bidder not duly and properly licensed is subject to all penalties imposed by law. No payment shall be made for the Work unless and until the Registrar of Contractors verifies to the District that the Bidder awarded the Contract is properly and duly licensed for the Work.

7. **Bidder and Subcontractors DIR Registered Contractor Status.** Each Bidder must be a Department of Industrial Relations (DIR) Registered Contractor when submitting a Bid Proposal. The Bid Proposal of a Bidder who is not a DIR Registered Contractor when the Bid

Proposal is submitted will be rejected for non-responsiveness. All Subcontractors identified in a Bidder's Subcontractors' List must be DIR Registered contractors at the time the Bid Proposal is submitted.

The District will be required to complete a form PWC-100 notifying the DIR of public works for maintenance projects over $15,000 and construction projects over $25,000.00. Contractors will be provided the DIR project number; this DIR Project ID number will be needed when submitting your certified payroll records into DIR's Electronic Certified Payroll Reporting (eCPR) database. The confirmation e-mails from DIR; verifying e-CPR submission, will need to be submitted with each pay application.

The foregoing notwithstanding, a Bid Proposal is not subject to rejection for non-responsiveness for listing Subcontractor on the Subcontractors List who is/are not DIR Registered contractors if such Subcontractor(s) complete DIR Registration pursuant to Labor Code §1771.1(c)(1) or (2). Further, a Bid Proposal is not subject to rejection if the Bidder submitting the Bid Proposal listed any Subcontractor(s) who is/are not DIR Registered contractors and such Subcontractor(s) do not become DIR Registered pursuant to Labor Code §1771.1(c)(1) or (2), but the Bidder, if awarded the Contract, must request consent of the District to substitute a DIR Registered Subcontractor for the non-DIR Registered Subcontractor pursuant to Labor Code §1771.1(c)(3), without adjustment of the Contract Price or the Contract Time.

8. **Contract Time / Liquidated Damages.** Substantial Completion of the Work shall be achieved within Forty-Five (45) days after the date for commencement of the Work established in the Notice to Proceed (NTP) issued by the District. Failure to achieve Substantial Completion within the Contract Time will result in the assessment of Liquidated Damages of Two Hundred Fifty Dollars ($250.00) per day.

9. **Payment Bond; Performance Bond.** After Notice of Award (NOA) and prior to Notice to Proceed (NTP) / commencement of work; the Bidder awarded the Contract shall deliver to the District a Labor and Materials Payment Bond and a Performance Bond issued by a California Admitted Surety insurer who is AM Best rated at least A-/VII in the form and content included in the Contract Documents each of which shall be in a penal sum equal to One Hundred Percent (100%) of the Contract Price.

   Bond information / requirements:
   - No bonds required for projects less than $25,000.
   - Projects that are $25,000 - $60,000 require Payment Bond and Performance Bond.
   - Projects that are greater than $60,000 will also require a Bid Bond.

10. **Pre-Bid Inquiries.** Bidders may submit pre-bid inquiries or clarification requests. Bidders are solely and exclusively responsible for submitting such inquiries or clarification requests no

later than **3:00 p.m., May 21, 2025**. The District will not respond to any bidder inquiries or clarification requests, unless such inquiries or clarification requests are timely submitted to the PlanetBids project profile which can be found at: https://vendors.planetbids.com/portal/66036/bo/bo-search.

11. **No Withdrawal of Bid Proposals.** Bid Proposals shall not be withdrawn by any Bidder for a period of sixty (60) days after the opening of Bid Proposals. During this time, all Bidders shall guarantee prices quoted in their respective Bid Proposals.

12. **Job-Walk.** The District will conduct a **Non-Mandatory Job Walk** beginning at **10:00 AM** on **Wednesday, May 14, 2025**. Bidders are to meet at the job site as indicated on the attached site map near the Taft College Gym, West Kern Community College District, 29 Cougar Ct., Taft, CA 93268 (see attached site plan) for the Job Walk.

13. **Waiver of Irregularities.** The District reserves the right to reject any or all Bid Proposals or to waive any irregularities or informalities in any Bid Proposal or in the bidding.

14. **Award of Contract.** The Contract for the Work, if awarded, will be by action of the District's Board of Trustees.

(end of this section)

BID PROPOSAL FORM

RE: TC 24-037 Taft College Gym Concrete

TO: Taft College / West Kern Community College District

FROM: MQS Construction Inc.
(Bidder Name)

1. The above identified Bidder submits the following proposed Bid Price for the Taft College TC 24-037 Taft College Gym Concrete project.

1	Base Bid	$11,500
	Total Project Bid	$11,500

2. The Total Project Bid Price is inclusive of all labor, materials, equipment and services necessary to complete the Project in accordance with requirements of the Contract Documents and incorporates the requirements of, and pricing for, all matters described in the Contract Documents, including Bid Addendum Nos. _____ inclusive.

3. The Bidder has submitted the following with this Proposal:
   Bid Security (if required) Subcontractors List Non-Collusion Affidavit
   Drug-Free Workplace Certification Certificate of Workers Compensation

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

Dated: 05/25/2025

By: MQS Construction Inc.
Miguel Quiroga Title President
(Name Typed or Printed)

CSLB #: 1019817 DIR Registration #: PWCR 1001145267

SUBCONTRACTORS LIST

Project: TC 24-037 Taft College Gym Concrete

Name of Bidder Miguel Quiroga

Authorized Signature: _____

(A) Licensed Name of Subcontractor	(B) Subcontractor Office, Mill or Shop Address	(C) Subcontractor Portion of Work	(D) Subcontractor Contractors' License No.	(F) Subcontractor DIR Registration No.

NON-COLLUSION DECLARATION

PROJECT: TC 24-037 Taft College Gym Concrete

The undersigned declares:

I am the President (Title) of MQS Construction Inc. (Bidder Name)
the party submitting a Bid Proposal for the above-identified Project, the undersigned declares, states and certifies that:

1. The Bid Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Bid Proposal is genuine and not collusive or sham.
3. 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 other bidder or anyone else to put in sham bid, or to refrain from bidding.
4. The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other bidder, or to fix any overhead, profit or cost element of the bid price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Bid Proposal and related documents are true.
6. The Bidder has not, directly or indirectly, submitted the bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Executed this 05 day of 25, 2025 at Taft California (City, County and State).

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

By: Miguel Quiroga

Title: President

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

PROJECT: TC 24-037 Taft College Gym Concrete

I, Miguel Quiroga declare, state and certify that:

1. I am aware that California Labor Code § 3700(a) and (b) provides:

   "Every employer except the state 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 either as an individual employer, or one employer in a group of employers, 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 or her employees."

2. I am aware that the provisions of California Labor Code §3700 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 such provisions before commencing the performance of this Contract.

Miguel Quiroga
(Contractor Name)

By: MQS Constrution Inc.

Title: President

DRUG-FREE WORKPLACE CERTIFICATION

PROJECT: TC 24-037 Taft College Gym Concrete

I, Miguel Quiroga (Name), am the President (Title) of Miguel Quiroga (Contractor Name)

I declare, state and certify to all of the following:

1. I am aware of the provisions and requirements of California Government Code §§8350 et seq., the Drug Free Workplace Act of 1990.
2. I am authorized to certify, and do certify, on behalf of Contractor that a drug free workplace will be provided by Contractor by doing all of the following:

   (A). Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in Contractor's workplace and specifying actions which will be taken against employees for violation of the prohibition.

   (B). Establishing a drug-free awareness program to inform employees about all of the following:

      (i). The dangers of drug abuse in the workplace;

      (ii). Contractor's policy of maintaining a drug-free workplace;

      (iii). The availability of drug counseling, rehabilitation and employee-assistance programs; and

      (iv). The penalties that may be imposed upon employees for drug abuse violations;

3. Requiring that each employee engaged in the performance of the Contract be given a copy of the statement required by subdivision (A), above, and that as a condition of employment by Contractor in connection with the Work of the Contract, the employee agrees to abide by the terms of the statement.
4. Contractor agrees to fulfill and discharge all of Contractor's obligations under the terms and requirements of California Government Code §8355 by, *inter alia*, publishing a statement notifying employees concerning: (i) the prohibition of any controlled substance in the workplace, (ii) establishing a drug-free awareness program, and (iii) requiring that each employee engaged in the performance of the Work of the Contract be given a copy of the statement required by California Government Code §8355(a) and requiring that the employee agree to abide by the terms of that statement.
5. Contractor and I understand that if the District determines that Contractor has either: (i) made a false certification herein, or (ii) violated this certification by failing to carry out and to implement the requirements of California Government Code §§8355, the Contract awarded

herein is subject to termination, suspension of payments, or both. Contractor and I further understand that, should Contractor violate the terms of the Drug-Free Workplace Act of 1990, Contractor may be subject to debarment in accordance with the provisions of California Government Code §§8350, et seq.

6. Contractor and I acknowledge that Contractor and I are aware of the provisions of California Government Code §§8350, *et seq.* and hereby certify that Contractor and I will adhere to, fulfill, satisfy and discharge all provisions of and obligations under the Drug-Free Workplace Act of 1990.

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

Executed at Taft California (City and State) this 05 day of 25, 2025, 2020.

(Signature)

Miguel Quiroga

(Printed or Typed Name)

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 28, 2025

Submitted by: Brett Redd, Information Technology Director

Area Administrator: Dr. Xiaohong Li, VP Information and Institutional Effectiveness

Subject: Request for Approval

Board Meeting Date:
June 14, 2025

Title of Board Item:
AMS.NET, LLC. D/B/A MGT Impact Solutions
Cisco Threat Defense Renewal 2025-26
Quote #: Q-00084530

Background:
Cisco Threat Defense is a program running on the Taft College firewall that keeps unwanted and dangerous software and malware from coming into our systems and devices by monitoring and filtering all traffic to our network from the internet.

Board Goal/Accreditation Standard:
Board SAP #9

Terms (if applicable):
Renewal term dates: 7/30/2025 – 7/29/2026

Expense (if applicable):
Total cost of 1-year renewal: $10,186.94

Fiscal Impact Including Source of Funds (if applicable):
Included in ITS budget.

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

AMS.NET, LLC. D/B/A MGT Impact Solutions
502 Commerce Way, Livermore, CA 94551
(925) 245-6100 | Fax (925) 245-6150
www.mgt.us

Quote# Q-00084530

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

Ship To
West Kern Community College District
29 Cougar Court
Taft, CA 93268
ATTN: Mark GIbson

Quote Description
Cisco Threat Defense 25-26

Project #	102731
Modified	5/28/2025
Account Mgr.	Sean Harrington
AM Phone	(559) 547-2867
AM Email	sharrington@mgt.us
Inside Account Mgr.	Mike Bruington
IAM Phone	(925) 245-6165
IAM Email	mbruington@mgt.us
Quote Exp.	7/31/2025

Line	Item Description	Manufacturer	Quantity	Unit Price	Extended Price
Cisco Threat Defense, Malware, URL. Coverage Dates: 7/30/25-7/29/26					
1	**L-FPR2130T-TMC-1Y** Cisco FPR2130 Threat Defense Threat, Malware and URL 1Y Subs	Cisco Systems Inc.	1.00	$9,904.46	$9,904.46
2	**L-FPR1010T-TM-1Y** Cisco FPR1010 Threat Defense Threat and Malware 1Y Sub	Cisco Systems Inc.	1.00	$282.48	$282.48

Order Summary

Subtotal	$10,186.94
Adjustment	$0.00
Estimated Taxes	$0.00
Total	**$10,186.94**

AMS.NET, LLC. D/B/A MGT Impact Solutions
502 Commerce Way, Livermore, CA 94551
(925) 245-6100 | Fax (925) 245-6150
www.mgt.us

Quote# Q-00084530

Terms and Conditions

1. AMS.NET, LLC. will require a purchase order referencing this Quote #.

2. Payment terms are Net 30. An interest charge of 1.5% per month will be applied to all accounts past due, plus all costs of collection and reasonable attorneys fees. AMS.NET, LLC. accepts all major credit cards. A convenience fee of 3.5% will be assessed. Customer agrees to accept multiple invoices for projects that cover multiple sales. In the event that a site's readiness is delayed by the Customer, the Customer agrees to accept and pay invoices that reflect equipment and services already received.

3. Items sold by AMS.NET, LLC. D/B/A MGT Impact Solutions and shipped to destinations where sales tax is applicable will be subject to sales tax. If an item is subject to sales tax in the state to which the order is shipped, tax is generally calculated on the total selling price of each individual item. In accordance with state tax laws, the total selling price of an order will generally include shipping and handling charges and item-level discounts. The amount of tax charged on your order will depend upon many factors including, but not limited to, the type of item(s) purchased, and the source and destination of the shipment. Factors can change between the time you place an order and the time an invoice is sent, which could affect the calculation of sales taxes. The amount appearing on your proposal as 'Estimated Sales Tax' may differ from the sales taxes ultimately charged. Shipping charges and sales tax will be added to this order when invoiced and the customer agrees to pay these charges.

4. All companies with tax exemption must present a valid Tax Exempt form. If Customer is tax exempt or if tax exempt form is not provided then customer agrees to pay all applicable taxes.

5. All shipments are FOB Origin or Pre-paid and shipped to Dock. Any Special shipping requirements must be clearly stated on all PO's (i.e. inside delivery). If inside Delivery or Lift-gate is required it must be specified and additional fees will incur. Shipping charges that appear on this quote are an estimate, AMS.NET, LLC. D/B/A MGT Impact Solutions will invoice and the customer will pay the actual shipping charge when identified.

6. Upon delivery of equipment, customer agrees to open all shipments and visually inspect equipment for physical damages. All damages must be reported to AMS.NET, LLC. within 24 hours of delivery.

7. Returns. Returns for credit will be accepted at AMS.NET, LLC. D/B/A MGT Impact Solutions' discretion and are subject to manufacturer returns policies as well. Cisco and Meraki orders cannot be modified starting at 50 days prior to the current estimated ship date. Cisco and Meraki have a no return for credit RMA policy. Please make sure your order is accurate before AMS.NET, LLC. D/B/A MGT Impact Solutions places the order with the manufacturer. Returns for credit must be initiated within 20 days of customer receipt of goods. For returns to be approved all merchandise must be in an unopened box and the customer agrees to pay a restocking fee of 20% of the purchase price, unless waived by the manufacturer. All shipments must have a valid RMA number from AMS.NET, LLC. D/B/A MGT Impact Solutions before returning. To make a returns for credit request, please contact your Account Manager listed on page one of this quote.

A copy of AMS.NET, LLC.'s full RMA policy is available for review online at www.ams.net/services/procurement-and-financing/.

8. The laws of the state where the item is shipped will apply to this sale.

9. The term "installation date" means the first business day on which installation of the system is complete. Minor omissions or variances in performance of the System that do not materially or adversely affect the operation of the system, shall not be deemed to have postponed the Installation Date. Seller shall use its best efforts to make timely delivery and installation. However, all stated delivery and installation dates are approximate and except as expressly provided in this agreement, Seller shall, under no circumstance, be deemed to be in default hereunder or be liable for consequential, incidental or special damages or commercial loss resulting from delays in delivery or installation.

10. Warranties. AMS.NET, LLC. D/B/A MGT Impact Solutions warrants to Customer that it has good title to the equipment being sold to Customer under this Agreement, and the right to sell such equipment to Customer free of liens or encumbrances. AMS.NET, LLC. D/B/A MGT Impact Solutions further warrants to Customer that the equipment being sold to Customer hereunder shall be free from defects in workmanship during the products' manufacturer warranty period. AMS.NET, LLC. D/B/A MGT Impact Solutions warrants Installation for a period of thirty (30) days commencing upon when AMS.NET, LLC. D/B/A MGT Impact Solutions completes the installation under this agreement (this warranty being hereinafter referred to as an "Installation Warranty"). Except as expressly set forth in this paragraph, AMS.NET, LLC. D/B/A MGT Impact Solutions does not make, and hereby disclaims, any and all representations or warranties, express or implied, with respect to the equipment or services being provided under this agreement, including but not limited to any implied warranties of merchantability, fitness for a

AMS.NET, LLC. D/B/A MGT Impact Solutions
502 Commerce Way, Livermore, CA 94551
(925) 245-6100 | Fax (925) 245-6150
www.mgt.us

Quote# Q-00084530

particular purpose, satisfactory quality, against infringement, or arising from a course of dealing, usage or trade practice. AMS.NET, LLC. D/B/A MGT Impact Solutions shall reasonably cooperate and assist Customer in enforcing any manufacturer warranties with respect to the equipment being sold to Customer under this Agreement. AMS.NET, LLC. D/B/A MGT Impact Solutions hereby advises Customer, and Customer acknowledges that in the event Customer desires to procure from AMS.NET, LLC. D/B/A MGT Impact Solutions any warranty protection beyond the warranty of title and the Installation Warranty provided under this Paragraph, Customer may do so by entering into a separate Service Agreement with AMS.NET, LLC. D/B/A MGT Impact Solutions. Manufacturer's warranty that is guaranteed is whatever is published by the manufacturer at the time of purchase.

For repair or replacement requests, please contact our Customer Service Department at 800-893-3660 Option 2,2. Email requests should be sent to tac@ams.net.

11. Cisco Cloud services purchased from AMS.NET, LLC. D/B/A MGT Impact Solutions requires customer to accept Cisco's Universal Cloud agreement located on Cisco Systems' Website. This Universal Cloud Agreement describes the rights and responsibilities related to the Cloud Service(s) you purchase from Cisco or an Approved Source and is between you and Cisco. The Universal Cloud Agreement includes the applicable Offer Description(s) located at www.cisco.com/go/cloudterms (collectively "Agreement"). By clicking 'accept,' or using the Cloud Service, you agree to the terms of this Agreement. If you do not have authority to enter into this Agreement, or if you do not agree with its terms, do not click 'accept' and do not use the Cloud Service. If you determine that you cannot comply with the terms of this Agreement after you have paid for the Cloud Service, you may terminate your access to the Cloud Service for a full refund provided you do so within thirty (30) days of your purchase.

12. The final price of all labor in this quote is contingent upon the customer providing AMS.NET, LLC. D/B/A MGT Impact Solutions full site access, with keys or a dedicated escort, for a period of at least nine consecutive hours per working day. Any existing pathway being pulled through is assumed to be easily discoverable, and meeting BICSI standards, such as the fill ratio, lack of non-cabling material in the conduit, and appropriate number of LBs. Additionally, any interior wall penetrations are assumed to be drywall or a like material unless otherwise noted in the labor scope for this project. Any deviation from these assumptions may result in additional costs to the customer based on the time added to the project.

AMS.NET, LLC.
Tax ID: 94-3291626

C7 License: 763508

Full terms and conditions can be viewed on our website at www.ams.net/services/procurement-and-financing/

Purchase Order

Please make your purchase order to AMS.NET, LLC. and email it to Sean Harrington at sharrington@mgt.us. You may also return it by mail to 502 Commerce Way, Livermore, CA 94551.

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: June 4, 2025

Submitted by: Nick Valsamides, Director of Fiscal Services

Area Administrator: Mike Giacomini, Vice President of Administrative Services

Subject: Request for Approval

Board Meeting Date: June 11, 2025

Title of Board Item: 2025-2026 District Business Office Systems Agreement - KCSOS AGT # 26-237240

Background:

Quintessential School Systems (QSS) provides administrative software and consulting services for the K-12 education market. The QSS product line includes integrated modules that cover school business needs, including accounts payable, accounts receivable, benefits management, employee absence tracking, financial reports, fixed assets, general ledger, human resources reporting, payroll, personnel, position control, purchasing, retirement, and state & federal reporting. The Kern County Superintendent of Schools Office (KCSOS) currently uses QSS software to support the school districts in Kern County. The West Kern Community College District (The District), being considered fiscally dependent upon KCSOS, contracts with the County Office for QSS connections to use portions of the QSS software to facilitate the information sharing between themselves and KCSOS. The District utilizes QSS connections in the cashier's office and the payroll department. The cashier's office uses QSS for electronically reporting revenues received and deposited into the County funds. The District is dependent upon KCSOS for payroll processing; as such, all payroll information is entered directly into the QSS software. Therefore, it is recommended that the Board of Trustees approve this contract with KCSOS.

Board Goal/Accreditation Standard: Board Fiduciary Role: District Sustainability #2

Terms (if applicable): July 1, 2025 to June 30, 2026

Expense (if applicable): Quarterly payments of $2,158.00 for an annual cost of $8,632.00.

Fiscal Impact Including Source of Funds (if applicable):

This expense will be included in the 2025/26 Fiscal Services budget and general revenue funds will be utilized.

Approved: _____

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

District # 78 **KCSOS Agt. # 26 - 237240**

OFFICE OF JOHN G. MENDIBURU
KERN COUNTY SUPERINTENDENT OF SCHOOLS
Advocates for Children

District Business Office Systems Agreement 2025-2026

This agreement is entered into between the **KERN COUNTY SUPERINTENDENT OF SCHOOLS (SUPERINTENDENT)** and the **West Kern Comm College** **(DISTRICT).** This agreement is in effect July 1 - June 30 and will automatically renew each fiscal year with same services unless **SUPERINTENDENT** is notified of requested changes in writing no later than September 15th of the current fiscal year.

SUPERINTENDENT shall not be liable to **DISTRICT** for any consequential damages resulting from **Superintendent's** inability or failure to provide the specified services, and **DISTRICT's** sole recourse for such inability or failure shall be an abatement of the costs to be charged, on a prorata basis.

Services:

1. Provide initial and ongoing training in the use of the QSS/OASIS system.
2. Provide access for various types of connections to the QSS/OASIS system.
3. Provide local support and assistance on the QSS/OASIS system.
4. Provide web based support and assistance for the QSS/OASIS system.

A. Connection cost for unlimited amount of users at all access levels:

West Kern Comm College District **proportionate share of cost based on W-2 count of** **664**

Payment Amount		No. of Payments	Annual Cost
$ 2,158.00	x	4	$ 8,632.00

SUPERINTENDENT is authorized to transfer the amounts for the services described above on a quarterly basis from **DISTRICT**

$ 8,632.00
Section 1 Total

Account Code: _____

West Kern Comm College District
GOVERNING BOARD

By: _____
District Authorized Representative
Authorized Signatory Name: Dr. Leslie Minor
Signatory Title: Interim Superintendent/President
Address: 29 Cougar Court
Taft, CA 93268

Date: _____

JOHN G. MENDIBURU, Ed. D.
KERN COUNTY SUPERINTENDENT OF SCHOOLS

By: _____
Signatory Name: Michael Gumapac
Signatory Title: District Fiscal Analyst, Fiscal Support Services
Address: 1300 17th St, Bakersfield, CA 93301
Account code: 01-315-0000-0-8677.00-0000-0000-00-0000-000

Date: 6/4/25

District # 78 **KCSOS Agt. # 26 - 237240**

OFFICE OF JOHN G. MENDIBURU
KERN COUNTY SUPERINTENDENT OF SCHOOLS
Advocates for Children

District Business Office Systems Agreement 2025-2026

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SUPERINTENDENT shall not be liable to **DISTRICT** for any consequential damages resulting from **Superintendent's** inability or failure to provide the specified services, and **DISTRICT's** sole recourse for such inability or failure shall be an abatement of the costs to be charged, on a prorata basis.

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3. Provide local support and assistance on the QSS/OASIS system.
4. Provide web based support and assistance for the QSS/OASIS system.

A. Connection cost for unlimited amount of users at all access levels:

West Kern Comm College District **proportionate share of cost based on W-2 count of** **664**

Payment Amount		No. of Payments	Annual Cost
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SUPERINTENDENT is authorized to transfer the amounts for the services described above on a quarterly basis from **DISTRICT**

$ 8,632.00
Section 1 Total

Account Code: _____

West Kern Comm College District
GOVERNING BOARD

By: _____
District Authorized Representative
Authorized Signatory Name: Dr. Leslie Minor
Signatory Title: Interim Superintendent/President
Address: 29 Cougar Court
Taft, CA 93268

Date: _____

JOHN G. MENDIBURU, Ed. D.
KERN COUNTY SUPERINTENDENT OF SCHOOLS

By: _____
Signatory Name: Michael Gumapac
Signatory Title: District Fiscal Analyst, Fiscal Support Services
Address: 1300 17th St, Bakersfield, CA 93301
Account code: 01-315-0000-0-8677.00-0000-0000-00-0000-000

Date: 6/4/25

KCSOS
Kern County Superintendent of Schools
Office of John G. Mendiburu, Ed.D.— Advocates For Children

June 4, 2025

Dr. Leslie Minor, Interim Superintendent/President
West Kern Community College
29 cougar Ct
Taft, CA 93268

RE: KCSOS Service Provider Agreement District Business Office Systems Agt. # 26 -237240

Submitted for your signature are two (2) original copies of the above referenced contract/agreement/amendment/grant.

* Please sign or have the appropriate authorized person sign the enclosed agreements in **blue ink.**
* Please complete the information on the signature page.
* Return **one (1) signed original** to the address below.
* Please return the signed agreement no later than **June 27, 2025**
Please indicate where you would like funds transferred from in the space provided on the contract.

For questions or concerns regarding this agreement, contact Sarah Ortiz at (661) 636-4719, or saortiz@kern.org.

PLEASE RETURN SIGNED ORIGINAL TO:
Kern County Superintendent of Schools
Attn: Mary Alice Means - Contracts
1300 17th Street - 5th Floor
Bakersfield, CA 93301-4533

Sincerely,

Michael Gumapac,
District Fiscal Analyst
Fiscal Support Services

JGM:MG: mam
Enc.

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 28, 2025

Submitted by: Brett Redd, Information Technology Director

Area Administrator: Dr. Xiaohong Li, VP Information and Institutional Effectiveness

Subject: Request for Approval

Board Meeting Date:
June 14, 2025

Title of Board Item:
AMS.NET, LLC. D/B/A MGT Impact Solutions
Cisco SMARTnet Support Renewal 2025-26
Quote #: Q-00084514

Background:
The Taft College network infrastructure was built using Cisco network equipment. Working with MGT, Taft College is able to maintain the bulk of the network equipment under one maintenance support contract.

Board Goal/Accreditation Standard:
Accreditation Standard 3.9

Terms (if applicable):
Renewal term dates – 7/30/2025 – 7/29/2026

Expense (if applicable):
Total cost of 1-year renewal: $7,898.57

Fiscal Impact Including Source of Funds (if applicable):
Included in ITS budget.

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

AMS.NET, LLC. D/B/A MGT Impact Solutions
502 Commerce Way, Livermore, CA 94551
(925) 245-6100 | Fax (925) 245-6150
www.mgt.us

Quote# Q-00084514

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

Ship To
West Kern Community College District
29 Cougar Court
Taft, CA 93268
ATTN: Mark Glbson

Quote Description
Cisco SMARTnet 25-26

Project #	102731
Modified	5/1/2025
Account Mgr.	Sean Harrington
AM Phone	(559) 547-2867
AM Email	sharrington@mgt.us
Inside Account Mgr.	Mike Bruington
IAM Phone	(925) 245-6165
IAM Email	mbruington@mgt.us
Quote Exp.	8/31/2025

Line	Item Description	Manufacturer	Quantity	Unit Price	Extended Price
Cisco SMARTnet. Coverage Dates: 7/30/25-7/29/26*					
1	**CON-SNT-BE6MM5K9** SNTC-8X5XNBD Cisco Business Edition 6000M (M5) Applia Serial Numbers: WMP270100L7, WMP270100K9	Cisco Systems Inc.	2.00	$373.86	$747.72
2	**CON-SNT-FPR2130W** SNTC-8X5XNBD Cisco Firepower 2130 NGFW Appliance, 1U, Serial Numbers: JMX2135Y01R	Cisco Systems Inc.	1.00	$2,220.17	$2,220.17
3	**CON-SNT-ISR4351V** SNTC-8X5XNBD Cisco ISR 4351 UC Bundle, PVDM4-64, UC L Serial Numbers: FLM232213P4	Cisco Systems Inc.	1.00	$1,542.21	$1,542.21
4	**CON-SNT-FPR1010N** SNTC-8X5XNBD Cisco Firepower 1010 NGFW Appliance, Des Serial Numbers: JMX2635X2HW	Cisco Systems Inc.	1.00	$80.23	$80.23
5	**CON-SNT-C93002PE** SNTC-8X5XNBD Catalyst 9300 24-port PoE+, Network Esse Serial Numbers: FJC25061P5S	Cisco Systems Inc.	1.00	$148.95	$148.95

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Quote# Q-00084514

	*Coverage Dates: 3/1/26-7/29/26				
6	**CON-SNT-N93TCFX** SNTC-8X5XNBD Nexus 9300 with 48p Serial Numbers: FLM26240EBP, FLM270904H1, FLM262902VH *Coverage Dates: 3/1/26-7/29/26	Cisco Systems Inc.	3.00	$468.78	$1,406.34
7	**CON-SNT-C9300XYA** SNTC-8X5XNBD Catalyst 9300X 24x25G Fiber Ports, modul Serial Numbers: FJC26191BXW, FJC26191D26 *Coverage Dates: 3/1/26-7/29/26	Cisco Systems Inc.	2.00	$622.41	$1,244.82
8	**CON-SNT-C930G4EP** SNTC-8X5XNBD Catalyst 9300L 48p P Serial Numbers: *Coverage Dates: 3/1/26-7/29/26	Cisco Systems Inc.	1.00	$192.98	$192.98
9	**CON-SNT-CBS3516X** SNTC-8X5XNBD Cisco Business 350-16XTS Managed Switch Serial Numbers: DNI2646030T *Coverage Dates: 3/1/26-7/29/26	Cisco Systems Inc.	1.00	$82.90	$82.90

Cisco AnyConnect. Coverage Dates: 7/30/25-7/29/26

10	**L-AC-APX-1Y-S1** Cisco AnyConnect Apex License, 1YR, 25-99 Users	Cisco Systems Inc.	25.00	$9.29	$232.25

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Quote# Q-00084514

Order Summary

Subtotal	$7,898.57
Adjustment	$0.00
Estimated Taxes	$0.00
Total	**$7,898.57**

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Quote# Q-00084514

Terms and Conditions

1. AMS.NET, LLC. will require a purchase order referencing this Quote #.

2. Payment terms are Net 30. An interest charge of 1.5% per month will be applied to all accounts past due, plus all costs of collection and reasonable attorneys fees. AMS.NET, LLC. accepts all major credit cards. A convenience fee of 3.5% will be assessed. Customer agrees to accept multiple invoices for projects that cover multiple sales. In the event that a site's readiness is delayed by the Customer, the Customer agrees to accept and pay invoices that reflect equipment and services already received.

3. Items sold by AMS.NET, LLC. D/B/A MGT Impact Solutions and shipped to destinations where sales tax is applicable will be subject to sales tax. If an item is subject to sales tax in the state to which the order is shipped, tax is generally calculated on the total selling price of each individual item. In accordance with state tax laws, the total selling price of an order will generally include shipping and handling charges and item-level discounts. The amount of tax charged on your order will depend upon many factors including, but not limited to, the type of item(s) purchased, and the source and destination of the shipment. Factors can change between the time you place an order and the time an invoice is sent, which could affect the calculation of sales taxes. The amount appearing on your proposal as 'Estimated Sales Tax' may differ from the sales taxes ultimately charged. Shipping charges and sales tax will be added to this order when invoiced and the customer agrees to pay these charges.

4. All companies with tax exemption must present a valid Tax Exempt form. If Customer is tax exempt or if tax exempt form is not provided then customer agrees to pay all applicable taxes.

5. All shipments are FOB Origin or Pre-paid and shipped to Dock. Any Special shipping requirements must be clearly stated on all PO's (i.e. inside delivery). If inside Delivery or Lift-gate is required it must be specified and additional fees will incur. Shipping charges that appear on this quote are an estimate, AMS.NET, LLC. D/B/A MGT Impact Solutions will invoice and the customer will pay the actual shipping charge when identified.

6. Upon delivery of equipment, customer agrees to open all shipments and visually inspect equipment for physical damages. All damages must be reported to AMS.NET, LLC. within 24 hours of delivery.

7. Returns. Returns for credit will be accepted at AMS.NET, LLC. D/B/A MGT Impact Solutions' discretion and are subject to manufacturer returns policies as well. Cisco and Meraki orders cannot be modified starting at 50 days prior to the current estimated ship date. Cisco and Meraki have a no return for credit RMA policy. Please make sure your order is accurate before AMS.NET, LLC. D/B/A MGT Impact Solutions places the order with the manufacturer. Returns for credit must be initiated within 20 days of customer receipt of goods. For returns to be approved all merchandise must be in an unopened box and the customer agrees to pay a restocking fee of 20% of the purchase price, unless waived by the manufacturer. All shipments must have a valid RMA number from AMS.NET, LLC. D/B/A MGT Impact Solutions before returning. To make a returns for credit request, please contact your Account Manager listed on page one of this quote.

A copy of AMS.NET, LLC.'s full RMA policy is available for review online at www.ams.net/services/procurement-and-financing/.

8. The laws of the state where the item is shipped will apply to this sale.

9. The term "installation date" means the first business day on which installation of the system is complete. Minor omissions or variances in performance of the System that do not materially or adversely affect the operation of the system, shall not be deemed to have postponed the Installation Date. Seller shall use its best efforts to make timely delivery and installation. However, all stated delivery and installation dates are approximate and except as expressly provided in this agreement, Seller shall, under no circumstance, be deemed to be in default hereunder or be liable for consequential, incidental or special damages or commercial loss resulting from delays in delivery or installation.

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Quote# Q-00084514

limited to any implied warranties of merchantability, fitness for a particular purpose, satisfactory quality, against infringement, or arising from a course of dealing, usage or trade practice. AMS.NET, LLC. D/B/A MGT Impact Solutions shall reasonably cooperate and assist Customer in enforcing any manufacturer warranties with respect to the equipment being sold to Customer under this Agreement. AMS.NET, LLC. D/B/A MGT Impact Solutions hereby advises Customer, and Customer acknowledges that in the event Customer desires to procure from AMS.NET, LLC. D/B/A MGT Impact Solutions any warranty protection beyond the warranty of title and the Installation Warranty provided under this Paragraph, Customer may do so by entering into a separate Service Agreement with AMS.NET, LLC. D/B/A MGT Impact Solutions. Manufacturer's warranty that is guaranteed is whatever is published by the manufacturer at the time of purchase.

For repair or replacement requests, please contact our Customer Service Department at 800-893-3660 Option 2,2. Email requests should be sent to tac@ams.net.

11. Cisco Cloud services purchased from AMS.NET, LLC. D/B/A MGT Impact Solutions requires customer to accept Cisco's Universal Cloud agreement located on Cisco Systems' Website. This Universal Cloud Agreement describes the rights and responsibilities related to the Cloud Service(s) you purchase from Cisco or an Approved Source and is between you and Cisco. The Universal Cloud Agreement includes the applicable Offer Description(s) located at www.cisco.com/go/cloudterms (collectively "Agreement"). By clicking 'accept,' or using the Cloud Service, you agree to the terms of this Agreement. If you do not have authority to enter into this Agreement, or if you do not agree with its terms, do not click 'accept' and do not use the Cloud Service. If you determine that you cannot comply with the terms of this Agreement after you have paid for the Cloud Service, you may terminate your access to the Cloud Service for a full refund provided you do so within thirty (30) days of your purchase.

12. The final price of all labor in this quote is contingent upon the customer providing AMS.NET, LLC. D/B/A MGT Impact Solutions full site access, with keys or a dedicated escort, for a period of at least nine consecutive hours per working day. Any existing pathway being pulled through is assumed to be easily discoverable, and meeting BICSI standards, such as the fill ratio, lack of non-cabling material in the conduit, and appropriate number of LBs. Additionally, any interior wall penetrations are assumed to be drywall or a like material unless otherwise noted in the labor scope for this project. Any deviation from these assumptions may result in additional costs to the customer based on the time added to the project.

AMS.NET, LLC.
Tax ID: 94-3291626

C7 License: 763508

Full terms and conditions can be viewed on our website at www.ams.net/services/procurement-and-financing/

Purchase Order

Please make your purchase order to AMS.NET, LLC. and email it to Sean Harrington at sharrington@mgt.us. You may also return it by mail to 502 Commerce Way, Livermore, CA 94551.

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 27, 2025

Submitted by: Kenzie Stearman, Bookstore Assistant Manager

Area Administrator: Mike Giacomini, Vice President of Administrative Services

Subject: Request for Approval

Board Meeting Date: June 11, 2025

Title of Board Item:
Product Lease Agreement with Quadient Leasing-Lease #N20032250

Background:
We are currently leasing the IN-700 series postage machine, and our lease term is set to expire. I recommend that the Board approve the upgrade to our postage machine from the IN-700 series to the iX-7 series and renew our agreement with Quadient Leasing for a total cost of $6,445.00 paid over sixty (60) months.

Board Goal/Accreditation Standard:
SAP #4

Terms (if applicable):
Sixty-month lease, paid quarterly.

Expense (if applicable):
Amount Paid Quarterly: $322.25
Total Cost over 60 months: $6,445.00

Fiscal Impact Including Source of Funds (if applicable):
The expense will be included in the 2025-26 Mailroom Budget, paid with General Funds

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

quadient Leasing

Product Lease Agreement
with Postage Meter Rental Agreement

Section (A) Office Information

Office Number	Office Name	Phone #	Date
			05/19/2025

Section (B) Billing Information

Company Name	Taft College		
DBA			
Billing Address	29 Cougar Ct		
City State Zip+4	Taft	CA	93268
Contact Name	Kenzie Stearman	Phone	(661) 763-7818
Contact Title	Assistant Manager	Fax	
Email Address	kstearman@taftcollege.edu	PO #	

Section (C) Installation Information (if different from billing information)

Company Name	Taft College		
Installation Address	29 Cougar Ct		
City State Zip+4	Taft	CA	93268
Contact Name	Kenzie Stearman	Phone	(661) 763-7818
Contact Title	Assistant Manager	Fax	
Email Address	kstearman@taftcollege.edu		
Main Post Office		PO 5-Digit Zip Code	

Section (D) Products

Qty	Model / Part Number	Description (Include Serial Number, if applicable)
1	IX7WP10	IX-7 Series Base w/ Mixed Size Feeder, Sealer, Drop Tray, Ink Cartridge & IXWP10
1	NSRLD-USB	Brother Thermal Label Prtr (w/str pack lbls) Works w/SMART Desktop (RTS)/Print Solutions.
1	IX7PERMIT	IX-7 and IX-7PRO Permit Slogan
7	H25MRS100	Promo Credit
1	EP70GUIDES	neoShip Installation Guide / User Guide

Section (E) Lease Payment Information & Lease Payment Schedule

Tax Status:
- [x] Taxable
- [ ] Tax Exempt
  Certificate attached

Billing Frequency:
- [ ] Monthly
- [x] Quarterly
- [ ] Annually

Billing Method:
- [x] Standard

Number of Months		Monthly Payment (Plus applicable taxes)
First	60	$322.25

Current Lease Number: **N20032250**

- [ ] ACH (Customer to submit authorization form)

Section (F) Postage Meter & Postage Funding Information

Meter Model	IX7AI	Machine Model	IX7WP10

Postage Funding Method:
- [x] Bill Me
- [ ] Prepay by Check
- [ ] ACH Debit (Submit customer authorization form)

Postage Funding Account:
- [x] POC
- [ ] TMS
- [ ] New
- [ ] Existing

Existing Account Number:

Service Products (Check all that apply)

- [x] Online Postal Rates iMeter™ App (SP10)
- [ ] Online Postal Expense Manager iMeter™ App (SP20/NeoStats)
- [ ] Online E-Services with Electronic Return Receipt iMeter™ App (SP35)
- [x] NeoShip PLUS (EP70PLUS)
- [x] NeoShip Install & User Guide (EP70GUIDES)
- [ ] 4G/5G Cell Service
- [x] Maintenance
- [x] Installation/Training
- [ ] Software Support for premise (non-cloud) solutions

Section (G) Approval

Existing customers who currently fund the Postage account by ACH Debit will not be converted to the Postage Funding Account unless initial here _____.

This document consists of a Product Lease Agreement with Quadient Leasing USA, Inc.; and a Postage Meter Rental Agreement, and an Online Services and Software Agreement with Quadient, Inc.; and a Postage Funding Account Agreement with Quadient Finance USA, Inc. Your signature constitutes an offer to enter into such agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version Commercial-Equipment-Lease-Terms-USPS-Dealer-V11-2023), which are also available at https://quadientterms.com/Commercial-Equipment-Lease-Terms-USPS-Dealer-V11-2023-CA, and that you are authorized to sign the agreements on behalf of the customer identified above. The agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

Guided by Quadient, Inc.'s Sustainable Design and Responsible Manufacturing Policy, our Products may contain reused components. For more information visit https://www.quadient.com/about-us/sustainable-design-and-manufacturing.

Authorized Signature _____ Print Name and Title _____ Date Accepted _____

Accepted by Quadient Inc. and its Affiliates _____ Date Accepted _____

quadient Leasing

Why Wait Program Agreement

The Quadient Leasing Why Wait program entitles you to upgrade your Quadient equipment up to 6 months prior to the end of the term of your Current Lease. Your new lease term will automatically commence and billing will begin after your Current Lease has reached the end of its current term. The transition from your Current Lease to the New Lease will be seamless.

By electing to participate in this program, you agree to the following:

- You agree to continue making payments on lease number N20032250 through the end of its Initial Term or, if applicable, the current Renewal Term.
- The term of the new lease, being signed concurrently with this agreement, ("New Lease") will commence when the Current Lease reaches the end of its Initial Term or, if applicable, the current Renewal Term.
- The Products that are subject to the Current Lease will be replaced with the Products identified in the New Lease for the remainder of the Current Lease's Initial Term or, if applicable, the current Renewal Term.
- If a subscription to the Impress Platform is included on the New Lease, then any associated Usage Fees will be in addition to the payments on the Current Lease and the New Lease.
- The replaced products from the Current Lease must be returned to us within thirty (30) days of the effective date of this agreement.

Company: Taft College

Signature: _____

Name (printed): _____

Title: _____

Date: _____

Company: Quadient Leasing USA Inc.

Signature : _____

Name (printed): _____

Title: _____

Date: _____

Summit Technology Affiliates
CREATE * PRINT * MAIL * ARCHIVE

Summit Business Systems | Summit Making Shipping Systems | JMP Office Technologies | MOT Midwest Office Technology | CCI Office Technologies

Order Agreement
(Leasing)

Agreement Date	STA Branch	Account Specialist	PO Number	Tax Exempt
5/19/25	CCI Office Technologies	Jason Jasso	N/A	No *If Yes, Include Letter/Certification*

Customer Bill To				Customer Ship To			
Business Name	Taft College			Business Name	SAME		
Address	29 Cougar Ct			Address			
City, State, Zip	Taft, CA 93268			City, State, Zip			
Contact, Title	Kenzie Stearman, Assistant Manager			Contact, Title			
Phone	(661) 763-7818	Cust #	EAN15000	Phone		Cust #	
Email	kstearman@taftcollege.edu			Email			

Order Items

☐ Additional Item Pages ___

Qty	Item/Model #	Serial or ID (if available)	Details/Description
1	IX7WP10	TBD	iX-7 Series Base w/ Mixed Size Feeder, Sealer, Drop Tray, Ink Cartridge & IXWP10
1	NSRLD-USB		Brother Thermal Label Prtr (w/str pack lbls) Works w/SMART Desktop (RTS)/Print Solutions
1	IX7PERMIT		IX-7 and IX-7PRO Permit Slogan
1	EP70GUIDES		neoShip Installation Guide / User Guide

Items to Pickup

Item/Model #	Serial or ID	Action
IN700	CC1934210176	Return to Leasing

Install Notes

Stairs No

Other Obligations

Please train on Neoship and Media Mail processing . Thank you

Lease Details

Term (months)	60
Lease Type	FMV
Payment (monthly)	$ 322.25
Billing Frequency	Quarterly
Payment Includes	Hardware Only

Product Maintenance Agreement

Plan Type	Parts & Labor			Term (months)	Co-Terminus with Lease
Payment (monthly)		Billing Frequency	Quarterly	Billed By	Dealer - STA
Details/Notes	included in lease				

Software Support Plan

Plan Type	DECLINE PLAN			Term (months)	Co-Terminus with Lease
Payment (monthly)		Billing Frequency	Monthly	Billed By	Dealer - STA
Details/Notes					

By signing this Agreement, the signer and Customer acknowledges and agrees: (1) The terms and conditions appearing at https://summits.solutions/docs/Terms-2020-10-21-01.pdf are incorporated into this Agreement as if fully set forth herein. (2) having received, read, and agrees to all applicable terms and conditions (3) that this Agreement and incorporated terms constitutes the entire agreement, understandings, and representations, between Customer and STA, with respect to this transaction. (4) that this Agreement supersedes all prior communications between the parties including all oral or written proposals. and (5) that you are authorized to sign the Agreements on behalf of the Customer.

Customer	
Authorized Signature	Business Legal Name
	Date
Printed Name	Title

STA	
Acceptance	Date
By	

Product Overview

iX-7 SERIES

1. Mail Feeder
Wide deck with automatic feeding and alignment. Load on-the-fly.

2. USPS® Based IMI Meter
Prints the Intelligent Mail® Indicia (IMI) in compliance with the latest USPS® requirements.

3. Weighing Platform
Instant weight-to-rate conversion for Letters, Large Envelopes or Packages, including Dimensional Weight.

4. Control Panel
Large color touchscreen with intuitive menus. Shortcut keys for one-touch access to frequently used rates, services and jobs.

5. Catch Tray
Expandable for different sizes. Finished mail pieces are neatly stacked as they exit the system.

6. Envelope Sealer
Dependable sealing secures the contents of your envelopes. Easy-access fluid reservoir.

Key Specifications — iX-7

Processing speed: Up to 140 lpm

Weighing platform capacity: 10, 30 or 70 lb.

Envelope thickness: Up to 5/8"

Accounts/departments: 100 standard, up to 500 optional

Online expense reporting (Neostats Basic): Standard

Connectivity: LAN standard, Wireless LAN optional

Postage labels: Self-adhesive with automatic dispenser

Security: 4-digit operator PIN codes

Job presets (imprint memories): Up to 9

Envelope printing: Graphics (10), Text messages (10)

Ink supply: Quick-change cartridge, up to 26,000 imprints

Neoship online shipping software: Available

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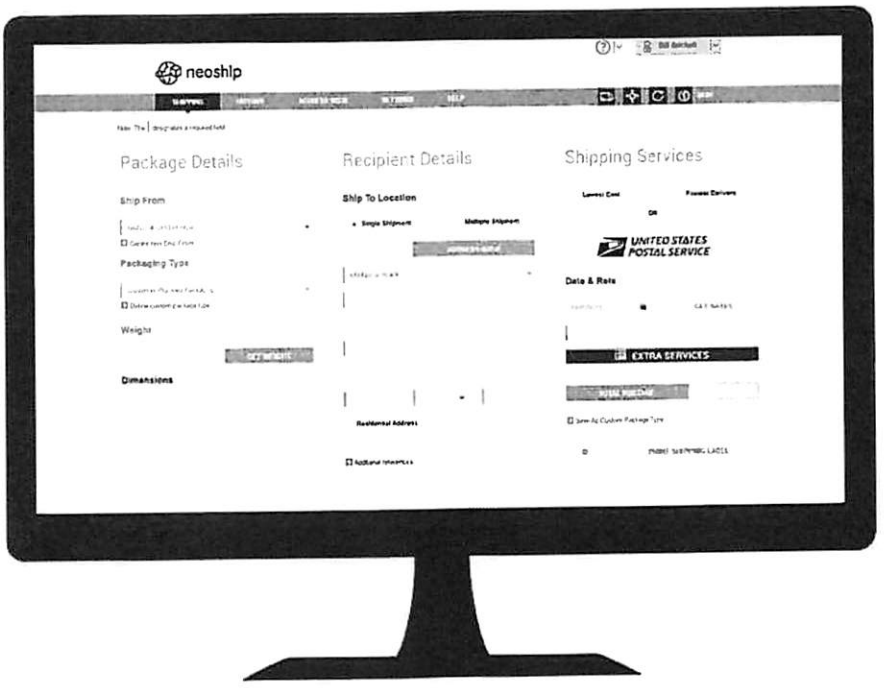
quadient

Product Overview

neoship PLUS



A simple desktop shipping solution for USPS® domestic and international packages

- Ship directly from any desktop simply by logging into your Myquadient online account
- Supports up to 100 users with customizable roles and privileges
- Generates IM®pb-compliant USPS® shipping labels in four easy steps
- Print shipping labels using an inkjet printer, laser printer or a thermal label printer
- Capture discounted USPS® commercial rates and free insurance on Priority Mail® & Priority Mail Express™
- Provides a consolidated view of all USPS® shipments, making package tracking simple
- Real-time "Ship To" address validation ensures your packages are delivered to the correct address
- Public (10,000 records) and Private (1,000 records) address books that eliminate manual data entry
- Send tracking notifications via email to the shipper, the recipient and a 3rd party
- Analyze your USPS® shipping activity using a wide selection of management reports and graphs

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quadient

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 6, 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: June 11, 2025

Title of Board Item:
American Welding Society, Inc. (AWS) Online Educational Library Subscription Agreement

Background:
This subscription agreement would allow welding faculty access to the AWS online education library including modules, instructor accounts and learning management system.

Board Goal/Accreditation Standard:
SAP 4 & 6

Terms (if applicable):
August 15, 2025 – for one year

Expense (if applicable):
$5,775

Fiscal Impact Including Source of Funds (if applicable):
CTE funds

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

American Welding Society

AMERICAN WELDING SOCIETY
8669 NW 36 Street
Miami, FL 33166
www.aws.org

AWS Online Educational Library SUBSCRIPTION AGREEMENT

This Subscription Agreement is made and entered into as of the Effective Date below, by and between the American Welding Society, Inc. ("AWS") and Taft College ("Subscriber").

AWS and Subscriber agree as follows:

1. **Definitions**
   a) "Services" means the AWS Online Educational Library, including all learning modules, instructor accounts, and the AWS learning management system. A full description is available at https://awo.aws.org/aws-learning-online-educational-library/. The content and programs of the Services may be expanded, restricted, updated or otherwise changed by AWS in its sole discretion at any time.

   b) "Authorized Users" means those of Subscriber's current employees or current students designated by Subscriber who will have access to the Services.

   c) "Licensee Content" means data regarding the performance of Authorized Users, including progress reports and test/quiz results, as well as communications between Subscriber and the Authorized Users. As between AWS and Subscriber, Subscriber will be solely responsible for the content of all Subscriber Content submitted to the Service and will comply with all laws, rules and regulations relating to the use, disclosure and transmission of such Subscriber Content.

2. **License Grant**
   a) Licensee is granted a limited, non-exclusive, non-transferable license to use and access the Services for its own internal purposes during the term of this Agreement. The Services may only be used by Authorized Users; Subscriber shall not allow any other party to access, operate or otherwise use the Services. Subscriber may permit no more than the maximum number of Authorized Users specified herein and designated by Subscriber, though Subscriber may change such designees without effecting a fee increase provided that the total number does remains constant.

   b) Licensee shall undertake best efforts to prevent unauthorized access to or use of the Service; shall notify AWS promptly of any such unauthorized use of which Subscriber becomes aware of; and shall work cooperatively with AWS to cause such unauthorized access or use to be discontinued.

   c) Licensee may not reproduce, retransmit, distribute, disseminate, sell, license, sublicense, lease, publish, broadcast or circulate any content or other materials accessed through the Services, except for Subscriber Content.

3. **Fees**
   a) The annual license fee for **Taft College** , accounts, shall be $5,775 and online access for **an unlimited number of individuals** who will be authorized Users during the one-year term. The annual online access shall begin on or before **August 15, 2025**. This fee is to be paid within (30) days of being invoiced. This fee shall not increase during the initial term of this Agreement. If the payment is not received by 10 days after the invoice due date, a late fee of 5% (five percent) will be assessed. Additionally, access may be revoked until payment is fulfilled.

   b) If licensee receives a discount from the standard subscription fee due a multi-year commitment and then terminates or abandons this Agreement prior to the end of that commitment, the discount will be discontinued retroactively to the Effective Date, and Subscriber will pay AWS the difference between the discounted fees and the full standard fees for the entire period of the Agreement, up to the date of termination of this Agreement.

   c) Licensee will be responsible for payment of all applicable taxes, however designated or incurred, in connection with provision of the Services, including state and local excise, sales, withholding and use taxes.

4. **Term and Termination**
   a) The Term of this Agreement shall commence on the date set forth in 3(a) (the "Effective Date") and, unless sooner terminated pursuant to provisions herein, shall continue in effect for one (1) year and thereafter shall renew for successive one (1) year renewal terms (each, a "Renewal Term"), unless either party provides the other party with written notice of its intent not to renew no less than (60) sixty days prior to the end of the initial or any renewal term.

   b) Upon termination of this Agreement, the license granted by this Agreement shall be revoked, and therefore Licensee and its Authorized Users will no longer have access to the Services.

5. **Intellectual Property**
   a) The Services are the property of AWS and protected by copyright and other laws relating to proprietary rights. This Agreement does not convey or transfer any ownership rights in the Services or products offered by AWS and there are no implied rights.

   b) Licensee retains all rights to Subscriber Content. Subscriber grants AWS a royalty-free, worldwide, irrevocable, perpetual license to use or incorporate into the Service any suggestions, enhancement requests, recommendations or other feedback provided by Subscriber relating to the operation of the Service.

American Welding Society

AMERICAN WELDING SOCIETY
8669 NW 36 Street
Miami, FL 33166
www.aws.org

6. **Disclaimer of Warranties**

THE SERVICES ARE BEING PROVIDED "AS IS" WITHOUT ANY WARRANTIES OF ANY KIND. AWS, ITS AGENTS, EMPLOYEES, AND DIRECTORS EXPRESSLY DISCLAIM ANY SUCH WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE. AWS DOES NOT WARRANT THAT THE OPERATION OF THE SERVICES WILL BE ERROR FREE OR WITHOUT INTERRUPTION.

7. **Limitation on Liability**

IN NO EVENT SHALL AWS, ITS EMPLOYEES OR DIRECTORS BE LIABLE TO LICENSEE, OR ANYONE CLAIMING THROUGH LICENSEE, FOR (1) INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES, OR (2) ANY DAMAGES WHATSOEVER RESULTING FROM LOSS OF USE, DATA OR PROFITS, ARISING OUT OF OR IN CONNECTION WITH LICENSEE'S USAGE OF THE SERVICES, OR THE PERFORMANCE OR NON-PERFORMANCE OF THE SAME OR THE CONTENT ACCESSIBLE THROUGH THE SERVICES, EVEN IF THE POSSIBILITY OF SUCH DAMAGES HAD BEEN FORESEEABLE. LICENSEE AGREES THAT THE LIABILITY OF AWS, ITS EMPLOYEES AND DIRECTORS IS LIMITED SOLELY TO LICENSEE DIRECT DAMAGES AND IN NO EVENT SHALL IT EXCEED, IN THE AGGREGATE, THE TOTAL LICENSE FEE PAID HEREUNDER.

8. **Force Majeure**

AWS shall not be liable for, nor shall AWS be considered in breach of this Agreement due to any failure to perform its obligations under this Agreement as a result of the elements, fire, natural disaster, or unavailability of Internet.

9. **Miscellaneous**

This Agreement and the parties' obligations hereunder will be governed by the laws of the State of Florida, without giving effect to the conflict of laws provisions thereof. The exclusive forum for the resolution of disputes will be a court of law in or for the county in which AWS is headquartered. Licensee shall not assign this Agreement or any of its rights or obligations hereunder in whole or in part, whether by operation of law or otherwise, without the advance, written consent of AWS. Any purported transfer or assignment in violation of this Section shall be null and void and of no force and effect. This Agreement and any applicable order forms issued hereunder, constitutes the entire understanding of both parties with respect to the subject matter hereof and supersedes all previous agreements, arrangements, and understandings, written or oral and any terms and conditions set forth on any purchase order issued by Licensee. No waiver or modification of this Agreement will be valid or binding unless in writing and signed by both parties and no waiver of any breach or default will be deemed to be a waiver of any preceding or subsequent breach or default. In the event any of the provisions of this Agreement is found to be invalid or unenforceable, the remaining provisions shall not be deemed impaired and a similar, enforceable provision shall be substituted in the place of the invalid or unenforceable one.

Licensee:

Authorized Signature:
Print Name of Authorized Signature:
Title:
Date:

American Welding Society:

Authorized Signature:
Print Name of Authorized Signature:
Title:
Date:

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 8, 2025

Submitted by: Greg Bormann, Interim Vice President of Instruction MGB

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

Subject: Request for Ratification

Board Meeting Date: June 11, 2025

Title of Board Item:
Facility Use Agreement – West Side Recreation and Parks for the Natatorium

Background:
This Facility Use Agreement will allow Taft College to teach Water Aerobics courses over the summer session using the pool at the West Side Recreation and Parks.

Board Goal/Accreditation Standard:
SAP 4

Terms (if applicable):
June 9, 2025 – July 31, 2025

Expense (if applicable):
$4,800.00

Fiscal Impact Including Source of Funds (if applicable):
Office of Instruction Budget

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

West Side Recreation & Park District

FACILITY USE AGREEMENT

A. INDEMNIFICATION

1. The **(USER/RENTER)** shall indemnify, defend, and hold harmless **West Side Recreation & Park District (WSRPD)**, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the **(USER/RENTER)'s** use or occupancy of a facility or property controlled by **WSRPD**, unless solely caused by the gross negligence or willful misconduct of **WSRPD**, its officers, employees, or agents.

B. INSURANCE REQUIREMENTS *(if requested/required – not applicable to family parties/use)*

1. General liability insurance: The **(USER/RENTER)** shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability.

    a. Such insurance shall name **West Side Recreation & Park District**, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The **(USER/RENTER)** shall file certificates of such insurance with **WSRPD**, which shall be endorsed to provide thirty (30) days' notice to **WSRPD** of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event (or usage), **WSRPD** may deny access to the facility.

    b. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by **WSRPD's** self-insurance pool.

    c. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the **(USER/RENTER)** maintains higher limits than the minimums shown above, **WSRPD** requires and shall be entitled to coverage for the higher limits maintained by the **(USER/RENTER)**. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to **WSRPD**.

continued on reverse →

C. COMPLIANCE WITH ALL APPLICABLE LAW, RULES, & REGULATIONS

1. The **(USER/RENTER)** shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.
2. The **(USER/RENTER)** agrees to abide by all applicable local, federal, and state accessibility standards and regulations.
3. The **(USER/RENTER)** further agrees that it is solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.
4. **WSRPD** reserves the right to immediately revoke **(USER/RENTER)**'s right to use of the facility under this agreement should **(USER/RENTER)** fail to comply with any provision of this section.

D. FORCE MAJEURE

1. Force Majeure Events: Notwithstanding anything to the contrary contained in this agreement, **WSRPD** shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority, and other causes beyond their control. The **(USER/RENTER)** waives any right of recovery against **WSRPD** and the **(USER/RENTER)** shall not charge results of "acts of God" to **WSRPD**, its officers, employees, or agents.

USER/RENTER Information

Group/Organization (if applicable): Taft College

Contact Person: _____

Phone: _____ Alternate Phone: _____

Email: _____

Facility: Natatorium Swimming Pool

Purpose of Use: Water Aerobics

☐ One-Time Use Date: _____

x Recurring Use Date(s): Summer Semester; June 9 – July 31, 2025

I have carefully read this Facility Use Agreement and fully understand its contents. I am aware that this is a release of liability and a contract between myself and West Side Recreation & Park District and sign it of my free will.

_____ _____ _____

Signature Name (Printed) Date

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 22, 2025

Submitted by: Justin Madding, Director of Facilities & Planning

Area Administrator: Mike Giacomini, Vice President of Administrative Services MA

Subject: Request for Approval

Board Meeting Date: June 11, 2025

Title of Board Item: Request for Approval of Data Center Generator Service Agreement with West Coast Energy Systems

Background:

This is a 3-year service agreement for preventative maintenance inspection, service, and Blue Pillar remote monitoring for the Data Center Generator. The 3-year Basic Maintenance Plan includes semiannual service and inspection, including labor and mileage pricing should additional repairs be required. Blue Pillar Remote Monitoring provides notification and reporting of generator operation details and will assist in emergency response and State reporting compliance.

It is requested that the Board of Trustees approve the preventative maintenance service agreement with West Coast Energy Systems.

Board Goal/Accreditation Standard: BOT Strategic Action Plan Goal #13. SAP Leading Indicator #13. Accreditation Standards III.B.1, III.B.2, III.B.3, and III.B.4.

Terms (if applicable): July 1, 2025, to June 30, 2028. Please see the attached service agreement.

Expense (if applicable): $4,210 first year; $2,880 second and third year.

Fiscal Impact Including Source of Funds (if applicable):

This is a budgeted Unrestricted General Fund expenditure from the Maintenance & Operations budget.

Approved: _____

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

West Coast Energy Systems, LLC
Latitude Way Corona, CA 92883

Agreement #: 2025 5/8/2025

Name:	**TAFT COLLEGE**	**Billing Address:**	**29 COUGAR COURT**
Attn:	**JUSTIN MADDING**		**TAFT CA 93268**

Equipment	*Model #*	*Serial #*	*KW*	*Voltage*	*Site*
GENERAC	SG0045	3011677296	45		*29 COUGAR COURT*
GENERAC	TX-200A	3010948481			

A **(Minor) PM Inspection** is a complete inspection of the Generator and Transfer Switch.
Testing the transfer switch includes checking the voltage sensors, frequency, and hertz. In addition, the inspection of the generator consists of checking the coolant, fuel, exhaust, lube oil, starting systems, air induction, engine monitors, and safety controls will also be conducted during this inspection.

A **(Major) PM Service** includes all checks and testing included in a **(Minor) PM Inspection**.

In addition, a complete drainage, removal, and environmentally sensitive disposal of used oil and filters will be performed. The generator will be refilled with premium-grade oil. New oil filters and fuel filters will be installed.

The pricing below includes onsite labor, travel, mileage fee, oil, oil filter, and fuel filter (where applicable) to this service agreement. Pricing does not include applicable taxes, service supplies, or hazardous waste charges. ***In addition, spark plugs, batteries, coolant, belts, hoses, and air filter replacement/adding are all charges and are quoted separately.***

Please initial the service plan of your choice.

3-Year Premium Maintenance Plan - Monthly		
Minor PM Inspection – Eleven Per Year	$ 16,530	
Major PM Service – One Per Year	$ 1,360	
TOTAL ONE YEAR PRICING	**$ 17,890**	**Initial_____**
3-Year Standard Maintenance Plan - Quarterly		
Minor PM Inspection – Three Per Year	$ 2,610	
Major PM Service – One Per Year	$ 1,360	
TOTAL ONE YEAR PRICING	**$ 3,970**	**Initial_____**
3-Year Basic Maintenance Plan - Semi Annually		
Minor PM Inspection – One Per Year	$ 870	
Major PM Service – One Per Year	$ 1,360	
TOTAL ONE YEAR PRICING	**$ 2,230**	**Initial_____**

Additional Services: *(available with this quote, at additional charge to the PM Service Packages described above)*

~ 2 Hour Load Bank Testing @ time of PM Minor Inspection *(Annual)*	**$ 700.00**	**Initial_____**
~ 4 Hour Load Bank Testing @ time of PM Minor Inspection *(Annual)*	**$ 1,100.00**	**Initial_____**
~ Oil Sampling & Testing @ time of PM Major *(Per-Sample)*	**$ 55.00**	**Initial_____**
~ Coolant Sampling & Testing @ time of PM Major *(Per-Sample)*	**$ 45.00**	**Initial_____**
~ Fuel Sampling & Testing @ time of PM Major *(Per-Sample)*	**$ 225.00**	**Initial_____**
~ Diesel Top Off: Up to 100 gallons at time of PM-Visit(s)	**$ 2/gallon over cost**	**Initial_____**
~ Install (1)-Blue Pillar Remote Monitoring During PM-Visit. *(Covers 1 control panel & the 1st year of monitoring service, $650 Annually each year after)*	**$ 1,980.00**	**Initial_____**

Note 1: The above pricing is valid for 30 days from the date listed on this agreement.

Note 2: The pricing above is based on work to be performed on Monday-Friday and during regular business hours of 0800 -1700 PST, with a generator technician being able to park a service truck and trailer within 25' or less of the generator.

West Coast Energy Systems (WCES) Planned Maintenance Agreement Holders Receive:

**** Priority Response in times of Emergency***

**** Factory Trained Generator Technicians***

**** Peace of Mind that equipment has been Professionally Serviced***

**** Labor/Travel $ 215.00 per hour $ 322.50 After Hours $ 430.00 Sundays & Holidays***

**** Mileage portal to portal: $ 3.00 per mile***

**** Planned Maintenance Agreements include 10% Parts & Labor Discount Pricing on All Additional Repairs***

*Please indicate next to the month(s) that you would like your Major & Minor services performed. This information will be utilized when scheduling your services but does not guarantee your discounted services will be performed in that month. WCES Service will contact you to confirm the specific dates.

*Jan -		*Apr -		*Jul -		*Oct -	
*Feb -		*May -		*Aug -		*Nov -	
*Mar -		*Jun -		*Sep -		*Dec -	

***If a load bank is part of your service plan, please indicate the month it was last performed.**

Account Information:

Billing Address:	**29 COUGAR COURT**	**TAFT CA 93268**
Billing Contact:	**JUSTIN MADDING**	
Email:	**jmadding@taftcollege.edu**	
Phone:	**661-763-7727**	
Site Address:	**29 COUGAR COURT TAFT CA 93268**	
Site Contact:	**JUSTIN MADDING**	
Email:	**jmadding@taftcollege.edu**	
Phone:	**661-763-7727**	

**** This agreement will be effective from July 1, 2025 thru June 30, 2028 once approved by both parties. Either party can terminate this agreement with a 30-day written notice to the other party for any reason, including fuel/oil/parts price increases & availability issues, etc.***

**** This agreement is based on performing PM service(s) on fully operational equipment. It is the responsibility of the customer to notify WCES if the equipment is down. The owner will be charged either a diagnosis fee or Labor/Travel/Milage for lost time.***

**** Please note Generac warranty does not cover rentals or after-hours calls, including weekends.***

**** All Credit Card Transactions will incur an additional 3% Credit Card Convenience Fee (No Service Charges via EFT/ACH).***

**** WCES Terms and Conditions apply and can be found at: https://energysystems.com/terms-and-conditions-of-sale-and-service/***

Owner/Authorized Representative

Authorized Signature/Date

West Coast Energy Systems Representative

Jim Schachner 7/01/2025

Authorized Signature/Date

MINOR PLANNED MAINTENANCE INSPECTION

ENGINE ELECTRICAL (STARTING SYSTEM)

- Batteries – Check battery water level, age, specific gravity & perform load test. Clean batteries externally including cables & posts.
- Alternator – Visually inspect alternator & alternator belt. Measure & record alternator DC voltage output.
- Glow Plugs (where applicable) – Check for proper operation.
- Battery Charger – Visually inspect, measure & record DC voltage output.
- Starting Motor – Visually inspect, test for proper operation (Performed during engine start).
- Spark Plugs (where applicable) – Check spark plugs & spark plug wires condition & annotate recommendations for repair or replacement.
- Distributor Cap – (where applicable) – Inspect. Annotate recommendations for repair or replacement.

GENERATOR

- Windings – Visually inspect windings.
- Bearings – Inspect for proper lubrication.
- Brushes/Diodes – Visually inspect for wear.
- Leads/Connections – Visually inspect for wear.
- Circuit Breaker – Test for proper operation.
- Mounts/Bolts – Visually inspect for wear and/or damage.
- Noise – Annotate operational noise indicators of mechanical malfunctions.

SAFETY CONTROLS/CONTROL PANEL

- Voltage (where applicable) – Measure & record loaded & unloaded AC voltage.
- Frequency (where applicable) – Measure & record loaded & unloaded Hertz frequency.
- Amperage (where applicable) – Measure & record loaded amperage.
- Auto Start/Stop – Check for proper operation. If allowed, check for automatic start.
- Shutdowns – Visually inspect for wiring deterioration. Verify proper operation of shutdowns.
- Pre-alarms – Verify proper annunciation of pre-alarms.
- Remote Annunciator (where applicable) – Inspect for proper operation.

INSTRUMENTATION

- Oil Pressure Gauge – Check for proper operation. Measure & record oil pressure PSI.
- Water Temperature Gauge – Check for proper operation. Measure & record water temperature in degrees Fahrenheit.
- Ammeter - Check for proper operation. Measure & record amperage in DC amps.
- AC Electric Meters - Check for proper operation. Measure & record readings.
- Control Panel Wiring – Visually inspect for signs of wear & correct observed loose connections.

AIR INDUCTION & EXHAUST

- Precleaner – Visually inspect condition & clean when necessary.
- Air Filter – Inspect & clean air filter. Recommend replacement when necessary. Note condition of filter housing.
- Intake – Visually inspect & note condition of intake piping & gaskets.
- Turbocharger – Visually inspect turbocharger for leaks, physical condition, & annotate auditory indicators of wear.
- Exhaust/Silencer – Visually inspect for leaks & proper operation including rain cap (where applicable) Annotate anomalies in exhaust smoke.

LUBRICATION SYSTEM

- Lubrication Oil – Check for proper oil level.
- Crankcase Breather – Clean breather (where applicable). Annotate condition & any excessive blow-by.
- Governor – Check oil level.
- Tubes, Lines, Seals & Gaskets – Visually inspect for deterioration or indications of wear.

COOLING SYSTEM

- Radiator – Visually inspect radiator core condition, annotate indications of coolant leakage or core blockage. Check coolant level.
- Radiator Cap – Check for indications of wear.
- Coolant – Measure & record antifreeze freeze point & PH level.
- Hoses – Visually inspect hoses, clamps, gaskets & connections.
- Fan Assembly – Visually inspect fan, fan bearing, pulleys & belts for indications of wear. Measure belt tension for proper operation.
- Water Pump – Visually inspect for proper operation, leaks, or audible indications of wear.
- Jacket Water Heater – Inspect for proper operation, indication of wear on heater & associated hoses & clamps.
- Thermostat – Check for proper operation

FUEL SYSTEM

- Fuel Lines & Connections – Visually inspect for proper operation & indications of deterioration.
- Priming Pump (where applicable) – Verify proper operations & inspect for seal damage or deterioration.
- Fuel Filters – Visually inspect for damage, leaks, & proper operation.
- Governor & Controls – Inspect controls & linkage for proper operation.
- Carburetor/Mixer – Visually inspect & verify proper operation.
- Day Tank/Fuel Cell – Visually inspect for leaks & check for proper operation. Make note of water in fuel cell & level of fuel.

ATS

- Wiring & Contacts – Visually inspect.
- Connections Temp. – Check temperature of connections with infrared temperature gun.
- Contactor Operation – If allowed, perform simulated power failure to test operation of contactor.
- Timers & Controls – Observe all time delays during simulated test.

MAJOR PLANNED MAINTENANCE SERVICE - TO BE PERFORMED ANNUALLY

INCLUDES ALL SERVICES IN a MINOR PLANNED MAINTENANCE INSPECTION

- Fuel System – Fuel filter & fuel/water separator filter replacement. Check for proper seal & operation.
- Lubricating System – Replace oil filters. Inspect all gaskets & seals. Remove existing lubricating oil & dispose. Fill with fresh engine oil, Oil sampling analyzed by independent laboratory as an option.
- Generator – Lubricate bearings if applicable.

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 22, 2025

Submitted by: Cecilia Alvarado, Dean of Student Services

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

Subject: Request for Ratification

Board Meeting Date: June 11, 2025

Title of Board Item:
Proposal for TC Orientation Video for Financial Aid in English and Spanish Versions by NelsonMedia.com

Background:
The District is requesting the use of the services of NelsonMedia.com to record and deliver various videos for use in revamping the on-line new student orientation in Canvas. The District will update the current on-line new student orientation by adding new videos, new content, subtitles in both English and Spanish, and closed captioning for accessibility for the Financial Aid section.

Board Goal/Accreditation Standard:
Assembly Bill 928 (AB 928), the Student Transfer Achievement Reform Act of 2021, is an expansive bill intended to simplify the transfer process for community college students. Student Services is working on AB 928 work specifically in updating the on-line new student orientation.

Terms (if applicable):
Video production services has started and these are additional services requested by the District for the completion of the orientation video project. The delivery of the final product will occur by June 30, 2025.

Expense (if applicable):
The estimated cost for services is $2800.

Fiscal Impact Including Source of Funds (if applicable):

This service will be funded by AB 928 grant funds.

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

nelsonmedia.com
create | shoot | edit | distribute

Thursday, May 1, 2025

Project **PROPOSAL**

Client: *Taft College - Susan Groveman*
Project: TC *Orientation Video - Financial Aid in English and Spanish Versions*

Scope of Services: Record and deliver +/- 2 minute video **in English** and **Spanish** conforming to TC-furnished **financial aid** script driven by voice-over narration that include short on-camera talent intro and close with casual interaction vignettes for use in student orientation. Client will furnish Spanish translation.
Delivery of final product will occur by 30 June.

Services Provided:
- Pre-production services as needed.
- Video recording of interviews and b-roll by nelsonmedia.com with LUMIX 6K video gear, using quality Leica lenses and Sennheisier audio equipment.
- Video logging of interview footage to identify relevant clips.
- Graphic production design developed for edit session.
- Music cues identified and suggested for inclusion into final edit.
- Edit sessions conducted to create video.
- Video proofs posted to nelsonmedia.com video sharing folder for review and revision.
- Client-requested revisions completed.
- English closed-caption subtitles created and incorporated into finalized video.
- Spanish closed-caption subtitles incorporated into **separate** Spanish version video.
- Video projects transcoded to desired formats for use in communications efforts.
- Video masters posted for download and distribution.

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

Estimate: $2.8K

Thank you for this opportunity,

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 28, 2025

Submitted by: Brett Redd, Information Technology Director

Area Administrator: Dr. Xiaohong Li, VP Information and Institutional Effectiveness

Subject: Request for Approval

Board Meeting Date:
June 14, 2025

Title of Board Item:
AMS.NET, LLC. D/B/A MGT Impact Solutions
Singlewire Informacast Maintenance Subscription Renewal 2025-26
Quote #: Q-00084351

Background:
Singlewire Informacast is the College's emergency notification system, which uses the Cisco phone system to deliver notices to staff, students, and faculty.

Board Goal/Accreditation Standard:
Board SAP #9

Terms (if applicable):
Subscription renewal term dates: 8/18/2025 – 8/17/2026

Expense (if applicable):
Subscription renewal 1-Year cost: $2,580.00

Fiscal Impact Including Source of Funds (if applicable):
Included in ITS budget.

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

AMS.NET, LLC. D/B/A MGT Impact Solutions
502 Commerce Way, Livermore, CA 94551
(925) 245-6100 | Fax (925) 245-6150
www.mgt.us

Quote# Q-00084351

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

Ship To
West Kern Community College District
29 Cougar Court
Taft, CA 93268
ATTN: Mark GIbson

Quote Description
Singlewire InformaCast 25-26

Project #	102731
Modified	5/2/2025
Account Mgr.	Sean Harrington
AM Phone	(559) 547-2867
AM Email	sharrington@mgt.us
Inside Account Mgr.	Mike Bruington
IAM Phone	(925) 245-6165
IAM Email	mbruington@mgt.us
Quote Exp.	8/31/2025

Line	Item Description	Manufacturer	Quantity	Unit Price	Extended Price
Coverage Dates: 8/18/25-8/17/26					
1	**SS-1YR-AM-TIER 2** InformaCast Advanced Notification Subscription Licensing	Singlewire	300.00	$8.60	$2,580.00

Order Summary

Subtotal	$2,580.00
Adjustment	$0.00
Estimated Taxes	$0.00
Total	**$2,580.00**

AMS.NET, LLC. D/B/A MGT Impact Solutions
502 Commerce Way, Livermore, CA 94551
(925) 245-6100 | Fax (925) 245-6150
www.mgt.us

Quote# Q-00084351

Terms and Conditions

1. AMS.NET, LLC. will require a purchase order referencing this Quote #.

2. Payment terms are Net 30. An interest charge of 1.5% per month will be applied to all accounts past due, plus all costs of collection and reasonable attorneys fees. AMS.NET, LLC. accepts all major credit cards. A convenience fee of 3.5% will be assessed. Customer agrees to accept multiple invoices for projects that cover multiple sales. In the event that a site's readiness is delayed by the Customer, the Customer agrees to accept and pay invoices that reflect equipment and services already received.

3. Items sold by AMS.NET, LLC. D/B/A MGT Impact Solutions and shipped to destinations where sales tax is applicable will be subject to sales tax. If an item is subject to sales tax in the state to which the order is shipped, tax is generally calculated on the total selling price of each individual item. In accordance with state tax laws, the total selling price of an order will generally include shipping and handling charges and item-level discounts. The amount of tax charged on your order will depend upon many factors including, but not limited to, the type of item(s) purchased, and the source and destination of the shipment. Factors can change between the time you place an order and the time an invoice is sent, which could affect the calculation of sales taxes. The amount appearing on your proposal as 'Estimated Sales Tax' may differ from the sales taxes ultimately charged. Shipping charges and sales tax will be added to this order when invoiced and the customer agrees to pay these charges.

4. All companies with tax exemption must present a valid Tax Exempt form. If Customer is tax exempt or if tax exempt form is not provided then customer agrees to pay all applicable taxes.

5. All shipments are FOB Origin or Pre-paid and shipped to Dock. Any Special shipping requirements must be clearly stated on all PO's (i.e. inside delivery). If inside Delivery or Lift-gate is required it must be specified and additional fees will incur. Shipping charges that appear on this quote are an estimate, AMS.NET, LLC. D/B/A MGT Impact Solutions will invoice and the customer will pay the actual shipping charge when identified.

6. Upon delivery of equipment, customer agrees to open all shipments and visually inspect equipment for physical damages. All damages must be reported to AMS.NET, LLC. within 24 hours of delivery.

7. Returns. Returns for credit will be accepted at AMS.NET, LLC. D/B/A MGT Impact Solutions' discretion and are subject to manufacturer returns policies as well. Cisco and Meraki orders cannot be modified starting at 50 days prior to the current estimated ship date. Cisco and Meraki have a no return for credit RMA policy. Please make sure your order is accurate before AMS.NET, LLC. D/B/A MGT Impact Solutions places the order with the manufacturer. Returns for credit must be initiated within 20 days of customer receipt of goods. For returns to be approved all merchandise must be in an unopened box and the customer agrees to pay a restocking fee of 20% of the purchase price, unless waived by the manufacturer. All shipments must have a valid RMA number from AMS.NET, LLC. D/B/A MGT Impact Solutions before returning. To make a returns for credit request, please contact your Account Manager listed on page one of this quote.

A copy of AMS.NET, LLC.'s full RMA policy is available for review online at www.ams.net/services/procurement-and-financing/.

8. The laws of the state where the item is shipped will apply to this sale.

9. The term "installation date" means the first business day on which installation of the system is complete. Minor omissions or variances in performance of the System that do not materially or adversely affect the operation of the system, shall not be deemed to have postponed the Installation Date. Seller shall use its best efforts to make timely delivery and installation. However, all stated delivery and installation dates are approximate and except as expressly provided in this agreement, Seller shall, under no circumstance, be deemed to be in default hereunder or be liable for consequential, incidental or special damages or commercial loss resulting from delays in delivery or installation.

10. Warranties. AMS.NET, LLC. D/B/A MGT Impact Solutions warrants to Customer that it has good title to the equipment being sold to Customer under this Agreement, and the right to sell such equipment to Customer free of liens or encumbrances. AMS.NET, LLC. D/B/A MGT Impact Solutions further warrants to Customer that the equipment being sold to Customer hereunder shall be free from defects in workmanship during the products' manufacturer warranty period. AMS.NET, LLC. D/B/A MGT Impact Solutions warrants Installation for a period of thirty (30) days commencing upon when AMS.NET, LLC. D/B/A MGT Impact Solutions completes the installation under this agreement (this warranty being hereinafter referred to as an "Installation Warranty"). Except as expressly set forth in this paragraph, AMS.NET, LLC. D/B/A MGT Impact Solutions does not make, and hereby disclaims, any and all representations or warranties, express or implied, with respect to the equipment or services being provided under this agreement, including but not

AMS.NET, LLC. D/B/A MGT Impact Solutions
502 Commerce Way, Livermore, CA 94551
(925) 245-6100 | Fax (925) 245-6150
www.mgt.us

Quote# Q-00084351

limited to any implied warranties of merchantability, fitness for a particular purpose, satisfactory quality, against infringement, or arising from a course of dealing, usage or trade practice. AMS.NET, LLC. D/B/A MGT Impact Solutions shall reasonably cooperate and assist Customer in enforcing any manufacturer warranties with respect to the equipment being sold to Customer under this Agreement. AMS.NET, LLC. D/B/A MGT Impact Solutions hereby advises Customer, and Customer acknowledges that in the event Customer desires to procure from AMS.NET, LLC. D/B/A MGT Impact Solutions any warranty protection beyond the warranty of title and the Installation Warranty provided under this Paragraph, Customer may do so by entering into a separate Service Agreement with AMS.NET, LLC. D/B/A MGT Impact Solutions. Manufacturer's warranty that is guaranteed is whatever is published by the manufacturer at the time of purchase.

For repair or replacement requests, please contact our Customer Service Department at 800-893-3660 Option 2,2. Email requests should be sent to tac@ams.net.

11. Cisco Cloud services purchased from AMS.NET, LLC. D/B/A MGT Impact Solutions requires customer to accept Cisco's Universal Cloud agreement located on Cisco Systems' Website. This Universal Cloud Agreement describes the rights and responsibilities related to the Cloud Service(s) you purchase from Cisco or an Approved Source and is between you and Cisco. The Universal Cloud Agreement includes the applicable Offer Description(s) located at www.cisco.com/go/cloudterms (collectively "Agreement"). By clicking 'accept,' or using the Cloud Service, you agree to the terms of this Agreement. If you do not have authority to enter into this Agreement, or if you do not agree with its terms, do not click 'accept' and do not use the Cloud Service. If you determine that you cannot comply with the terms of this Agreement after you have paid for the Cloud Service, you may terminate your access to the Cloud Service for a full refund provided you do so within thirty (30) days of your purchase.

12. The final price of all labor in this quote is contingent upon the customer providing AMS.NET, LLC. D/B/A MGT Impact Solutions full site access, with keys or a dedicated escort, for a period of at least nine consecutive hours per working day. Any existing pathway being pulled through is assumed to be easily discoverable, and meeting BICSI standards, such as the fill ratio, lack of non-cabling material in the conduit, and appropriate number of LBs. Additionally, any interior wall penetrations are assumed to be drywall or a like material unless otherwise noted in the labor scope for this project. Any deviation from these assumptions may result in additional costs to the customer based on the time added to the project.

AMS.NET, LLC.
Tax ID: 94-3291626

C7 License: 763508

Full terms and conditions can be viewed on our website at www.ams.net/services/procurement-and-financing/

Purchase Order

Please make your purchase order to AMS.NET, LLC. and email it to Sean Harrington at sharrington@mgt.us. You may also return it by mail to 502 Commerce Way, Livermore, CA 94551.

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 21, 2025

Submitted by: Susan Groveman, Executive Director of Marketing and Community Relations SDG

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

Subject: Request for Approval

Board Meeting Date: June 11, 2025

Title of Board Item:
Bill Nelson Media Group—Accessibility (closed captioning corrections) and brand compliance updates for existing Distance Education video housed on Taft College website

Background:
The attached agreement will allow Taft College Distance Education to modify an existing video, so it is both accessible and brand compliant in keeping with directives from the Taft College President's Office. Services will include incorporating Taft College brand-compliant logo artwork and correcting .srt closed-caption files for uploading to streaming services.

Board Goal/Accreditation Standard:
Board Goal SAP #4, #5, and #8.

Terms (if applicable):
Due by July 31, 2025, or before

Expense (if applicable):
$600.00

Fiscal Impact Including Source of Funds (if applicable):
Expense will be covered by District funds or grant funding when available.

Approved: _____
Dr. Leslie Minor, Interim Superintendent/President

nelsonmedia.com
create | shoot | edit | distribute

Wednesday, May 7, 2025

Project **PROPOSAL**

Client: *Taft College - Susan Groveman*
Project: TC *Distance Learning Video Revisions*

Scope of Services: Modify existing and TC-furnished Distance Learning video to incorporate correct TC-furnished logo and also provide correct .srt closed-caption files for upload to streaming services.

Services Provided:
- Graphic preparation for edit session.
- Edit session conducted to create video.
- Video proofs posted to nelsonmedia.com video sharing folder for review and revision.
- Client-requested revisions completed.
- English closed-caption subtitles created and incorporated into finalized video.
- Video masters posted for download and distribution.

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

Project Cost: $600

Thank you for this opportunity,

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: May 29, 2025

Submitted by: Nick Valsamides, Executive Director of Fiscal Services

Area Administrator: Mike Giacomini, Vice President of Administrative Services

Subject: Information Item

Board Meeting Date: June 11, 2025

Title of Board Item: CCFS-311Q for the 3rd quarter ended March 31, 2025

Background:

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

Board Goal/Accreditation Standard: BFR: District Sustainability #1 and #2; SAP #10

Terms (if applicable): Not applicable.

Expense (if applicable): Not applicable.

Fiscal Impact Including Source of Funds (if applicable):

Attached is a copy of the West Kern Community College District's California Community Colleges Chancellor's Office Financial Status Report (CCFS-311Q) for the quarter ended March 31, 2025. This report will be submitted to the Taft College Board of Trustees for their review at the regularly scheduled board meeting on June 11, 2025.

This report represents the third quarter of the 2024-2025 fiscal year. Total General Fund unrestricted revenues received to date were 28,966,940 or 78.7% of the projected levels for the current fiscal year. General Fund unrestricted expenditures were $28,884,049 or 77.8% of the budgeted projections. The district is still on track to meet its projected revenue/expenditure assumptions established during the adopted budget.

Approved: _____

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

California Community Colleges

Fiscal Portal

Quarterly Data

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

WEST KERN
Fiscal Year: 2024-2025
Quarter Ended: (Q3) March 31, 2025

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance

		As of June 30 for the fiscal year specified			
Line	Description	Actual 2021-2022	Actual 2022-2023	Actual 2023-2024	Projected 2024-2025
A.	**Revenues**				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	**34,776,883**	**32,913,168**	**40,636,691**	36,811,775
A.2	Other Financing Sources (Object 8900)	**463**	**51**	**0**	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	**34,777,346**	**32,913,219**	**40,636,691**	**36,811,775**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2021-2022	Actual 2022-2023	Actual 2023-2024	Projected 2024-2025
B.	**Expenditures**				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	**26,588,208**	**29,455,092**	**33,418,583**	35,889,178
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	**5,520,221**	**8,209,629**	**161,185**	1,231,931
B.3	Total Unrestricted Expenditure (B.1 + B.2)	**32,108,429**	**37,664,721**	**33,579,768**	**37,121,109**
C.	Revenues Over (Under) Expenditures (A.3 - B.3)	**2,668,917**	**-4,751,502**	**7,056,923**	**-309,334**
D.	Fund Balance, Beginning	**15,719,588**	**18,387,965**	**13,636,464**	20,693,261
D.1	Prior Year Adjustments + (-)	**-540**	**1**	**-126**	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	**15,719,048**	**18,387,966**	**13,636,338**	**20,693,261**
E.	Fund Balance, Ending (C. + D.2)	**18,387,965**	**13,636,464**	**20,693,261**	**20,383,927**
F.	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	**57.3 %**	**36.2 %**	**61.6 %**	**54.9 %**

II. Total General Fund Cash Balance (Unrestricted and Restricted)

		Amount as of the Specified Quarter Ended			
Line	Description	2021-2022	2022-2023	2023-2024	2024-2025
H.1	Cash, excluding borrowed funds	**16,745,059**	**23,086,617**	**18,218,347**	16,524,586
H.2	Cash, borrowed funds only	**0**	**0**	**0**	0
H.3	Total Cash (H.1+ H.2)	**16,745,059**	**23,086,617**	**18,218,347**	**16,524,586**

III. Unrestricted General Fund Revenue, Expenditure and Fund Balance

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col 2.)
I.	**Revenues**				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	36,811,775	36,811,175	28,966,940	**78.7 %**
I.2	Other Financing Sources (Object 8900)	0	0	0	**0 %**
I.3	Total Unrestricted Revenue (I.1 + I.2)	**36,811,775**	**36,811,175**	**28,966,940**	**78.7 %**
J.	**Expenditures**				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	35,793,141	35,889,242	23,559,861	**65.6 %**
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,231,931	1,231,931	5,324,188	**432.2 %**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col 2.)
J.3	Total Unrestricted Expenditure (J.1 + J.2)	**37,025,072**	**37,121,173**	**28,884,049**	**77.8 %**
K.	Revenues Over (Under) Expenditures (I.3 - J.3)	**-213,297**	**-309,998**	**82,891**	
L.	Fund Balance, Beginning	20,693,261	20,693,261	20,693,261	
L.1	Prior Year Adjustments + (-)	0	0	0	
L.2	Adjusted Fund Balance, Beginning (D + L.1)	**20,693,261**	**20,693,261**	**20,693,261**	
M.	Fund Balance, Ending (K. + L.2)	**20,479,964**	**20,383,263**	**20,776,152**	
N.	Percentage of GF Fund Balance to GF Expenditures (M. / J.3)	**55.3 %**	**54.9 %**		

IV. Has the district settled any employee contracts during this quarter?

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

○ Yes ◉ No

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

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

○ Yes ◉ No

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

VI. Does the district have significant fiscal problems that must be addressed?

This year?

○ Yes ◉ No

Next year?

○ Yes ◉ No

Describe the problem(s) and action(s) to be taken. If the district is projecting deficit spending (a negative value for line C above) or an ending unrestricted general fund balance less than 10% of annual expenditures (line F above),please identify the primary factors contributing to deficit spending and/or describe the district's reserve balance management strategy. Provide additional information as needed to CCFS311admin@cccco.edu.

Save

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

Release Notes

Signature: Mike Giacomini
Mike Giacomini (May 29, 2025 15:39 PDT)
Email: mgiacomini@taftcollege.edu

TAFTCOLLEGE

BOARD AGENDA ITEM

Date: June 4, 2025

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

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

Subject: Request for Approval

Board Meeting Date: June 11, 2025

Title of Board Item:
Amendment to the Agreement with Diligent Community Governance System

Background:
The Board of Trustees meeting materials, Board Policies and Administrative Procedures will be managed within the Community governance system (formerly BoardDocs). By replacing the current manual process, the materials for Board meetings and the revision process of Board Policies and Administrative Procedures will become streamlined and efficient. The use of technology will also greatly enhance accessibility to become more inclusive to our stakeholders and community. The Diligent company is a partner with the Community College League of California which provides a discount and unifies our processes with many of the other California community colleges.

This amendment updates the dates of the agreement to align with the academic/fiscal year. The price is not changed from the previous contract.

Board Goal/Accreditation Standard:
Board Goal Strategic Action Plan #10

Terms (if applicable):
Auto Renews Annually with a 4% increase in Fees as Negotiated by CCLC

Expense (if applicable):
$18,500 per Year for the Diligent Community and Policy Publisher Packages

Fiscal Impact Including Source of Funds (if applicable):
These fees will be included in the District adopted budget as well as the Associated Student Organization budget.

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

Docusign Envelope ID: FC3AF55D-4E36-49EE-9841-8F0F920E3523

Diligent

Reference Number: Q-1391379

Service Agreement Amendment

This Service Agreement Amendment (the "**Amendment**") is made by and between West Kern Community College District (hereinafter "**Client**") and Diligent Corporation (hereinafter "**Diligent**") and amends the original Service Agreement between Client and Diligent dated August 15, 2024. All amounts are in USD currency.

The Parties hereby agree that the portion of the Agreement setting out quantities of access rights and fees due shall be deleted and replaced with the following access rights and fees:

Diligent Services

Diligent Community Package

Description	Detail	Start Date	End Date	Quantity	Annual Price Per	Total Annual Price
Diligent Community Platform	Community Platform	May 07, 2025	June 30, 2025	1	11,000.00 USD	11,000.00 USD
Committee Manager	Committee Manager pre loaded with 5 Committees	May 07, 2025	June 30, 2025	1	4,000.00 USD	4,000.00 USD
Policy Publisher for Diligent Community		May 07, 2025	June 30, 2025	1	3,500.00 USD	3,500.00 USD

Total Annual Subscription Fee: **18,500.00 USD**

One-Time Installation Fee: **0.00 USD**

Upon execution of this Amendment, Diligent will issue billing documents covering the fees for the subscriptions and/or services ordered under this Amendment, which may include invoices or credit memos as applicable. In the event a committed term period under this Amendment is less than one year, Subscription Fees (but no other fees due under this Amendment) shall be prorated accordingly.
Pricing is valid until May 31, 2025. If the Amendment is received executed by Client after this date, Diligent may accept or reject the Amendment in its sole discretion.

After the Initial Term, the term of the Agreement will automatically renew for additional 1 year Renewal Terms, unless either Party provides the other written notice of non-renewal no later than 30 days prior to the expiration of the Initial Term or any Renewal Term.

Pricing shall increase by 4.00% effective every August 15 during the Term.

The above-referenced Agreement is hereby modified to include the additional services, terms and fees as set forth herein. All other terms and conditions of the Agreement shall continue in full force and effect. This Amendment may be executed in multiple counterparts. Copies, facsimiles, electronic files and other reproductions of executed documents will be deemed to be authentic and valid counterparts of such executed documents for all purposes. All fees due, paid or owing shall be deemed non-refundable. Client shall provide reasonable cooperation, including providing any materials and granting access as necessary, to enable Diligent Corporation to perform any Professional Services. In order to use the Diligent Service, Client and Users must satisfy Diligent's minimum technology requirements.

Docusign Envelope ID: FC3AF55D-4E36-49EE-9841-8F0F920E3523

Diligent

Reference Number: Q-1391379

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment as of the Amendment Effective Date.

Please sign below and email to your Diligent account representative.

West Kern Community College District ("Client")	**Diligent Corporation** ("Diligent")
Signature: Signed by: Leslie Minor DA912657FFD842F	Signature:
Name: Leslie Minor	Name:
Job Title: Interim Superintendent/President	Job Title:
Date: June 4, 2025 | 7:41 AM PDT	Date:
Purchase Order:	

78074064	05/01/2025	A00201875Amazon Capital Services	I0080843	1N3C-RMXG-1WLP	12620	227	4310	61900	39.15
			I0080854	1NKY-9MX3-J766	12477	203	6310	61200	54.59
			I0080885	16HP-HWQG-KQDK	12000	318	4318	64800	122.89
			I0080889	196W-T9V3-6DHQ	12477	203	6310	61200	14.99
			I0080890	1VTC-9HXP-XL6C	11000	113	4310	67801	53.79
			I0080891	1VDD-TGN9-KC4F	12477	203	6310	61200	265.72
			I0080892	1PRD-PG19-69DK	12477	203	6310	61200	769.15
			I0080893	1MTV-PVVH-KKCM	12477	203	6310	61200	439.84
			I0080901	1L6W-R1QY-M94T	12679	320	6412	64900	86.58
			I0080902	1VQ7-YPWX-C6C4	12909	351	4310	64900	385.23
			I0080904	1G31-KM3V-YFR7	11000	113	4310	67801	71.71
			I0080905	1P1Y-36G1-WQTD	12477	203	6310	61200	207.78
78074065	05/01/2025	A00200043American Express	I0080749	11005032725	11000	000	7211	00000	31,906.96
78074066	05/01/2025	A00200054Applied Technology Group, In	I0080859	S-INV104896	35000	360	6412	67701	428.06
78074067	05/01/2025	A00202445AT&T Mobility	I0080846	040225	11000	353	6415	64600	120.72
78074068	05/01/2025	A00062076Barnachia, Kristy L.	I0080761	032725	12000	318	5710	64800	52.64
78074069	05/01/2025	A00320892Barnes Welding	I0080855	0063569478	12682	223	4311	09565	600.14
			I0080884	0063568047	12560	223	4311	09565	447.70
78074070	05/01/2025	A00261766Benco Dental Supply Co.	I0080868	1V687013	11000	205	4311	12042	189.60
78074071	05/01/2025	A00015850Berry, Wendy J.	I0080839	040825	11000	209	4311	04014	206.92
78074072	05/01/2025	A00211181Bill Nelson Media Group	I0080895	TC250421	12923	301	5646	64500	15,000.00
78074073	05/01/2025	A00353691Bimbo Bakeries USA, Inc.	I0080857	83016790006590	32000	422	4410	69400	307.21
78074074	05/01/2025	A00200109Brown & Reich Petroleum, Inc	I0080883	53213	11000	432	4316	65100	306.84
					11000	431	4316	65500	128.13
					11000	432	4316	65300	64.02
			I0080898	53214.	39000	314	4316	64991	60.10
					12433	314	4316	69800	60.10
78074075	05/01/2025	A00200161CDW-G	I0080852	AD52F3L	11000	301	6412	64500	726.51
78074076	05/01/2025	A00200182City of Taft Police Departme	I0080835	0425WKCCD	33528	310	5985	69200	9.90
					33428	310	5985	69200	9.90
					33588	310	5985	69200	10.20
					11000	202	5985	60100	30.00
					12923	301	5985	64900	60.00
78074077	05/01/2025	A00280761County of Kern Public Works	I0080875	49294	11000	431	5850	65500	1.22
78074078	05/01/2025	A00200238Department of Justice	I0080900	806814	11000	202	5985	60100	32.00
					12923	301	5985	64900	64.00
78074079	05/01/2025	A00348304Engitype LLC	I0080867	EIV-24-1945	12620	227	4310	61900	3,616.33
78074080	05/01/2025	A00200308Federal Express Corporation	I0080844	8-841-69591	11000	401	5940	67705	38.96
78074081	05/01/2025	A00200323Flinn Scientific, Inc.	I0080864	3132679	11000	209	4311	19051	515.53
78074082	05/01/2025	A00283264Frontier California Inc.	I0080887	5703040725	11000	431	5840	65700	191.61
78074083	05/01/2025	A00283264Frontier California Inc.	I0080888	5734041025	11000	431	5840	65700	60.96
78074084	05/01/2025	A00200645Hardy Diagnostics	I0080897	540255	11000	209	4311	04012	163.56
78074085	05/01/2025	A00202979Health First Corporation	I0080834	INV61236824	11000	205	4310	12042	454.96
78074086	05/01/2025	A00200655Henry Schein, Inc.	I0080869	40097225	11000	205	4311	12042	1,635.70
78074087	05/01/2025	A00289785Jimmy's Crane Service, Inc.	I0080243	24-11374	11000	434	5632	65100	307.50
78074088	05/01/2025	A00325895Linde Gas & Equipment Inc.	I0080876	49366274	11000	205	5641	12042	365.49
78074089	05/01/2025	A00337165Lopez, Jaime	I0080862	040725	12921	202	5710	61900	900.92
78074090	05/01/2025	A00327706Modern Campus USA, Inc.	I0080872	INV021277	12913	113	5645	67900	34,556.56
					12913	113	5645	67900	2,000.00

78074091	05/01/2025	A00252523Oak Hall Cap and Gown	I0080871 5804614	31000	423	4310	69100	1,500.00
				31000	423	5940	69100	474.02
78074092	05/01/2025	A00200498Office Depot	I0080878 420597301001	11000	401	4310	67200	193.51
			I0080894 417743601001	11000	202	4310	60100	107.61
78074093	05/01/2025	A00200508P. G. & E.	I0079546 123024	12560	223	5830	09565	746.91
78074094	05/01/2025	A00200508P. G. & E.	I0080836 033125	12560	223	5830	09565	760.65
78074095	05/01/2025	A00200508P. G. & E.	I0080837 041125	33428	310	5820	69200	116.30
				33528	310	5820	69200	116.30
				33588	310	5820	69200	232.59
78074096	05/01/2025	A00200508P. G. & E.	I0080838 04/11/25	11000	431	5830	65700	22,441.98
				39000	314	5830	64991	2,243.19
				12433	314	5830	69800	249.24
				33428	310	5830	69200	1,002.89
				33528	310	5830	69200	1,002.89
				33588	310	5830	69200	2,005.77
78074097	05/01/2025	A00200508P. G. & E.	I0080848 040925	11000	431	5820	65700	2,499.02
78074098	05/01/2025	A00200508P. G. & E.	I0080849 04/09/25	11000	431	5820	65700	5,349.64
78074099	05/01/2025	A00200508P. G. & E.	I0080850 041025	35827	357	5820	69700	1,006.11
78074100	05/01/2025	A00200508P. G. & E.	I0080851 04/10/25	11000	431	5820	65700	1,021.78
78074101	05/01/2025	A00200522Pepsi-Cola Company	I0080856 11416002	32000	422	4410	69400	1,476.44
78074102	05/01/2025	A00200545Quad Knopf, Inc.	I0080903 127183	11000	431	5510	71002	9,487.50
78074103	05/01/2025	A00355332Santa Maria Joint Union High	I0080870 INV25-00220	11000	202	5641	49999	6,000.00
78074104	05/01/2025	A00340483SiteOne Landscape Supply, LL	I0080899 151796497-001	11000	431	4310	69610	735.41
78074105	05/01/2025	A00234793Southwest Signs	I0080896 34527	31000	423	4310	69100	340.00
78074106	05/01/2025	A00200393Sparkletts	I0080853 041025	11000	301	5990	64500	73.92
78074107	05/01/2025	A00200417Sysco Food Service of Ventur	I0080863 379997795	12679	320	4410	64900	350.74
			I0080866 379971520	12679	320	4410	64900	621.36
			I0080879 379989275	12679	320	4410	64900	562.46
			I0080880 179A0832M	39000	314	4311	64991	29.47
				12433	314	4311	69800	29.47
			I0080881 379989389	33429	310	4411	69250	317.81
			I0080882 379981241	33429	310	4410	69200	3,567.30
78074108	05/01/2025	A00200862Taft College Bookstore	I0080858 7634	32000	422	4310	69400	216.50
78074109	05/01/2025	A00200862Taft College Bookstore	I0080860 041625	11000	000	9161	00000	1,254.38
78074110	05/01/2025	A00200862Taft College Bookstore	I0080861 041525	11000	000	9161	00000	1,494.95
78074111	05/01/2025	A00200862Taft College Bookstore	I0080865 9859	11000	353	4318	64600	194.85
78074112	05/01/2025	A00200432Taft Union High School	I0080873 CCAP2425SEM1	11000	202	5641	49999	4,500.00
			I0080874 CCAP2425SEM2	11000	202	5641	49999	6,000.00
78074113	05/01/2025	A00336205TPx Communications	I0080886 185176236-0	11000	431	5840	65700	635.29
78074114	05/01/2025	A00200282True Value Home Center	I0080775 494251	11000	431	4310	65100	150.66
			I0080776 494022	35815	314	4310	69700	21.47
78074115	05/01/2025	A00200338Verizon Wireless	I0080845 6109876774	11000	357	5840	69700	141.22
78074116	05/01/2025	A00200355West Kern Water District	I0080840 041025	11000	431	5810	65700	377.58
				39000	314	5810	64991	69.60
				12433	314	5810	69800	7.74
78074117	05/01/2025	A00200355West Kern Water District	I0080841 04/10/25	11000	435	5810	65192	92.26
78074118	05/01/2025	A00200355West Kern Water District	I0080842 04-10-25	33428	310	5810	69200	47.11
				33528	310	5810	69200	47.11
				33588	310	5810	69200	94.23
78074119	05/01/2025	A00200355West Kern Water District	I0080847 041525	12682	223	5810	09565	244.79
78074120	05/01/2025	A00286901WinCraft, Incorporated	I0080877 121558	31000	423	4310	69100	1,770.00

78074121	05/02/2025	A00340304Bautista, Yair O.	S0062145		11000		9526		151.95
78074122	05/02/2025	A00350600Bonometti, Marco P.	S0062143		11000		9526		1,078.00
78074123	05/02/2025	A00327842Calhoun, Nikolas	S0062153		11000		9526		150.00
78074124	05/02/2025	A00328343Canuel, Jacob R.	S0062151		11000		9526		150.00
78074125	05/02/2025	A00343744Dominguez, Madison J.	S0062156		11000		9526		473.00
			S0062157		11000		9526		874.00
78074126	05/02/2025	A00316379Flores Robles, Maria E.	S0062155		11000		9526		322.00
78074127	05/02/2025	A00329232Fuoco, Owen D.	S0062149		11000		9526		150.00
78074128	05/02/2025	A00329218Godinez, Eric A.	S0062150		11000		9526		150.00
78074129	05/02/2025	A00329284Gomez, Yareli A.	S0062148		11000		9526		150.00
78074130	05/02/2025	A00255171Gonzalez, Erika M.	S0062140		11000		9526		276.00
78074131	05/02/2025	A00327362Hamilton, Brendan D.	S0062154		11000		9526		150.00
78074132	05/02/2025	A00350879Jimenez, Alexus M.	S0062142		11000		9526		138.00
78074133	05/02/2025	A00306457Lopez, Guadalupe	S0062158		11000		9526		322.00
78074134	05/02/2025	A00305253Martinez, Eric A.	S0062159		11000		9526		368.00
78074135	05/02/2025	A00343460Novo, Madison M.	S0062144		11000		9526		150.00
78074136	05/02/2025	A00250056Pedrazzini, Linette M.	S0062160		11000		9526		465.48
78074137	05/02/2025	A00340697Pina, Alejandro E.	S0062164		11000		9526		300.00
78074138	05/02/2025	A00329787Roberts, Roman M.	S0062147		11000		9526		150.00
78074139	05/02/2025	A00334583Sanchez, Dimas J.	S0062146		11000		9526		450.00
78074140	05/02/2025	A00351357Singh, Harjot	S0062141		11000		9526		537.45
78074141	05/02/2025	A00344234Trujillo, Jesus	S0062161		11000		9526		598.00
			S0062162		11000		9526		138.00
78074142	05/02/2025	A00344129Wilson, Faith J.	S0062163		11000		9526		670.89
78074143	05/03/2025	A00328080Frei, Carter	S0062152		11000		9526		150.00
78074144	05/05/2025	A00200017A.P.I. Plumbing	I0080936	29730	35819	357	4310	69700	27.07
					11000	431	4310	65100	140.73
78074145	05/05/2025	A00248932Abtech Technologies, Inc.	I0080967	2504050-IN	11000	113	5643	67801	8,695.66
78074146	05/05/2025	A00292936Albertson's Safeway LLC	I0080912	177690042825	33429	310	4410	69250	124.07
			I0080948	177689042825	39000	314	4311	64991	26.75
					12433	314	4311	69800	26.75
			I0080949	17768904/28/25	12433	314	4310	69800	99.34
78074147	05/05/2025	A00201875Amazon Capital Services	I0080943	19YF-THR9-3D9X	12477	203	6310	61200	665.17
			I0080947	1MKC-1JRK-3GNW	11000	113	4310	67801	56.26
			I0080951	16HP-HWQG-PVC4	11000	431	4310	65500	88.74
			I0080959	1PRV-DL6H-9TW7	12000	318	4318	64800	133.61
78074148	05/05/2025	A00200063Austin's Pest Control, Inc.	I0080950	APR 25	39000	314	5860	64991	100.00
			I0080956	APR. 25	11000	431	5860	65100	530.00
			I0080970	APR '25	11000	435	5860	65192	60.00
			I0080971	APR. '25	11000	435	5860	65190	40.00
78074149	05/05/2025	A00272600Beard Family Trust	I0080954	MAY 25	12560	223	5610	09565	3,800.00
78074150	05/05/2025	A00200773Beasley, Michelle A.	I0080928	042325	11000	210	5710	13053	1,416.99
78074151	05/05/2025	A00211181Bill Nelson Media Group	I0080965	TC250426	12923	301	5646	64500	19,000.00
			I0080966	TC250425	11508	301	5646	64500	4,800.00
78074152	05/05/2025	A00200243Blick Art Materials	I0080913	5319434	31000	423	4310	69100	178.14
78074153	05/05/2025	A00200146Carolina Biological Supply C	I0080942	52949157RI	11000	209	4311	04011	95.86
			I0080944	52958807RI	11000	209	4311	04014	280.57
78074154	05/05/2025	A00228756Country Auto & Truck Taft	I0080957	626927	11000	432	4312	65100	240.14
78074155	05/05/2025	A00241442De Avila-Figueroa, Nancy	I0080932	042425	11000	421	5710	67200	49.98
78074156	05/05/2025	A00331655Dell Marketing LP	I0080946	10812279050	11000	113	6414	67801	4,213.53
78074157	05/05/2025	A00352187Dewar's Candy Shop	I0080960	58971	12433	314	4311	69800	375.00

78074158	05/05/2025	A00355373DUAL ENROLL	I0080915	INV-720-00002	11000	202	5641	49999	40,000.00
78074159	05/05/2025	A00010573Ellis, Jessica R.	I0080937	41025	11000	110	5990	66003	100.00
78074160	05/05/2025	A00202913Getty, Shelley M.	I0080939	041025	11000	209	5643	17011	119.88
78074161	05/05/2025	A00354382GIANT CHEVROLET CADILLAC	I0080911	38558	11000	432	6414	65100	62,516.21
78074162	05/05/2025	A00336148Hernandez, Jovanni J.	I0080927	040925	12433	314	5710	69800	33.00
			I0080931	042225	12433	314	5710	69800	223.70
			I0080935	040225	12433	314	5710	69800	23.00
78074163	05/05/2025	A00329896Living Water Treatment, Inc.	I0080907	12738	11000	431	5641	65100	890.00
78074164	05/05/2025	A00200763Martinez, Maria	I0080925	042325	11000	209	5645	17013	119.88
78074165	05/05/2025	A00348329Nicholas Consulting LLC	I0080938	8	11000	353	5510	64600	2,175.00
78074166	05/05/2025	A00270674Public Agency Law Group	I0080961	042725	11000	401	5430	67200	4,964.00
78074167	05/05/2025	A00200991Rowden, Tiffany L.	I0080934	042325	12571	411	5710	67300	409.14
78074168	05/05/2025	A00354402S&B Sons, Inc.	I0080906	430-0079 PAY RE	12050	431	6121	65115	69,239.60
78074169	05/05/2025	A00340483SiteOne Landscape Supply, LL	I0080940	151796497-002	11000	431	4310	69610	735.41
78074170	05/05/2025	A00337933Sorenson Communications, LLC	I0080929	PI-000013735	12000	311	5641	64200	3,000.00
78074171	05/05/2025	A00334278Superclean Fire Prevention	I0080920	040425	11000	431	5632	69400	1,000.00
					33429	310	4411	69250	350.00
78074172	05/05/2025	A00263777SWACC	I0080962	319549	11000	401	5310	67702	408.03
78074173	05/05/2025	A00200417Sysco Food Service of Ventur	I0080914	479006171	12679	320	4410	64900	645.51
			I0080926	479006076	39000	314	4311	64991	587.12
					12433	314	4311	69800	587.13
			I0080945	379997794	32000	422	4410	69400	10,603.83
			I0080963	379995283	33429	310	4410	69200	440.55
78074174	05/05/2025	A00319064T-Mobile USA Inc.	I0080918	052025	12679	320	6412	64900	82.00
			I0080919	05/20/25	12679	320	6412	64900	147.65
			I0080922	05-20-25	11000	431	5840	65100	108.72
			I0080923	05.20.25	35000	360	6412	67701	29.53
78074174	05/05/2025	A00319064T-Mobile USA Inc.	I0080924	05 20 25	39000	314	5840	64991	243.86
78074175	05/05/2025	A00200862Taft College Bookstore	I0080964	6460	11000	113	4310	67801	562.86
78074176	05/05/2025	A00200862Taft College Bookstore	I0080969	6337	11000	431	4310	65100	1,605.56
78074177	05/05/2025	A00200428Taft District Chamber of Com	I0080953	6940	11000	110	5970	66003	500.00
78074178	05/05/2025	A00200282True Value Home Center	I0080955	494380	11000	431	4310	65100	26.60
			I0080958	494577	11000	434	4310	65100	1,387.40
78074179	05/05/2025	A00243587United Healthcare Insurance	I0080941	MAY 25	11000	412	3350	59100	29,612.40
78074180	05/05/2025	A00200309United Refrigeration, Inc.	I0080909	12104591-00	11000	431	4310	65100	318.08
78074181	05/05/2025	A00279084Watts, Cliff H.	I0080910	APR 25	11000	421	5710	67200	62.72
78074182	05/05/2025	A00200352Waxie Sanitary Supply	I0080952	83191610	11000	431	4310	65300	1,342.60
78074183	05/05/2025	A00294733West Kern Adult Education Ne	I0080917	04302025-A	12603	125	7410	73100	83,306.52
78074184	05/05/2025	A00200355West Kern Water District	I0080921	042425	11000	435	5810	65191	20.05
78074185	05/05/2025	A00200355West Kern Water District	I0080933	04/24/25	11000	431	5810	65700	2,379.04
					39000	314	5810	64991	438.55
					12433	314	5810	69800	48.72
78074186	05/05/2025	A00275443WestAir Gases & Equipment In	I0080908	0080662759	31000	423	4321	69100	52.60
78074187	05/05/2025	A00329149WEX Bank	I0080972	104353894	11000	432	4316	67703	2,568.87
78074188	05/05/2025	A00201225White, Jessica R.	I0080916	042325	12571	411	5710	67300	621.88
78074189	05/05/2025	A00266014World Institute for Nurturin	I0080968	1703293	11000	210	5210	13052	240.00
78074190	05/05/2025	A00354789Worldwide Express Operations	I0080930	250406W010547	31000	423	5940	69100	552.01
78074191	05/08/2025	Cancelled Check							
78074192	05/08/2025	A00201875Amazon Capital Services	I0081017	1NXC-CDKF-7YKR	35815	314	4310	69700	2,064.06
			I0081025	1V1V-N3TD-WJRD	11000	432	4312	65100	161.69
78074193	05/08/2025	A00288646Amazon Web Services, Inc.	I0081010	2138450213	11000	113	5644	67801	1,608.16

78074194	05/08/2025	A00200040American Business Machines	I0081003	803958	12000	303	5641	64300	272.75
78074195	05/08/2025	A00200063Austin's Pest Control, Inc.	I0080999	APR 2025	12560	223	5860	09565	55.00
78074196	05/08/2025	A00315032Bakersfield Decals	I0080995	33397	11000	432	4310	65100	102.00
					11000	431	4310	65100	97.20
78074197	05/08/2025	A00320892Barnes Welding	I0081001	0091703799	12560	223	4311	09565	109.08
78074198	05/08/2025	A00272600Beard Family Trust	I0080993	JUN 25	12560	223	5610	09565	3,800.00
78074199	05/08/2025	A00261766Benco Dental Supply Co.	I0081023	1V734909	11000	205	4311	12042	252.74
			I0081024	1V714733	11000	205	5632	12042	764.95
78074200	05/08/2025	A00015850Berry, Wendy J.	I0080991	050125	11000	209	4311	04014	174.12
78074201	05/08/2025	A00353691Bimbo Bakeries USA, Inc.	I0081005	83016770006649	32000	422	4410	69400	307.83
78074202	05/08/2025	A00200093Black/Hall Construction	I0081018	430-0080 PAY RE	41400	000	6121	71002	89,597.41
78074203	05/08/2025	A00072599Bledsoe, Adam W.	I0080986	050125	11000	120	5710	66002	133.00
78074204	05/08/2025	A00200116Burt Electric & Communicatio	I0081015	TC66570	11000	113	5641	67801	4,900.00
78074205	05/08/2025	A00234659Cahoon, Nathan E.	I0080982	050125	12920	201	5710	61900	193.20
78074206	05/08/2025	A00328288Cal Pro Specialties	I0081013	12925	12000	303	4323	64300	2,997.67
78074207	05/08/2025	A00341089Cidi Labs, LLC	I0080977	13488	11000	224	5642	60200	6,300.00
78074208	05/08/2025	A00331655Dell Marketing LP	I0081009	10812886442	11000	113	6414	67801	288.20
78074209	05/08/2025	A00200236Demco	I0081008	7641674	12477	203	4310	61200	919.06
78074210	05/08/2025	A00265229DK&M Property	I0081002	JUN 25	39000	314	5610	64991	1,854.55
78074211	05/08/2025	A00277845Double D Cleaning Service	I0081026	119	12682	223	5875	09565	480.00
78074212	05/08/2025	A00200307Farmer Bros. Company	I0081006	90198333	32000	422	4410	69400	1,376.37
78074213	05/08/2025	A00319544FFP Fund V Lessee1, LLC	I0080990	2025-F5L1-00026	11000	431	5830	65700	20,133.96
78074214	05/08/2025	A00337763HD SUPPLY, INC	I0080974	860960582	11000	431	4310	65300	132.50
78074215	05/08/2025	A00309739Herc Rentals Inc.	I0080980	35491931-001	11000	435	5612	65192	865.79
78074216	05/08/2025	A00343931Honorlock Inc.	I0080976	INV-01610	11000	224	5642	60200	2,000.00
78074217	05/08/2025	A00200656Jacobi, Victoria J.	I0080979	042325	11000	225	5710	60300	1,708.70
78074218	05/08/2025	A00310304Jimenez Murguia, Salvador	I0080992	042225	11000	210	5643	22081	336.00
					12912	202	5643	60100	62.99
78074219	05/08/2025	A00200712Kern County Supt. of Schools	I0080973	503658	11000	421	5911	67200	659.25
78074220	05/08/2025	A00325895Linde Gas & Equipment Inc.	I0081011	48728673	11000	205	5641	12042	1,059.95
78074221	05/08/2025	A00335192McKinney, Drake D.	I0080981	33602421	39000	308	2362	64991	294.03
78074222	05/08/2025	A00307058Minor, Leslie B.	I0080988	041125	11000	110	5710	66003	179.00
78074223	05/08/2025	A00354889Mobility Works of California	I0081012	Q373290	12433	314	6414	69800	84,650.75
78074224	05/08/2025	A00354739NV Catering Inc.	I0080987	051625	12000	303	4410	64300	2,918.70
					12000	305	4410	64301	477.36
					12600	309	4410	64992	159.12
78074225	05/08/2025	A00200498Office Depot	I0080994	419494917001	31000	423	4321	69100	398.96
			I0081000	415993954001	11000	202	5940	60100	9.99
78074226	05/08/2025	A00354350PAPE' MATERIAL HANDLING, INC	I0080984	14163085	11000	431	5632	65100	371.29
78074227	05/08/2025	A00200522Pepsi-Cola Company	I0081007	32987008	32000	422	4410	69400	1,527.59
78074228	05/08/2025	A00280973School Datebooks	I0080997	C25-0303760	12551	353	4318	64600	9,927.88
78074229	05/08/2025	A00261588Smith, Terri L.	I0080985	050225	11000	203	5710	61200	223.37
78074230	05/08/2025	A00211077Strata Information Group	I0081016	60001	12569	353	5510	64600	1,440.00
78074231	05/08/2025	A00200417Sysco Food Service of Ventur	I0081004	479006170	32000	422	4410	69400	12,661.30
			I0081027	479006078	33429	310	4410	69200	1,299.42
			I0081028	479006077	33429	310	4411	69250	241.52
			I0081029	379997796	32000	422	4411	69400	1,793.17
					32000	422	4411	69400	798.55
			I0081030	749006172	32000	422	4411	69400	1,088.47
					32000	422	4411	69400	825.06
78074232	05/08/2025	A00200425Taft College	I0080978	050325	31000	423	7130	69100	15.00

78074233	05/08/2025	A00200862Taft College Bookstore	I0080975	5105	12000	303	7607	73200	5,151.78
78074234	05/08/2025	A00200862Taft College Bookstore	I0080996	6746	11508	301	4310	64500	193.67
78074235	05/08/2025	A00200862Taft College Bookstore	I0081014	040125	12000	303	7604	73200	287.87
78074236	05/08/2025	A00200862Taft College Bookstore	I0081020	5211	12000	303	5950	64300	21.50
78074237	05/08/2025	A00200862Taft College Bookstore	I0081021	030125	12000	303	7608	73200	690.00
78074238	05/08/2025	A00200862Taft College Bookstore	I0081022	03/01/25	12000	303	7604	73200	51,906.44
78074239	05/08/2025	A00280588Tarango, Rosa E.	I0080989	050325	12433	314	4310	69800	33.00
78074240	05/08/2025	A00202770Townsend, Terry D.	I0080983	0012	11000	202	5510	60100	2,250.00
78074241	05/08/2025	A00325893West Coast Energy Systems LL	I0081019	156476-1	11000	431	5632	65100	2,419.00
78074242	05/09/2025	A00350874Ash, Amanda M.	S0062172		11000		9526		500.00
78074243	05/09/2025	A00335261Benitez Maltez, Kenya A.	S0062173		11000		9526		250.00
78074244	05/09/2025	A00347844Brown, Paula R.	S0062174		11000		9526		1,450.00
78074245	05/09/2025	A00201295Caples, Marlo L.	S0062175		11000		9526		50.00
78074246	05/09/2025	A00327599Castaneda, Jorge A.	S0062170		11000		9526		148.00
78074247	05/09/2025	A00246976Connick, Christina R.	S0062176		11000		9526		1,450.00
78074248	05/09/2025	A00336304Diaz Dominguez, Abraham	S0062165		11000		9526		4,998.00
78074249	05/09/2025	A00332363Gage, Laporsha	S0062177		11000		9526		1,200.00
78074250	05/09/2025	A00344422Hendrix, Tanya D.	S0062178		11000		9526		1,200.00
78074251	05/09/2025	A00342574Hurd, Stardela D.	S0062167		11000		9526		1,450.00
78074252	05/09/2025	A00344445Johnson, Alyssa M.	S0062179		11000		9526		1,450.00
78074253	05/09/2025	A00332365Kendrick, Kalin C.	S0062180		11000		9526		5,000.00
78074254	05/09/2025	A00334475Lira Martinez, Cynthia D.	S0062181		11000		9526		5,000.00
78074255	05/09/2025	A00334126Marr, Zariah S.	S0062182		11000		9526		1,450.00
78074256	05/09/2025	A00335766Martinez Leon, Rosa J.	S0062168		11000		9526		200.00
78074257	05/09/2025	A00325428Metcalf, Sarah E.	S0062171		11000		9526		1,450.00
78074258	05/09/2025	A00330494Ramirez, Valerie L.	S0062183		11000		9526		1,450.00
78074259	05/09/2025	A00329903Ramos, Vanessa M.	S0062184		11000		9526		1,450.00
78074260	05/09/2025	A00343929Rede, Alexis E.	S0062185		11000		9526		1,450.00
78074261	05/09/2025	A00334577Rivera Melendez, Odnal J.	S0062186		11000		9526		450.00
78074262	05/09/2025	A00246856Robbins, Mary B.	S0062187		11000		9526		1,200.00
78074263	05/09/2025	A00318165Saldana, Zaira M.	S0062188		11000		9526		1,450.00
78074264	05/09/2025	A00205697Simpkins, Dominique L.	S0062189		11000		9526		1,450.00
78074265	05/09/2025	A00336426Villanueva, Mischellia M.	S0062166		11000		9526		1,200.00
78074266	05/09/2025	A00328596Wakatake, Kailee Sue M.	S0062169		11000		9526		150.00
78074267	05/09/2025	A00347393Weeks, Susan S.	S0062190		11000		9526		784.00
78074268	05/09/2025	A00338670White, Sabrina S.	S0062191		11000		9526		1,450.00
78074269	05/09/2025	A00339924Yslas, Brooklyn A.	S0062192		11000		9526		1,200.00
78074270	05/12/2025	A00200017A.P.I. Plumbing	I0081048	29842	11000	431	4310	65100	224.62
					11000	431	4310	65500	71.45
					11000	435	5633	65192	300.00
78074271	05/12/2025	A00306660Advanced Data Storage, Inc.	I0081053	0205358	11000	411	5990	67300	97.75
78074272	05/12/2025	A00201875Amazon Capital Services	I0081052	1MP6-KQ1W-K9X7	12682	223	4311	09565	502.27
			I0081060	1JWY-3LWC-HGH4	12477	203	6310	61200	833.13
			I0081068	13CM-XY1V-LH3M	12620	227	4310	61900	1,126.34
78074273	05/12/2025	A00200053Apple Computer Inc.	I0081051	MB66727124	12931	353	6415	64600	7,094.60
78074274	05/12/2025	A00320892Barnes Welding	I0081038	0063568707	12682	223	4310	09565	500.73
			I0081058	0063576091	12682	223	4311	09565	545.80
78074275	05/12/2025	A00353691Bimbo Bakeries USA, Inc.	I0081041	83016790006714	32000	422	4410	69400	479.53
78074276	05/12/2025	A00200109Brown & Reich Petroleum, Inc	I0081040	53527	39000	314	4316	64991	90.27
					12433	314	4316	69800	90.27
78074277	05/12/2025	A00200134Canon Financial Services, In	I0081031	39832794	31000	423	5612	69100	982.44

					33428	310	5612	69200	21.28
					33528	310	5612	69200	21.28
					33588	310	5612	69200	21.28
					33591	310	5612	69200	21.28
					39000	314	5612	64991	174.93
					11000	113	5971	67801	2,467.65
78074278	05/12/2025	A00264649	Convergint Technologies, LLC	I0081043 IN00338114	11000	113	5643	67801	10,280.00
78074279	05/12/2025	A00265309	Daikin Applied	I0081067 3522421	11000	431	5641	65100	1,205.00
78074280	05/12/2025	A00200302	Eveland, Sharyn L.	I0081063 MAR 25	12923	301	5510	64900	4,350.00
					12929	201	5510	60100	4,350.00
					12920	201	5510	61900	4,350.00
				I0081064 APR 25	12923	301	5510	64900	3,525.00
					12929	201	5510	60100	3,525.00
					12920	201	5510	61900	3,525.00
78074281	05/12/2025	A00325532	Executive Express Lines Inc.	I0081032 12130	11000	352	5750	69610	2,600.00
78074282	05/12/2025	A00200323	Flinn Scientific, Inc.	I0081054 3134809	11000	209	4311	19051	3,746.82
78074283	05/12/2025	A00200655	Henry Schein, Inc.	I0081049 40645266	11000	205	4311	12042	563.06
					11000	205	4311	12042	525.79
78074284	05/12/2025	A00304876	Ingram Book Group LLC	I0081065 87930457	31000	423	4310	69100	12.99
					31000	423	5940	69100	9.00
78074285	05/12/2025	A00352916	LSA Associates, Inc.	I0081050 197687	11000	401	5510	67200	1,927.50
				I0081069 197248	11000	401	5510	67200	146.25
78074286	05/12/2025	A00200505	OT Cookhouse & Saloon	I0081042 062625	39000	314	4310	64991	1,500.00
78074287	05/12/2025	A00200508	P. G. & E.	I0081034 042925	12682	223	5860	09565	618.21
78074288	05/12/2025	A00200508	P. G. & E.	I0081035 043025	11000	431	5820	65700	322.59
78074289	05/12/2025	A00200522	Pepsi-Cola Company	I0081059 45443004	31000	423	4310	69100	143.85
78074290	05/12/2025	A00285838	Sammy's Detail	I0081055 3167	11000	431	5632	65700	395.00
				I0081056 3167.	39000	314	5632	64991	195.00
				I0081057 .3167	12560	223	5632	09565	135.00
78074291	05/12/2025	A00337933	Sorenson Communications, LLC	I0081036 PI-000013875	12000	311	5641	64200	1,350.00
78074292	05/12/2025	A00200406	Student Aid Commission	I0081033 042825	12554	353	5110	64600	117.89
78074293	05/12/2025	A00200417	Sysco Food Service of Ventur	I0081070 479016404	32000	422	4410	69400	6,535.65
				I0081071 479016405	32000	422	4411	69400	1,322.82
					32000	422	4411	69400	383.56
78074294	05/12/2025	A00200862	Taft College Bookstore	I0081045 7919	11000	202	4310	60100	37.89
78074295	05/12/2025	A00200282	True Value Home Center	I0081039 494009	39000	314	4410	64991	37.87
					12433	314	4410	69800	37.88
				I0081044 495103	33428	310	4310	69200	38.15
					33528	310	4310	69200	38.15
					33588	310	4310	69200	76.29
				I0081046 494492	11000	113	4310	67801	14.06
				I0081047 493894	12682	223	4311	09565	137.35
				I0081061 495101	12620	227	4310	61900	294.23
				I0081062 495166	12682	223	4311	09565	204.26
78074296	05/12/2025	A00354789	Worldwide Express Operations	I0081037 250505W029321	31000	423	5940	69100	558.96
78074297	05/12/2025	A00279103	Yabla, Inc.	I0081066 121415-TAFT_050	31000	423	4110	69100	310.68
					31000	423	5940	69100	18.00
78074298	05/15/2025	A00243588	AARP Health Care Options	I0081117 JUN 25	11000	412	3350	59100	25,422.76
78074299	05/15/2025	A00306660	Advanced Data Storage, Inc.	I0081091 0204227	11000	207	5990	49999	25.30
				I0081092 0206570	11000	207	5990	49999	25.30

78074300	05/15/2025	A00201875Amazon Capital Services	I0081088 1N17-X66K-C99F	12477	203	6310	61200	37.42
78074301	05/15/2025	A00200043American Express	I0081116 11005042625	11000	000	7211	00000	14,159.88
78074302	05/15/2025	A00200044American General Media	I0081107 043025	12755	115	5970	67100	2,800.00
78074303	05/15/2025	A00202445AT&T Mobility	I0081138 050225	11000	353	6415	64600	120.72
78074304	05/15/2025	A00062076Barnachia, Kristy L.	I0081073 APR 25	12000	318	5710	64800	101.08
78074305	05/15/2025	A00261766Benco Dental Supply Co.	I0081112 1V685233	11000	205	4311	12042	676.91
				11000	205	4311	12042	384.96
78074306	05/15/2025	A00015850Berry, Wendy J.	I0081142 05/14/25	11000	209	5740	04014	161.90
78074307	05/15/2025	A00069875Blanco, Trudi L.	I0081110 050525	11000	401	5710	67200	602.18
78074308	05/15/2025	A00200109Brown & Reich Petroleum, Inc	I0081104 53526	11000	352	4316	69610	110.45
			I0081153 53526.	11000	432	4316	65500	83.32
78074309	05/15/2025	A00281160BSN Sports, LLC	I0081149 929710954	12433	314	4310	69800	953.66
78074310	05/15/2025	A00329883Cahoon, Marni	I0081131 050625	12920	201	5710	61900	252.00
78074311	05/15/2025	A00200161CDW-G	I0081076 AD7UW9W	12931	353	6415	64600	16,118.08
78074312	05/15/2025	A00330194CRLA	I0081081 200000521	12495	319	5710	61900	950.00
78074313	05/15/2025	A00200235Cutrona, Myisha J.	I0081083 FEB 25	11000	301	5710	64500	130.62
78074314	05/15/2025	A00331655Dell Marketing LP	I0081143 10811994394	11000	211	6415	49999	1,873.39
			I0081144 10811223378	11000	302	6415	63100	391.44
			I0081145 10812420453	11000	302	6415	63100	1,368.61
			I0081146 10811223386	11000	302	6415	63100	180.22
78074315	05/15/2025	A00309719Ellis, Nick	I0081119 051225	11508	301	5990	64500	2,100.00
78074316	05/15/2025	A00325532Executive Express Lines Inc.	I0081087 12129	11000	352	5750	69610	2,800.00
78074317	05/15/2025	A00283264Frontier California Inc.	I0081075 050225	11000	431	5840	65700	78.48
78074318	05/15/2025	A00317357Garcia, Amber M.	I0081115 042225	12551	353	4410	64600	195.92
78074319	05/15/2025	A00040528Gardner, Gina L.	I0081082 080525	12561	205	5899	12042	1,592.97
78074320	05/15/2025	A00333198Gonzalez, Elisabet	I0081136 042825	12000	303	7606	73200	85.00
78074321	05/15/2025	A00336148Hernandez, Jovanni J.	I0081129 051225	12433	314	5710	69800	33.00
78074321	05/15/2025	A00336148Hernandez, Jovanni J.	I0081141 050725	12433	314	5710	69800	63.00
78074322	05/15/2025	A00227931Hershkowitz, Eric R.	I0081080 070725	12651	205	5899	12042	312.96
78074323	05/15/2025	A00340454Holbert, Tyler C.	I0081135 042825	12000	303	7606	73200	85.00
78074324	05/15/2025	A00200656Jacobi, Victoria J.	I0081077 070925	12929	201	5710	60100	645.00
78074325	05/15/2025	A00310598Li, Xiaohong	I0081147 050125	11000	120	5510	66002	132.30
78074326	05/15/2025	A00282661Madding, Justin	I0081111 050625	11000	431	5710	65100	38.00
78074327	05/15/2025	A00002482May, James P.	I0081133 050925	11000	209	5740	19011	300.80
78074328	05/15/2025	A00227772MBS Textbook Exchange, Inc.	I0081137 IIM4592824	31000	423	6414	69100	5,688.54
				31000	423	6414	69100	263.00
				31000	423	5940	69100	243.05
78074329	05/15/2025	A00327120Mehoff, Karen	I0081103 TAF-509	12755	115	5510	67100	5,000.00
			I0081106 TAF-510	12755	115	5510	67100	5,000.00
78074330	05/15/2025	A00200567Mickelberry, Gracie	I0081134 042825	12600	309	5710	64992	154.00
78074331	05/15/2025	A00337151Nishiyama, Wesley	I0081130 051125	11000	210	5210	22070	394.00
78074332	05/15/2025	A00200498Office Depot	I0081099 421163673001	11000	209	4310	17016	20.72
78074332	05/15/2025	A00200498Office Depot	I0081099 421163673001	11000	209	4310	19051	24.35
				11000	202	4310	60100	66.32
			I0081100 421164348001	32000	422	4318	69400	148.92
			I0081101 409728321001	11000	212	4310	61100	59.27
78074333	05/15/2025	A00200508P. G. & E.	I0081124 050825	11000	431	5820	65700	1,896.09
78074334	05/15/2025	A00200508P. G. & E.	I0081125 05/08/25	11000	431	5820	65700	1,278.30
78074335	05/15/2025	A00200508P. G. & E.	I0081126 050625	11000	435	5830	65192	370.08
				11000	435	5820	65192	82.14
78074336	05/15/2025	A00046103Romero, Megan M.	I0081113 050925	12433	314	5970	69800	2,809.10

			I0081114 050225	39000	314	4313	64991	263.79
78074337	05/15/2025	A00342456Rosales Tree & Lawn Services	I0081108 0032	11000	435	5633	65192	600.00
			I0081109 0031	11000	435	5633	65191	200.00
78074338	05/15/2025	A00241620Sanchez, Morgan E.	I0081072 062725	12000	303	5730	64300	750.00
78074339	05/15/2025	A00337933Sorenson Communications, LLC	I0081140 PI-000013941	12000	311	5641	64200	4,800.00
78074340	05/15/2025	A00201787Standard Insurance Company	I0081127 MAY 25	11000	411	3410	67300	455.70
				11000	411	3420	67300	1,447.41
78074341	05/15/2025	A00201787Standard Insurance Company	I0081128 APR 25	11000	411	3410	67300	455.70
				11000	411	3420	67300	1,429.08
78074342	05/15/2025	A00330155Strautman, James A.	I0081102 250421	11000	115	5510	67100	7,500.00
			I0081105 250414	11000	115	5510	67100	7,500.00
78074343	05/15/2025	A00277399Sundgren, Lori A.	I0081132 050925	12920	201	5710	61900	173.60
78074344	05/15/2025	A00200417Sysco Food Service of Ventur	I0081094 479016466	33429	310	4411	69250	266.08
			I0081095 479016467	33429	310	4410	69200	1,379.15
78074345	05/15/2025	A00200862Taft College Bookstore	I0081078 7875	12650	205	4310	12042	28.12
78074346	05/15/2025	A00200862Taft College Bookstore	I0081079 7892	11000	213	4110	11051	129.84
78074347	05/15/2025	A00200862Taft College Bookstore	I0081084 2827	12000	303	7607	73200	6,364.49
78074348	05/15/2025	A00200862Taft College Bookstore	I0081089 0005	12433	314	5970	69800	42.19
78074349	05/15/2025	A00200862Taft College Bookstore	I0081093 7908.	12573	353	4310	64600	28.12
78074350	05/15/2025	A00256341Terminix Commercial	I0081150 459146372	33428	310	5860	69200	99.50
				33528	310	5860	69200	99.50
				33588	310	5860	69200	199.00
78074351	05/15/2025	A00319584Therap Services LLC	I0081090 INV-33764	12433	314	5643	69800	6,051.00
78074352	05/15/2025	A00200282True Value Home Center	I0081097 494809	11000	431	4310	69610	121.61
				11000	431	4310	65100	69.65
				11000	431	4310	65100	15.13
				11000	431	4310	65100	2.15
				11000	431	4310	65100	7.57
			I0081098 494829	11000	431	4310	69610	95.85
				35815	314	4310	69700	908.22
				11000	431	4310	65100	486.04
78074353	05/15/2025	A00200338Verizon Wireless	I0081074 6112371635	11000	357	5840	69700	140.80
78074354	05/15/2025	A00200355West Kern Water District	I0081121 050825	11000	431	5810	65700	167.26
				39000	314	5810	64991	30.83
				12433	314	5810	69800	3.43
78074355	05/15/2025	A00200355West Kern Water District	I0081122 05/08/25	11000	435	5810	65192	97.45
78074356	05/15/2025	A00200355West Kern Water District	I0081139 05-08-25	33428	310	5810	69200	19.66
				33528	310	5810	69200	19.66
				33588	310	5810	69200	39.32
78074357	05/15/2025	A00200356West Side Recreation & Park	I0081096 AEROBICS2025	11000	202	5610	60100	4,800.00
78074358	05/15/2025	A00200360Westec	I0081151 29166	11450	204	5641	09543	37,642.50
			I0081152 29151	11450	204	5641	09543	37,642.50
78074359	05/15/2025	A00201081Westside Waste Management Co	I0081120 72806	39000	314	5850	64991	79.55
			I0081123 72812	11000	431	5850	65700	6,083.69
				12433	314	5850	69800	95.60
				39000	314	5850	64991	541.71
				12560	223	5850	09565	141.96
78074360	05/15/2025	A00250711White, Alexcia R.	I0081085 05/06/25	12000	303	5710	64300	59.00
			I0081086 042825	12600	309	5710	64992	169.00
78074361	05/15/2025	A00271281WKCCD-Taft College Grant Cle	I0081148 05152025	32000	422	5912	64900	276.00

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BYOUNG	05/06/2025	A00200134	Canon Financial Services, In	P0066914	04/23/2025	04/23/2025	$11,130.45			
	05/15/2025	A00284647	CCS Disaster Recovery Servic	P0067126	05/15/2025	05/15/2025	$3,420.00			
	05/16/2025	A00332921	Ferrilli	P0067079	05/13/2025	05/13/2025	$15,000.00			
	05/18/2025	A00200040	American Business Machines	P0067120	05/15/2025	05/15/2025	$1,295.00			
		A00310598	Li, Xiaohong	P0067145	05/16/2025	05/16/2025	$500.00			
	05/19/2025	A00211077	Strata Information Group	P0067165	05/19/2025	05/19/2025	$31,350.00			
		A00201875	Amazon Capital Services	P0067155	05/19/2025	05/19/2025	$457.63			
		A00355886	StormWind, LLC.	P0067156	05/19/2025	05/19/2025	$8,850.00			
						TOTAL USER	$72,003.08			
DDURAN	05/02/2025	A00200498	Office Depot	P0066982	05/01/2025	05/01/2025	$245.72			
				P0066977	04/30/2025	04/30/2025	$9.99			
				P0066979	04/30/2025	04/30/2025	$134.15			
	05/06/2025	A00200417	Sysco Food Service of Ventur	P0067000	05/05/2025	05/05/2025	$20,000.00			
				P0067004	05/05/2025	05/05/2025	$23,125.00			
		A00353691	Bimbo Bakeries USA, Inc.	P0067002	05/05/2025	05/05/2025	$6,000.00			
		A00200243	Blick Art Materials	P0066980	04/30/2025	04/30/2025	$2,487.26			
	05/09/2025	A00095940	Raber, Tabitha L.	P0067032	05/08/2025	05/08/2025	$123.20			
		A00200146	Carolina Biological Supply C	P0067040	05/08/2025	05/08/2025	$1,748.79			
		A00200356	West Side Recreation & Park	P0067033	05/08/2025	05/08/2025	$4,800.00			
		A00200498	Office Depot	P0066999	05/05/2025	05/05/2025	$59.60			
		A00200656	Jacobi, Victoria J.	P0067017	05/06/2025	05/06/2025	$645.00			
		A00200862	Taft College Bookstore	P0067007	05/05/2025	05/05/2025	$1,032.48			
				P0067031	05/08/2025	05/08/2025	$37.89			
				P0067041	05/08/2025	05/08/2025	$833.40			
		A00354118	Bormann, Gregory	P0067015	05/06/2025	05/06/2025	$1,732.75			
		A00229972	Tritech Research, Inc.	P0067049	05/09/2025	05/09/2025	$1,193.26			
	05/11/2025	A00200498	Office Depot	P0067051	05/09/2025	05/09/2025	$70.86			
				P0067052	05/09/2025	05/09/2025	$76.84			
	05/12/2025	A00200862	Taft College Bookstore	P0067042	05/08/2025	05/08/2025	$576.83			
				P0067009	05/05/2025	05/05/2025	$129.84			
		A00201875	Amazon Capital Services	P0067056	05/12/2025	05/12/2025	$389.70			
		A00337151	Nishiyama, Wesley	P0067058	05/12/2025	05/12/2025	$275.00			
				P0067059	05/12/2025	05/12/2025	$394.00			
	05/14/2025	A00200161	CDW-G	P0067003	05/05/2025	05/05/2025	$16,424.05			
	05/15/2025	A00200498	Office Depot	P0067078	05/13/2025	05/13/2025	$21.64			
		A00232538	Ward's Natural Science	P0067081	05/13/2025	05/13/2025	$1,458.09			
				P0067090	05/14/2025	05/14/2025	$251.32			
	05/16/2025	A00200862	Taft College Bookstore	P0067133	05/16/2025	05/16/2025	$14.06			
		A00211181	Bill Nelson Media Group	P0067087	05/14/2025	05/14/2025	$600.00			

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	05/18/2025	A00200161	CDW-G	P0067065	05/12/2025	05/12/2025	$1,627.67			
	05/19/2025	A00200053	Apple Computer Inc.	P0067127	05/15/2025	05/15/2025	$74.69			
		A00337151	Nishiyama, Wesley	P0067159	05/19/2025	05/19/2025	$1,820.00			
		A00200862	Taft College Bookstore	P0067137	05/16/2025	05/16/2025	$147.30			
	05/27/2025	A00200417	Sysco Food Service of Ventur	P0067187	05/21/2025	05/21/2025	$20,000.00			
						TOTAL USER	$108,560.38			
DMONTOYA	05/06/2025	A00200498	Office Depot	P0067014	05/06/2025	05/06/2025	$1,229.68			
	05/19/2025	A00200862	Taft College Bookstore	P0067047	05/09/2025	05/09/2025	$505.22			
						TOTAL USER	$1,734.90			
DNAVARRO	05/02/2025	A00277399	Sundgren, Lori Anne.	P0066993	05/02/2025	05/02/2025	$229.00			
		A00355630	Amway Grand Plaza Hotel	P0066992	05/02/2025	05/02/2025	$892.08			
	05/15/2025	A00277399	Sundgren, Lori Anne.	P0067088	05/14/2025	05/14/2025	$762.06			
						TOTAL USER	$1,883.14			
DRIOS	05/06/2025	A00354889	Mobility Works of California	P0066967	04/30/2025	04/30/2025	$84,650.75			
		A00046103	Romero, Megan M.	P0066994	05/02/2025	05/02/2025	$265.00			
				P0066995	05/02/2025	05/02/2025	$2,850.00			
		A00200505	OT Cookhouse & Saloon	P0066968	04/30/2025	04/30/2025	$1,500.00			
	05/12/2025	A00319584	Therap Services LLC	P0067020	05/07/2025	05/07/2025	$6,051.00			
	05/16/2025	A00265229	DK&M Property	P0067091	05/14/2025	05/14/2025	$175.00			
		A00306957	Bokelman, Tristan Chance.	P0067103	05/15/2025	05/15/2025	$35.00			
						TOTAL USER	$95,526.75			
DVOHNOUT	05/09/2025	A00201575	Vohnout, Danielle E.	P0067016	05/06/2025	05/06/2025	$400.00			
	05/12/2025	A00200773	Beasley, Michelle A.	P0067064	05/12/2025	05/12/2025	$714.51			
	05/15/2025	A00200053	Apple Computer Inc.	P0067089	05/14/2025	05/14/2025	$252.22			
	05/20/2025	A00337165	Lopez, Jaime	P0067186	05/20/2025	05/20/2025	$1,708.76			
						TOTAL USER	$3,075.49			
GRUIZ	05/06/2025	A00201875	Amazon Capital Services	P0067005	05/05/2025	05/05/2025	$290.09			
		A00200161	CDW-G	P0066969	04/30/2025	04/30/2025	$423.58			
	05/15/2025	A00331655	Dell Marketing LP	P0066876	04/15/2025	04/15/2025	$3,822.79			

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	05/19/2025	A00200161	CDW-G	P0067080	05/13/2025	05/13/2025	$2,541.45			
		A00331655	Dell Marketing LP	P0067066	05/12/2025	05/12/2025	$7,531.95			
						TOTAL USER	$14,609.86			
HCASH	05/06/2025	A00341089	Cidi Labs, LLC	P0066976	04/30/2025	04/30/2025	$6,300.00			
		A00343931	Honorlock Inc.	P0066975	04/30/2025	04/30/2025	$2,000.00			
						TOTAL USER	$8,300.00			
JWHITE	05/06/2025	A00335192	McKinney, Drake Douglas.	P0066970	04/30/2025	04/30/2025	$294.03			
	05/12/2025	A00319064	T-Mobile USA Inc.	P0066947	04/28/2025	04/28/2025	$53.03			
	05/15/2025	A00324752	UKG INC	P0067018	05/06/2025	05/06/2025	$7,012.30			
		A00327115	ABC Occupational Medical Cen	P0067030	05/08/2025	05/08/2025	$30.00			
	05/19/2025	A00200991	Rowden, Tiffany L.	P0067158	05/19/2025	05/19/2025	$303.00			
		A00201225	White, Jessica R.	P0067157	05/19/2025	05/19/2025	$268.00			
		A00288646	Amazon Web Services, Inc.	P0067146	05/16/2025	05/16/2025	$170.00			
		A00324752	UKG INC	P0067160	05/19/2025	05/19/2025	$7,837.63			
		A00200238	Department of Justice	P0067170	05/19/2025	05/19/2025	$96.00			
						TOTAL USER	$16,063.99			
KSTEARMAN	05/07/2025	A00275443	WestAir Gases & Equipment In	P0066991	05/02/2025	05/02/2025	$125.00			
	05/09/2025	A00200016	4Imprint	P0067035	05/08/2025	05/08/2025	$3,250.00			
		A00355708	Proforma Solutions for Print	P0067012	05/06/2025	05/06/2025	$486.00			
	05/15/2025	A00200832	Taft College Foundation	P0067095	05/14/2025	05/14/2025	$54.90			
		A00227772	MBS Textbook Exchange, Inc.	P0067093	05/14/2025	05/14/2025	$6,000.00			
				P0067094	05/14/2025	05/14/2025	$3,000.00			
				P0067097	05/14/2025	05/14/2025	$6,194.59			
		A00232377	National Association of Coll	P0067112	05/15/2025	05/15/2025	$250.00			
		A00327810	Minuteman Press Panorama Cit	P0067111	05/15/2025	05/15/2025	$1,350.00			
	05/16/2025	A00200161	CDW-G	P0067130	05/16/2025	05/16/2025	$374.35			
		A00200764	Martinez, Julian	P0067134	05/16/2025	05/16/2025	$500.00			
		A00200832	Taft College Foundation	P0067131	05/16/2025	05/16/2025	$1,222.11			
		A00200243	Blick Art Materials	P0067140	05/16/2025	05/16/2025	$1,200.00			
	05/19/2025	A00200498	Office Depot	P0067184	05/19/2025	05/19/2025	$400.00			
		A00200518	Pearson Education	P0067169	05/19/2025	05/19/2025	$8,000.00			
		A00201875	Amazon Capital Services	P0067182	05/19/2025	05/19/2025	$1,000.00			
				P0067183	05/19/2025	05/19/2025	$2,000.00			
		A00227772	MBS Textbook Exchange, Inc.	P0067185	05/19/2025	05/19/2025	$1,000.00			
		A00275443	WestAir Gases & Equipment In	P0067181	05/19/2025	05/19/2025	$433.00			

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		A00279103	Yabla, Inc.	P0067168	05/19/2025	05/19/2025	$1,050.00			
		A00307514	Great River Learning	P0067167	05/19/2025	05/19/2025	$2,500.00			
		A00344496	L2 Brands, LLC	P0067180	05/19/2025	05/19/2025	$4,350.00			
						TOTAL USER	$44,739.95			
LMURPHY	05/02/2025	A00200076	Bandy, Ingrun K.	P0066960	04/29/2025	04/29/2025	$929.00			
				P0066962	04/29/2025	04/29/2025	$340.00			
		A00293918	A&B Athletics	P0066942	04/28/2025	04/28/2025	$4,106.14			
	05/08/2025	A00201875	Amazon Capital Services	P0067010	05/05/2025	05/05/2025	$378.88			
		A00355718	Zenith Technical Innovations	P0067027	05/07/2025	05/07/2025	$700.00			
		A00200161	CDW-G	P0067021	05/07/2025	05/07/2025	$385.17			
		A00325532	Executive Express Lines Inc.	P0066989	05/02/2025	05/02/2025	$6,000.00			
	05/09/2025	A00306660	Advanced Data Storage, Inc.	P0066961	04/29/2025	04/29/2025	$60.00			
	05/13/2025	A00259618	Taft College ASB General	P0067076	05/13/2025	05/13/2025	$3,448.52			
	05/15/2025	A00303291	Sport & Cycle, Inc.	P0067128	05/15/2025	05/15/2025	$711.04			
	05/16/2025	A00200655	Henry Schein, Inc.	P0067100	05/14/2025	05/14/2025	$3,527.53			
		A00201875	Amazon Capital Services	P0067121	05/15/2025	05/15/2025	$3,550.37			
		A00259618	Taft College ASB General	P0067077	05/13/2025	05/13/2025	$23,520.98			
		A00293918	A&B Athletics	P0067122	05/15/2025	05/15/2025	$5,277.19			
				P0067123	05/15/2025	05/15/2025	$10,520.82			
				P0067125	05/15/2025	05/15/2025	$2,179.07			
		A00303291	Sport & Cycle, Inc.	P0067129	05/15/2025	05/15/2025	$711.04			
		A00323604	AMGC Sports	P0067124	05/15/2025	05/15/2025	$3,956.54			
		A00337090	HOWIES ATHLETIC TAPE	P0067101	05/14/2025	05/14/2025	$1,899.85			
	05/19/2025	A00336291	Lagmay, Romeo	P0067139	05/16/2025	05/16/2025	$1,557.95			
		A00355890	BigSigns.com, Inc	P0067166	05/19/2025	05/19/2025	$17,824.45			
		A00328801	California Canopy	P0067136	05/16/2025	05/22/2025	$8,195.77			
		A00342788	Zide's Sport Shop	P0067135	05/16/2025	05/16/2025	$1,336.01			
		A00355890	BigSigns.com, Inc	P0067138	05/16/2025	05/16/2025	$4,830.47			
						TOTAL USER	$105,946.79			
LWHITE	05/19/2025	A00334411	Cuevas, Jay J.	P0067108	05/15/2025	05/15/2025	$100.99			
		A00338670	White, Sabrina Safia.	P0067109	05/15/2025	05/15/2025	$180.01			
						TOTAL USER	$281.00			
MALVAREZ	05/02/2025	A00200508	P. G. & E.	P0066965	04/30/2025	04/30/2025	$2,500.00			
		A00320892	Barnes Welding	P0066971	04/30/2025	04/30/2025	$545.79			
				P0066972	04/30/2025	04/30/2025	$500.75			

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				P0066973	04/30/2025	04/30/2025	$2,561.33			
	05/09/2025	A00200228	Dave's Glass Shop	P0067011	05/06/2025	05/06/2025	$81.19			
		A00249699	Webster, Kyle Emerick.	P0067043	05/08/2025	05/08/2025	$837.86			
				P0067044	05/08/2025	05/08/2025	$88.00			
		A00277179	The Lincoln Electric Company	P0067024	05/07/2025	05/07/2025	$2,004.80			
	05/12/2025	A00200862	Taft College Bookstore	P0067057	05/12/2025	05/12/2025	$1,365.57			
				P0067067	05/12/2025	05/12/2025	$979.23			
		A00334993	MatterHackers, Inc.	P0067072	05/12/2025	05/12/2025	$2,218.29			
		A00336843	Valadez, Jose A.	P0067069	05/12/2025	05/12/2025	$1,515.50			
		A00355756	American Welding Society, In	P0067068	05/12/2025	05/12/2025	$5,775.00			
	05/15/2025	A00200862	Taft College Bookstore	P0067118	05/15/2025	05/15/2025	$2,349.68			
	05/19/2025	A00201875	Amazon Capital Services	P0067179	05/19/2025	05/19/2025	$920.13			
		A00200862	Taft College Bookstore	P0067162	05/19/2025	05/19/2025	$2,424.49			
				P0067163	05/19/2025	05/19/2025	$294.42			
						TOTAL USER	$26,962.03			
MBLANCO	05/02/2025	A00200862	Taft College Bookstore	P0066978	04/30/2025	04/30/2025	$2,804.24			
				P0066987	05/01/2025	05/01/2025	$456.34			
		A00201875	Amazon Capital Services	P0066984	05/01/2025	05/01/2025	$246.75			
	05/06/2025	A00200505	OT Cookhouse & Saloon	P0067008	05/05/2025	05/05/2025	$7,147.11			
		A00211181	Bill Nelson Media Group	P0066988	05/01/2025	05/01/2025	$2,800.00			
	05/07/2025	A00200862	Taft College Bookstore	P0066927	04/25/2025	04/25/2025	$500.00			
				P0067026	05/07/2025	05/07/2025	$876.24			
		A00317357	Garcia, Amber Marie.	P0066903	04/22/2025	04/22/2025	$200.00			
	05/09/2025	A00200862	Taft College Bookstore	P0067045	05/08/2025	05/08/2025	$577.84			
	05/12/2025	A00252942	TC Federal Financial Aid Cle	P0067053	05/09/2025	05/09/2025	$16,000.00			
	05/13/2025	A00200498	Office Depot	P0067071	05/12/2025	05/12/2025	$70.31			
	05/15/2025	A00200498	Office Depot	P0067082	05/13/2025	05/13/2025	$433.00			
		A00200862	Taft College Bookstore	P0067099	05/14/2025	05/14/2025	$42.19			
	05/19/2025	A00201875	Amazon Capital Services	P0066974	04/30/2025	04/30/2025	$356.14			
		A00200161	CDW-G	P0067096	05/14/2025	05/14/2025	$1,322.32			
		A00271247	Mendenhall, Janis Lee.	P0067070	05/12/2025	05/12/2025	$526.60			
		A00310304	Jimenez Murguia, Salvador	P0067132	05/16/2025	05/16/2025	$652.06			
		A00321747	BrandCo Marketing	P0067050	05/09/2025	05/09/2025	$1,790.39			
		A00348329	Nicholas Consulting LLC	P0067048	05/09/2025	05/09/2025	$12,000.00			
	05/27/2025	A00202654	Pacific West Sound, Inc.	P0067188	05/27/2025	05/27/2025	$5,556.18			
						TOTAL USER	$54,357.71			

Taft College Purchase Order Activity Report | 01-May-2025 through 31-May-2025 | FY 24-25

USER ID	ACTIVITTY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
MMATTHEWS	05/09/2025	A00261766	Benco Dental Supply Co.	P0067001	05/05/2025	05/09/2025	$311.63			
						TOTAL USER	$311.63			
MPAYNE	05/09/2025	A00040528	Gardner, Gina LeeAnn.	P0067023	05/07/2025	05/07/2025	$3,354.97			
		A00200862	Taft College Bookstore	P0066996	05/05/2025	05/05/2025	$28.12			
		A00227931	Hershkowitz, Eric Randall.	P0067022	05/07/2025	05/07/2025	$312.96			
	05/15/2025	A00200862	Taft College Bookstore	P0067085	05/13/2025	05/13/2025	$315.66			
	05/19/2025	A00280536	Kern Trophies	P0067116	05/15/2025	05/15/2025	$341.64			
						TOTAL USER	$4,353.35			
MSANCHEZ	05/02/2025	A00200862	Taft College Bookstore	P0066954	04/29/2025	05/23/2025	$207.71			
	05/06/2025	A00200862	Taft College Bookstore	P0067006	05/05/2025	05/23/2025	$5,151.78			
	05/19/2025	A00200862	Taft College Bookstore	P0067083	05/13/2025	05/19/2025	$1,500.00			
						TOTAL USER	$6,859.49			
MSILVEIRA	05/19/2025	A00200052	AP Architects	P0067148	05/16/2025	05/16/2025	$6,500.00			
		A00200282	True Value Home Center	P0067149	05/16/2025	05/16/2025	$248.91			
		A00200498	Office Depot	P0067150	05/16/2025	05/16/2025	$4,400.00			
	05/28/2025	A00200728	Lakeshore	P0067151	05/16/2025	05/16/2025	$9,760.00			
		A00292864	Community Playthings	P0067152	05/16/2025	05/16/2025	$9,700.00			
		A00247034	Kaplan Early Learning Compan	P0067153	05/16/2025	05/16/2025	$8,225.00			
		A00304789	heartsmart.com	P0067154	05/16/2025	05/16/2025	$1,000.00			
						TOTAL USER	$39,833.91			
MTOFTE	05/12/2025	A00264391	YBP Library Services	P0067054	05/12/2025	05/12/2025	$3.75			
						TOTAL USER	$3.75			
NFIGUEROA	05/07/2025	A00200406	Student Aid Commission	P0066936	04/28/2025	04/28/2025	$117.89			
	05/14/2025	A00331655	Dell Marketing LP	P0067086	05/13/2025	05/13/2025	$1,400.00			
	05/16/2025	A00200379	WKCCD#2 Revolving Fund	P0067098	05/14/2025	05/14/2025	$215.07			
	05/19/2025	A00200419	T.C. Clearing Account	P0067060	05/12/2025	05/12/2025	$30,000.00			
						TOTAL USER	$31,732.96			

Taft College Purchase Order Activity Report | 01-May-2025 through 31-May-2025 | FY 24-25

USER ID	ACTIVITTY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
SCRISS	05/19/2025	A00102126	Criss, Sarah Victoria.	P0067172	05/19/2025	05/19/2025	$736.40			
						TOTAL USER	$736.40			
SGOMEZ	05/01/2025	A00200017	A.P.I. Plumbing	P0066952	04/29/2025	04/29/2025	$308.53			
	05/02/2025	A00200309	United Refrigeration, Inc.	P0066986	05/01/2025	05/01/2025	$3,306.35			
		A00201122	Home Depot Credit Services	P0066981	05/01/2025	05/01/2025	$610.31			
		A00203579	Alcorn Aire, Inc.	P0066966	04/30/2025	04/30/2025	$2,135.00			
		A00340483	SiteOne Landscape Supply, LL	P0066964	04/30/2025	04/30/2025	$2,267.82			
	05/06/2025	A00309739	Herc Rentals Inc.	P0066990	05/02/2025	05/02/2025	$865.79			
		A00354350	PAPE' MATERIAL HANDLING, INC	P0066998	05/05/2025	05/05/2025	$380.09			
	05/08/2025	A00200017	A.P.I. Plumbing	P0067019	05/06/2025	05/06/2025	$596.07			
	05/09/2025	A00200282	True Value Home Center	P0067036	05/08/2025	05/08/2025	$216.11			
				P0067039	05/08/2025	05/08/2025	$76.39			
		A00201875	Amazon Capital Services	P0067028	05/08/2025	05/08/2025	$42.21			
		A00228756	Country Auto & Truck Taft	P0067034	05/08/2025	05/08/2025	$1,068.56			
	05/12/2025	A00282661	Madding, Justin	P0067029	05/08/2025	05/08/2025	$22.00			
		A00200282	True Value Home Center	P0067038	05/08/2025	05/08/2025	$1,490.11			
	05/13/2025	A00200282	True Value Home Center	P0067074	05/13/2025	05/13/2025	$303.64			
	05/14/2025	A00200282	True Value Home Center	P0067075	05/13/2025	05/13/2025	$366.62			
		A00201875	Amazon Capital Services	P0067062	05/12/2025	05/12/2025	$309.18			
		A00284319	Fertile Earth Nursery and Ga	P0067073	05/13/2025	05/13/2025	$236.74			
	05/15/2025	A00201875	Amazon Capital Services	P0067092	05/14/2025	05/14/2025	$423.26			
	05/16/2025	A00200423	Taft City School District	P0067061	05/12/2025	05/12/2025	$1,711.35			
		A00200423	Taft City School District	P0067063	05/12/2025	05/12/2025	$3,179.62			
		A00201875	Amazon Capital Services	P0067107	05/15/2025	05/15/2025	$75.76			
		A00200017	A.P.I. Plumbing	P0067115	05/15/2025	05/15/2025	$112.58			
		A00200282	True Value Home Center	P0067114	05/15/2025	05/15/2025	$54.09			
		A00201875	Amazon Capital Services	P0067102	05/15/2025	05/15/2025	$440.55			
		A00355827	A-G Sod Farms of Fresno	P0067113	05/15/2025	05/15/2025	$9,428.58			
		A00200017	A.P.I. Plumbing	P0067144	05/16/2025	05/16/2025	$5,110.00			
		A00200282	True Value Home Center	P0067142	05/16/2025	05/16/2025	$7,144.50			
	05/19/2025	A00200487	Sierra School Equipment Co.	P0067174	05/19/2025	05/19/2025	$54,464.99			
		A00200052	AP Architects	P0067141	05/16/2025	05/16/2025	$7,500.00			
		A00200017	A.P.I. Plumbing	P0067147	05/16/2025	05/16/2025	$82.82			
		A00200282	True Value Home Center	P0067143	05/16/2025	05/16/2025	$685.87			
		A00201081	Westside Waste Management Co	P0067178	05/19/2025	05/19/2025	$1,200.00			
	05/21/2025	A00200017	A.P.I. Plumbing	P0067164	05/19/2025	05/19/2025	$312.85			
		A00200282	True Value Home Center	P0067177	05/19/2025	05/19/2025	$261.93			
		A00201122	Home Depot Credit Services	P0067173	05/19/2025	05/19/2025	$269.54			
	05/22/2025	A00200423	Taft City School District	P0067171	05/19/2025	05/19/2025	$2,624.77			

Taft College Purchase Order Activity Report | 01-May-2025 through 31-May-2025 | FY 24-25

USER ID	ACTIVITTY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
	05/23/2025	A00200400	Stinson's	P0067175	05/19/2025	05/19/2025	$2,000.00			
	05/28/2025	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			
		A00200662	Hobart Corporation	P0067189	05/27/2025	05/27/2025	$466.00			
						TOTAL USER	$135,850.58			
TBLANCO	05/02/2025	A00200043	American Express	P0066953	04/29/2025	04/29/2025	$14,159.88			
		A00352916	LSA Associates, Inc.	P0066985	05/01/2025	05/01/2025	$2,073.75			
	05/15/2025	A00350750	Giacomini, Michael	P0067105	05/15/2025	05/15/2025	$71.40			
		A00200360	Westec	P0066940	04/28/2025	04/28/2025	$112,927.50			
				P0067106	05/15/2025	05/15/2025	$37,642.50			
	05/16/2025	A00211453	Department of Industrial Rel	P0067117	05/15/2025	05/15/2025	$225.00			
	05/23/2025	A00200043	American Express	P0067176	05/19/2025	05/19/2025	$25,000.00			
						TOTAL USER	$192,100.03			
THOLDER	05/09/2025	A00327810	Minuteman Press Panorama Cit	P0067046	05/09/2025	05/09/2025	$3,500.00			
						TOTAL USER	$3,500.00			
TROWDEN	05/15/2025	A00243587	United Healthcare Insurance	P0067110	05/15/2025	05/15/2025	$29,263.32			
						TOTAL USER	$29,263.32			

West Kern Community College District
Board of Trustees Meeting
June 11, 2025

A. Academic Employment

1. Faculty Development Assignments

Item	Name	Assignment	Hourly Rate	Total Amount Not to Exceed	Effective Date
a.	Cahoon, Marni	Staff Development Pay for Spring 2025	$90.50	$362.00	01/09/2025-05/19/2025
b.	Mickelberry, Gracie	Staff Development Pay for Spring 2025	$90.50	$724.00	01/09/2025-05/19/2025
c.	Reed, Nyoka	Staff Development Pay for Spring 2025	$90.50	$90.50	01/09/2025-05/19/2025
d.	Vallejo, Benigno	Staff Development Pay for Spring 2025	$90.50	$271.50	01/09/2025-05/19/2025

2. Faculty Extra Duty Assignments

Item	Name	Assignment	Stipend	Effective Date
a.	Flachmann, Christopher	Faculty Extra Duty: AB928 - Coordinating Single General Ed and ADT	$90.50/hour	5/22/2025
b.	Golling, Leigh	Extra Duty: ZTC Acceleration and Implementation	$300.00	5/22/2025

3. Faculty and Adjunct Assignments

Item	Name	Assignment	Hourly Rate	Effective Date
a.	Agundez, Adrian	CIS 2020	$90.50	09-JUN-25/31-JUL-25
b.	Altenhofel, Jennifer	GEOG 1520, HIST 2231, 2232	$90.50	09-JUN-25/31-JUL-25
c.	Bandy, Ingrun	PHED 1523, 1623, 1723, 1823	$90.50	09-JUN-25/31-JUL-25
d.	Beasley, Michelle	ECEF 1501, 1531, 1581, 1590	$90.50	09-JUN-25/31-JUL-25
e.	Berry, Wendy	BIOL 1500	$90.50	09-JUN-25/31-JUL-25
f.	Bledsoe, Adam	BUSN 1500, ECON 2210, MGMT 1500	$90.50	09-JUN-25/31-JUL-25
g.	Bogle, Darcy	STSU 1500	$90.50	09-JUN-25/31-JUL-25
h.	Burnham, Kyle	MUSC 1510	$90.50	09-JUN-25/31-JUL-25
i.	Cahoon, Nathan	STAT 1510	$90.50	09-JUN-25/14-AUG-25
j.	Carlson, Kamala	ENGL 1500	$90.50	09-JUN-25/31-JUL-25
k.	Chung-Wee, Christopher	ENGL 1600	$90.50	09-JUN-25/31-JUL-25
l.	Combs, Noelle	POSC 1501	$90.50	09-JUN-25/31-JUL-25
m.	Cottrell, Angela	BUSN 1500	$90.50	09-JUN-25/31-JUL-25
n.	Curtis, Craig	WELD 1540	$90.50	09-JUN-25/14-AUG-25
o.	Cutrona, Angelo	PHED 1542, 1742	$90.50	04-AUG-25/22-AUG-25
p.	Daley, Pearl	STSU 1500	$90.50	09-JUN-25/31-JUL-25
q.	Devine, William	ENGL 1500, 1600, 2600	$90.50	09-JUN-25/31-JUL-25
r.	Dimayuga, Anna	ART 1800	$90.50	09-JUN-25/31-JUL-25
s.	Dyer, Geoffrey	ENGL 1501, 1700, 1725, 1750, 1775	$90.50	09-JUN-25/31-JUL-25
t.	Ferguson, Bruce	HLED 1541	$90.50	09-JUN-25/31-JUL-25
u.	Getty, Shelley	MATH 1510, 1520, 1520C	$90.50	09-JUN-25/14-AUG-25
v.	Golling, Leigh	COMM 1511	$90.50	09-JUN-25/31-JUL-25
w.	Hall, Daniel	CIS 1603, 1703	$90.50	09-JUN-25/31-JUL-25
x.	Hickman, Ryan	BIOL 2370	$90.50	09-JUN-25/31-JUL-25
y.	Jarrahian, Abbas	BIOL 1510	$90.50	09-JUN-25/31-JUL-25
z.	Jimenez Murguia, Salvador	ETHN 1510, SOC 1510, 2141	$90.50	09-JUN-25/31-JUL-25
aa.	Kashani, Tony	HUM 1500	$90.50	09-JUN-25/31-JUL-25
bb.	Kerr, Danielle	ENGL 1500	$90.50	09-JUN-25/31-JUL-25

cc.	Maiocco, Vince	HLED 1510	$90.50	09-JUN-25/31-JUL-25
dd.	Martin, Lyle	PHED 1542, 1742	$90.50	04-AUG-25/22-AUG-25
ee.	Martinez, Julian	SPAN 1601, 1602, 2001, 2002	$90.50	09-JUN-25/31-JUL-25
ff.	Martinez, Maria	MATH 1530, 1530C, 1540, 1540C	$90.50	09-JUN-25/14-AUG-25
gg.	May, James	GEOG 1510	$90.50	09-JUN-25/31-JUL-25
hh.	McDaniel, Steven	COMM 1511	$90.50	09-JUN-25/31-JUL-25
ii.	Mendoza, Tina	ETHN 1510, HIST 2270	$90.50	09-JUN-25/31-JUL-25
jj.	Mitchell, David	STAT 1510	$90.50	09-JUN-25/14-AUG-25
kk.	Montelongo, Maribel	SPAN 1601	$90.50	09-JUN-25/31-JUL-25
ll.	Nishiyama, Wesley	POSC 1501	$90.50	09-JUN-25/31-JUL-25
mm.	Page, Jason	ECON 2120	$90.50	09-JUN-25/31-JUL-25
nn.	Payne, Aarron	WELD 1540	$90.50	09-JUN-25/14-AUG-25
oo.	Payne, Ruby	MATH 1505, 1520	$90.50	09-JUN-25/14-AUG-25
pp.	Polski, Robin	PSYC 1500, 2003, 2080	$90.50	09-JUN-25/31-JUL-25
qq.	Raber, Tabitha	ADMJ 1501, 1509	$90.50	09-JUN-25/31-JUL-25
rr.	Ramos, Frank	WELD 1540	$90.50	09-JUN-25/14-AUG-25
ss.	Rangel-Escobedo, Juana	STSU 1525	$90.50	09-JUN-25/31-JUL-25
tt.	Rangel-Escobedo, Juana	PSYC 2200	$90.50	09-JUN-25/14-AUG-25
uu.	Reed, Nyoka	ART 1500	$90.50	09-JUN-25/31-JUL-25
vv.	Reynolds, Joy	MATH 1500	$90.50	09-JUN-25/14-AUG-25
ww.	Rossi, Mallori	HLED 1510	$90.50	09-JUN-25/31-JUL-25
xx.	Rossi, Mallori	PHED 1528, 1728	$90.50	04-AUG-25/22-AUG-25
yy.	Roth, Rebecca	ECEF 1500, 1601	$90.50	09-JUN-25/31-JUL-25
zz.	Sheibani, Shahrzad	BUSN 1510	$90.50	09-JUN-25/31-JUL-25
aaa.	Smith, Gaysha	ART 1500, ARTH 1510	$90.50	09-JUN-25/31-JUL-25
bbb.	Smith, Kenneth	HIST 2204, 2210, 2231	$90.50	09-JUN-25/31-JUL-25
ccc.	Taibjee, Sukena	LIBR 1548	$90.50	09-JUN-25/31-JUL-25
ddd.	Travis, Lori	COMM 1511	$90.50	09-JUN-25/31-JUL-25
eee.	Vallejo, Benigno	BIOL 2370	$90.50	09-JUN-25/31-JUL-25
fff.	Waugh, Victoria	PHED 1529, 1629, 1729	$90.50	09-JUN-25/31-JUL-25
ggg.	Webster, Kyle	BIOL 1500	$90.50	09-JUN-25/31-JUL-25
hhh.	Mickelberry, Gracie	Adjunct Counselor, EOPS/CARE & CalWorks	$90.50	18-Aug-25/22-May-26

4. Coaching Assignments

Item	Name	Assignment	Stipend Amount	Effective Date
a.	Olejnik, Thomas	Head Woman's Golf Coach		5/19/2025

TAFTCOLLEGE

Staff Development Pay
Spring 2025

Item	Name	Assignment	Total Hours	Class/Step	Hourly Rate	Total Amount Not to Exceed	Effective Date
a	Cahoon, Marni	Staff Development Pay for Spring 2025	4	3	$90.50	$362.00	1/9/2025 - 5/19/2025
b	Mickelberry, Gracie	Staff Development Pay for Spring 2025	8	3	$90.50	$724.00	1/9/2025 - 5/19/2025
c	Reed, Nyoka	Staff Development Pay for Spring 2025	1	3	$90.50	$90.50	1/9/2025 - 5/19/2025
d	Vallejo, Benigno	Staff Development Pay for Spring 2025	3	3	90.5	271.5	1/9/2025 - 5/19/2025

Vice President of Instruction

5/19/25
Date

Summer 2025

6/5/2025

Employement Recommendations

INSTRUCTOR		COURSE	EFFECTIVE DATE	PAY RATE
Agundez, Adrian	CIS	2020	09-JUN-25/31-JUL-25	$90.50
Altenhofel, Jennifer	GEOG	1520	09-JUN-25/31-JUL-25	$90.50
Altenhofel, Jennifer	HIST	2231	09-JUN-25/31-JUL-25	$90.50
Altenhofel, Jennifer	HIST	2232	09-JUN-25/31-JUL-25	$90.50
Altenhofel, Jennifer	HIST	2232	09-JUN-25/31-JUL-25	$90.50
Bandy, Ingrun	PHED	1523	09-JUN-25/31-JUL-25	$90.50
Bandy, Ingrun	PHED	1623	09-JUN-25/31-JUL-25	$90.50
Bandy, Ingrun	PHED	1723	09-JUN-25/31-JUL-25	$90.50
Bandy, Ingrun	PHED	1823	09-JUN-25/31-JUL-25	$90.50
Beasley, Michelle	ECEF	1501	09-JUN-25/31-JUL-25	$90.50
Beasley, Michelle	ECEF	1531	09-JUN-25/31-JUL-25	$90.50
Beasley, Michelle	ECEF	1581	09-JUN-25/31-JUL-25	$90.50
Beasley, Michelle	ECEF	1590	09-JUN-25/31-JUL-25	$90.50
Berry, Wendy	BIOL	1500	09-JUN-25/31-JUL-25	$90.50
Bledsoe, Adam	BUSN	1500	09-JUN-25/31-JUL-25	$90.50
Bledsoe, Adam	ECON	2210	09-JUN-25/31-JUL-25	$90.50
Bledsoe, Adam	ECON	2210	09-JUN-25/31-JUL-25	$90.50
Bledsoe, Adam	ECON	2210	09-JUN-25/31-JUL-25	$90.50
Bledsoe, Adam	MGMT	1500	09-JUN-25/31-JUL-25	$90.50
Bogle, Darcy	STSU	1500	09-JUN-25/31-JUL-25	$90.50
Burnham, Kyle	MUSC	1510	09-JUN-25/31-JUL-25	$90.50
Cahoon, Nathan	STAT	1510	09-JUN-25/14-AUG-25	$90.50
Cahoon, Nathan	STAT	1510	09-JUN-25/14-AUG-25	$90.50
Carlson, Kamala	ENGL	1500	09-JUN-25/31-JUL-25	$90.50
Carlson, Kamala	ENGL	1500	09-JUN-25/31-JUL-25	$90.50
Carlson, Kamala	ENGL	1500	09-JUN-25/31-JUL-25	$90.50
Chung-Wee, Christopher	ENGL	1600	09-JUN-25/31-JUL-25	$90.50
Chung-Wee, Christopher	ENGL	1600	09-JUN-25/31-JUL-25	$90.50
Combs, Noelle	POSC	1501	09-JUN-25/31-JUL-25	$90.50
Cottrell, Angela	BUSN	1500	09-JUN-25/31-JUL-25	$90.50
Curtis, Craig	WELD	1540	09-JUN-25/14-AUG-25	$90.50
Cutrona, Angelo	PHED	1542	04-AUG-25/22-AUG-25	$90.50
Cutrona, Angelo	PHED	1742	04-AUG-25/22-AUG-25	$90.50
Daley, Pearl	STSU	1500	09-JUN-25/31-JUL-25	$90.50
Devine, William	ENGL	1500	09-JUN-25/31-JUL-25	$90.50
Devine, William	ENGL	1600	09-JUN-25/31-JUL-25	$90.50
Devine, William	ENGL	2600	09-JUN-25/31-JUL-25	$90.50
Dimayuga, Anna	ART	1800	09-JUN-25/31-JUL-25	$90.50
Dyer, Geoffrey	ENGL	1501	09-JUN-25/31-JUL-25	$90.50
Dyer, Geoffrey	ENGL	1501	09-JUN-25/31-JUL-25	$90.50
Dyer, Geoffrey	ENGL	1700	09-JUN-25/31-JUL-25	$90.50
Dyer, Geoffrey	ENGL	1725	09-JUN-25/31-JUL-25	$90.50
Dyer, Geoffrey	ENGL	1750	09-JUN-25/31-JUL-25	$90.50

Dyer, Geoffrey	ENGL	1775	09-JUN-25/31-JUL-25	$90.50
Ferguson, Bruce	HLED	1541	09-JUN-25/31-JUL-25	$90.50
Ferguson, Bruce	HLED	1541	09-JUN-25/31-JUL-25	$90.50
Getty, Shelley	MATH	1510	09-JUN-25/14-AUG-25	$90.50
Getty, Shelley	MATH	1520	09-JUN-25/14-AUG-25	$90.50
Getty, Shelley	MATH	1520C	09-JUN-25/14-AUG-25	$90.50
Golling, Leigh	COMM	1511	09-JUN-25/31-JUL-25	$90.50
Golling, Leigh	COMM	1511	09-JUN-25/31-JUL-25	$90.50
Golling, Leigh	COMM	1511	09-JUN-25/31-JUL-25	$90.50
Hall, Daniel	CIS	1603	09-JUN-25/31-JUL-25	$90.50
Hall, Daniel	CIS	1703	09-JUN-25/31-JUL-25	$90.50
Hickman, Ryan	BIOL	2370	09-JUN-25/31-JUL-25	$90.50
Jarrahian, Abbas	BIOL	1510	09-JUN-25/31-JUL-25	$90.50
Jimenez Murguia, Salvador	ETHN	1510	09-JUN-25/31-JUL-25	$90.50
Jimenez Murguia, Salvador	ETHN	1510	09-JUN-25/31-JUL-25	$90.50
Jimenez Murguia, Salvador	SOC	1510	09-JUN-25/31-JUL-25	$90.50
Jimenez Murguia, Salvador	SOC	1510	09-JUN-25/31-JUL-25	$90.50
Jimenez Murguia, Salvador	SOC	1510	09-JUN-25/31-JUL-25	$90.50
Jimenez Murguia, Salvador	SOC	2141	09-JUN-25/31-JUL-25	$90.50
Kashani, Tony	HUM	1500	09-JUN-25/31-JUL-25	$90.50
Kerr, Danielle	ENGL	1500	09-JUN-25/31-JUL-25	$90.50
Kerr, Danielle	ENGL	1500	09-JUN-25/31-JUL-25	$90.50
Maiocco, Vince	HLED	1510	09-JUN-25/31-JUL-25	$90.50
Martin, Lyle	PHED	1542	04-AUG-25/22-AUG-25	$90.50
Martin, Lyle	PHED	1742	04-AUG-25/22-AUG-25	$90.50
Martinez, Julian	SPAN	1601	09-JUN-25/31-JUL-25	$90.50
Martinez, Julian	SPAN	1601	09-JUN-25/31-JUL-25	$90.50
Martinez, Julian	SPAN	1601	09-JUN-25/31-JUL-25	$90.50
Martinez, Julian	SPAN	1602	09-JUN-25/31-JUL-25	$90.50
Martinez, Julian	SPAN	2001	09-JUN-25/31-JUL-25	$90.50
Martinez, Julian	SPAN	2002	09-JUN-25/31-JUL-25	$90.50
Martinez, Maria	MATH	1530	09-JUN-25/14-AUG-25	$90.50
Martinez, Maria	MATH	1530C	09-JUN-25/14-AUG-25	$90.50
Martinez, Maria	MATH	1540	09-JUN-25/14-AUG-25	$90.50
Martinez, Maria	MATH	1540C	09-JUN-25/14-AUG-25	$90.50
May, James	GEOG	1510	09-JUN-25/31-JUL-25	$90.50
May, James	GEOG	1510	09-JUN-25/31-JUL-25	$90.50
McDaniel, Steven	COMM	1511	09-JUN-25/31-JUL-25	$90.50
McDaniel, Steven	COMM	1511	09-JUN-25/31-JUL-25	$90.50
Mendoza, Tina	ETHN	1510	09-JUN-25/31-JUL-25	$90.50
Mendoza, Tina	ETHN	1510	09-JUN-25/31-JUL-25	$90.50
Mendoza, Tina	ETHN	1510	09-JUN-25/31-JUL-25	$90.50
Mendoza, Tina	ETHN	1510	09-JUN-25/31-JUL-25	$90.50
Mendoza, Tina	HIST	2270	09-JUN-25/31-JUL-25	$90.50

Mitchell, David	STAT	1510	09-JUN-25/14-AUG-25	$90.50
Mitchell, David	STAT	1510	09-JUN-25/14-AUG-25	$90.50
Montelongo, Maribel	SPAN	1601	09-JUN-25/31-JUL-25	$90.50
Nishiyama, Wesley	POSC	1501	09-JUN-25/31-JUL-25	$90.50
Nishiyama, Wesley	POSC	1501	09-JUN-25/31-JUL-25	$90.50
Nishiyama, Wesley	POSC	1501	09-JUN-25/31-JUL-25	$90.50
Nishiyama, Wesley	POSC	1501	09-JUN-25/31-JUL-25	$90.50
Nishiyama, Wesley	POSC	1501	09-JUN-25/31-JUL-25	$90.50
Page, Jason	ECON	2120	09-JUN-25/31-JUL-25	$90.50
Page, Jason	ECON	2120	09-JUN-25/31-JUL-25	$90.50
Page, Jason	ECON	2120	09-JUN-25/31-JUL-25	$90.50
Payne, Aarron	WELD	1540	09-JUN-25/14-AUG-25	$90.50
Payne, Ruby	MATH	1505	09-JUN-25/14-AUG-25	$90.50
Payne, Ruby	MATH	1520	09-JUN-25/14-AUG-25	$90.50
Polski, Robin	PSYC	1500	09-JUN-25/31-JUL-25	$90.50
Polski, Robin	PSYC	1500	09-JUN-25/31-JUL-25	$90.50
Polski, Robin	PSYC	1500	09-JUN-25/31-JUL-25	$90.50
Polski, Robin	PSYC	2003	09-JUN-25/31-JUL-25	$90.50
Polski, Robin	PSYC	2080	09-JUN-25/31-JUL-25	$90.50
Raber, Tabitha	ADMJ	1501	09-JUN-25/31-JUL-25	$90.50
Raber, Tabitha	ADMJ	1509	09-JUN-25/31-JUL-25	$90.50
Ramos, Frank	WELD	1540	09-JUN-25/14-AUG-25	$90.50
Rangel-Escobedo, Juana	PSYC	2200	09-JUN-25/14-AUG-25	$90.50
Rangel-Escobedo, Juana	PSYC	2200	09-JUN-25/14-AUG-25	$90.50
Rangel-Escobedo, Juana	STSU	1525	09-JUN-25/31-JUL-25	$90.50
Reed, Nyoka	ART	1500	09-JUN-25/31-JUL-25	$90.50
Reed, Nyoka	ART	1500	09-JUN-25/31-JUL-25	$90.50
Reynolds, Joy	MATH	1500	09-JUN-25/14-AUG-25	$90.50
Reynolds, Joy	MATH	1500	09-JUN-25/14-AUG-25	$90.50
Rossi, Mallori	HLED	1510	09-JUN-25/31-JUL-25	$90.50
Rossi, Mallori	PHED	1528	04-AUG-25/22-AUG-25	$90.50
Rossi, Mallori	PHED	1728	04-AUG-25/22-AUG-25	$90.50
Roth, Rebecca	ECEF	1500	09-JUN-25/31-JUL-25	$90.50
Roth, Rebecca	ECEF	1601	09-JUN-25/31-JUL-25	$90.50
Sheibani, Shahrzad	BUSN	1510	09-JUN-25/31-JUL-25	$90.50
Smith, Gaysha	ART	1500	09-JUN-25/31-JUL-25	$90.50
Smith, Gaysha	ART	1500	09-JUN-25/31-JUL-25	$90.50
Smith, Gaysha	ARTH	1510	09-JUN-25/31-JUL-25	$90.50
Smith, Kenneth	HIST	2204	09-JUN-25/31-JUL-25	$90.50
Smith, Kenneth	HIST	2210	09-JUN-25/31-JUL-25	$90.50
Smith, Kenneth	HIST	2231	09-JUN-25/31-JUL-25	$90.50
Taibjee, Sukena	LIBR	1548	09-JUN-25/31-JUL-25	$90.50
Taibjee, Sukena	LIBR	1548	09-JUN-25/31-JUL-25	$90.50
Travis, Lori	COMM	1511	09-JUN-25/31-JUL-25	$90.50

Summer 2025

Employement Recommendations

6/5/2025

Travis, Lori	COMM	1511	09-JUN-25/31-JUL-25	$90.50
Travis, Lori	COMM	1511	09-JUN-25/31-JUL-25	$90.50
Vallejo, Benigno	BIOL	2370	09-JUN-25/31-JUL-25	$90.50
Waugh, Victoria	PHED	1529	09-JUN-25/31-JUL-25	$90.50
Waugh, Victoria	PHED	1629	09-JUN-25/31-JUL-25	$90.50
Waugh, Victoria	PHED	1729	09-JUN-25/31-JUL-25	$90.50
Webster, Kyle	BIOL	1500	09-JUN-25/31-JUL-25	$90.50
Webster, Kyle	BIOL	1500	09-JUN-25/31-JUL-25	$90.50

Vice President of Instruction Date

West Kern Community College District
Board of Trustees Meeting
June 11, 2025

B. Non-Academic Employment

1. Classified

Item	Name	Assignment	Range/ Step	FTE	Hourly Rate	Effective Date
a.	Wilkerson, Amanda	Direct Support Coordinator	13/A	50.0%	$21.95	6/2/2025
b.	Bermudez, Ricardo	Substitute Evening Custodian	13/A	NA	$21.95	5/27/2025

2. Administration

Item	Name	Assignment	Range/ Step	FTE	Rate	Effective Date

3. Confidential

Item	Name	Assignment	Range/ Step	FTE	Rate	Effective Date

West Kern Community College District
Board of Trustees Meeting
June 11, 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

Expenditure Accounts Fiscal Year 2024-2025

For the Month Ending May 31, 2025

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
1000	Academic Salaries	11,767,887	11,606,806	10,938,312	64	668,430
2000	Classified & Other Nonacademic Sala	7,141,066	7,322,194	6,116,777	0	1,205,418
3000	Employee Benefits	10,658,488	10,594,551	8,324,088	3,544	2,266,919
4000	Supplies and Materials	502,002	494,898	286,797	140,161	67,939
5000	Other Operating Expenses & Services	5,156,591	5,210,111	3,341,513	629,208	1,239,390
6000	Capital Outlay	567,107	564,582	168,867	71,688	324,027
7000	Other Outgo	111,000	111,000	41,512	68,190	1,298
7200	Transfers	1,120,931	1,120,931	496,914	25,026	598,991
		$ 37,025,072	**$ 37,025,072**	**$ 29,714,778**	**$ 937,882**	**$ 6,372,412**

Disbursement Register of Expenditures Greater than $10,000
for the Month of May 2025

Check Number	Check Date	Vendor Name	Description	Net Amount
78074278	05/12/2025	Convergint Technologies, LLC	Convergint Tech Lenel Maintenance Renewal	10,280.00
78074280	05/12/2025	Sharyn L Eveland	Consulting Services - Sharyn Eveland	10,575.00
78074173	05/05/2025	Sysco Food Service of Ventura	Open PO for Food thru June 30, 2025	10,603.83
78074231	05/08/2025	Sysco Food Service of Ventura	Open PO for Food thru June 30, 2025	12,661.30
78074280	05/12/2025	Sharyn L Eveland	Consulting Services - Sharyn Eveland	13,050.00
78074301	05/15/2025	American Express	District April 25' Charges	14,159.88
78074072	05/01/2025	Bill Nelson Media Group	Orientation Video Series Project	15,000.00
78074311	05/15/2025	CDW-G	Projector and Printer	16,118.08
78074151	05/05/2025	Bill Nelson Media Group	Orientation Video Series Project	19,000.00
78074213	05/08/2025	FFP Fund V Lessee1, LLC	Fore Front Power - Solar Energy	20,133.96
78074298	05/15/2025	AARP Health Care Options	2024-25 AARP District Paid Retiree Health Supplem	25,422.76
78074096	05/01/2025	P. G. & E.	P.G.& E - 24/25 Electric chargers	28,945.96
78074179	05/05/2025	United Healthcare Insurance Company	2024-25 District Paid Retiree Supp RX Plan	29,612.40
78074065	05/01/2025	American Express	March 2025 District Charges	31,906.96
78074090	05/01/2025	Modern Campus USA, Inc.	INV# 021277 - Modern Campus 1 year renewal	36,556.56
78074358	05/15/2025	Westec	Open-WESTEC/WKCCD Contract 24/25 Apr, May, June	37,642.50
78074358	05/15/2025	Westec	Invoice #29151-Westec 24/25 Contract	37,642.50
78074158	05/05/2025	DUAL ENROLL	One-time Implementation Fee (DualEnrollment)	40,000.00
78074238	05/08/2025	Taft College Bookstore	EOPS Spring 2025 Bookservice	51,906.44
78074161	05/05/2025	GIANT CHEVROLET CADILLAC	Gian Chevrolet - Flet truck FM&O	62,516.21
78074168	05/05/2025	S&B Sons, Inc.	S & B Sons - Marquee sign project	69,239.60
78074183	05/05/2025	West Kern Adult Education Network JPA	2024-25 AEBG Pass-through to WKAEN	83,306.52
78074223	05/08/2025	Mobility Works of California, LLC.	Purchase of ADA van conversaion	84,650.75
78074202	05/08/2025	Black/Hall Construction	Black Hall Construction - ASO Park Monument	89,597.41
				850,528.62

ASO
Balance Sheet
As of May 31, 2025

	May 31, 25
ASSETS	
Current Assets	
Checking/Savings	
ASO Safe1	105,511.57
ASO Safe1 - Savings	144.12
Total Checking/Savings	105,655.69
Total Current Assets	105,655.69
TOTAL ASSETS	**105,655.69**
Restricted Funds	
ASO General - Operating	17,016.19
Athletics	12,066.68
Baseball Club	5.55
Best Buddies	5,020.63
Circle K Club	332.00
Cougar Pride Club	914.49
DH Class of 2025	4,705.59
DH Class of 2026	1,945.12
DH Club General	554.04
ECE	2,598.99
Golf Club Mens	8.65
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	9,606.30
Total Restricted Funds	**105,655.69**

COUNTY OF KERN

ELECTRONIC RECORD OF DEPOSIT

SEC.26900-26902 GOV.CODE

USER NAME
Miriam Dagnino

SUBMIT DATE
May 02, 2025 12:55:43PM

PROCESS DATE
NOT PROCESSED AT THIS TIME

DEPT NO.
0886

EROD NO.
659554

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 **$62,246.75**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	$48,266.73	
					$48,266.73
RESTRICTED FUNDS	84097	0886	5490	$275.00	
					$275.00
CHILD DEVELOPMENT	84496	0886	5490	$11,413.46	
					$11,413.46
CAFETERIA	84699	0886	5490	$2,291.56	
					$2,291.56

TOTAL DEPOSIT: **$62,246.75**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK **ACCOUNT DEPOSITED:** General **CASH:** $62,246.75 **CHECKS:** $0.00 **DIRECT DEPOSIT:** $0.00 **CREDIT CARD:** $0.00
NOTES: Deposit #250119

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

WKCCD Deposit
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250119 To 250119
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE / LN.	DI	ENTERED / DETAIL DESCR	DESCRIPTION	-FUND-ORG-ACCT-PROGR-		AMOUNT	A/R
250119	05/02/2025		05/02/2025	WKKCD Deposit	ENTERED BY: MXDB	UNAPPROVED		
	1.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300		956.73	N
	2.	78	Reimbursements- Do Good Be Goo		11000-110-4410-66003		60.00	N
	3.	78	WEST KERN OPEB		11000-412-5990-73900		47,250.00	N
	4.	78	DENTAL HYGIENE CLINIC REVENUE		12650-205-8892-12042		275.00	N
	5.	78	CAFETERIA SALES		32000-422-8841-69400		2,291.56	N
	6.	78	CC EARLY HEAD START		33700-310-8892-69200		11,413.46	N
						TOTAL AMOUNT	62,246.75 *	
						DISTRICT TOTAL	62,246.75 **	
						GRAND TOTAL	62,246.75 ***	

COUNTY OF KERN

ELECTRONIC RECORD OF DEPOSIT

SEC.26900-26902 GOV.CODE

USER NAME
Miriam Dagnino

SUBMIT DATE
May 02, 2025 12:44:35PM

PROCESS DATE
NOT PROCESSED AT THIS TIME

DEPT NO.
0886

EROD NO.
659553

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 **$2,485.19**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	$2,485.19	
					$2,485.19

TOTAL DEPOSIT: **$2,485.19**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK **ACCOUNT DEPOSITED:** General **CASH:** $2,485.19 **CHECKS:** $0.00 **DIRECT DEPOSIT:** $0.00 **CREDIT CARD:** $0.00
NOTES: Deposit #250118

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

WKCCD Deposit

Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250118 To 250118
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION			
	LN. DI	DETAIL DESCR	-FUND-ORG-ACCT-PROGR-		AMOUNT	A/R
250118	05/02/2025	05/02/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED		
	1. 78	Student Receipts	11000-000-9161-00000		2,485.19	N
				TOTAL AMOUNT	2,485.19 *	
				DISTRICT TOTAL	2,485.19 **	
				GRAND TOTAL	2,485.19 ***	

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

USER NAME
Miriam Dagnino

SUBMIT DATE
May 02, 2025 12:19:34PM

PROCESS DATE
NOT PROCESSED AT THIS TIME

DEPT NO.
0886

EROD NO.
659550

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL** IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **$61,868.99**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	$61,868.99	
					$61,868.99

TOTAL DEPOSIT: **$61,868.99**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK **ACCOUNT DEPOSITED:** General **CASH:** $61,868.99 **CHECKS:** $0.00 **DIRECT DEPOSIT:** $0.00 **CREDIT CARD:** $0.00
NOTES: Deposit #250117

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

WKCCD Deposit

Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250117 To 250117
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE / LN.	ENTERED / DI	DESCRIPTION / DETAIL DESCR	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
250117	05/02/2025	05/02/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED		
	1.	78	Bookstore Sales	31000-423-8841-69100	61,868.99	N
				TOTAL AMOUNT	61,868.99 *	
				DISTRICT TOTAL	61,868.99 **	
				GRAND TOTAL	61,868.99 ***	

COUNTY OF KERN

ELECTRONIC RECORD OF DEPOSIT

SEC.26900-26902 GOV.CODE

USER NAME
Miriam Dagnino

SUBMIT DATE
May 09, 2025 02:13:31PM

PROCESS DATE
NOT PROCESSED AT THIS TIME

DEPT NO.
0886

EROD NO.
660009

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 **$173,258.31**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	$378.95	$378.95
RESTRICTED FUNDS	84097	0886	5490	$166,280.76	$166,280.76
CHILD DEVELOPMENT	84496	0886	5490	$5,729.32	$5,729.32
TIL	84697	0886	5490	$869.28	$869.28

TOTAL DEPOSIT: **$173,258.31**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK **ACCOUNT DEPOSITED:** General **CASH:** $173,258.31 **CHECKS:** $0.00 **DIRECT DEPOSIT:** $0.00 **CREDIT CARD:** $0.00
NOTES: Deposit #250122

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

WKCCD Deposit

Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250122 To 250122
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION			
	LN.	DI	DETAIL DESCR	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
250122	05/09/2025	05/09/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED		
	1.	78	INSURANCE REIMBURSEMENTS	11000-412-8876-67300	75.70	N
	2.	78	HEERF	11000-421-8199-00000	150.90	N
	3.	78	TRANSCRIPT FEES	11000-000-8879-00000	152.35	N
	4.	78	DENTAL HYGIENE CLINIC CONTINUI	12652-205-8892-12042	1,750.00	N
	5.	78	FEDERAL WORK STUDY (FWP)	12401-353-8153-64600	7,494.01	N
	6.	78	FWS ADMIN ALLOWANCE	12401-353-8151-64600	374.99	N
	7.	78	TPSID Grant	12433-314-6414-69800	41,081.50	N
	8.	78	FOUNDATION SALARIES	12000-114-8892-70999	22,796.84	N
	9.	78	PA GRANT	12700-421-8199-00000	92,763.42	N
	10.	78	MESA Program	12620-227-8629-61900	20.00	N
	11.	78	CIL & Fed Reimbursement	33429-310-8159-69250	285.98	N
	12.	78	CC CHILD CARE FOOD	33429-310-8621-69250	5,113.84	N
	13.	78	CC GENERAL	33428-310-8621-69200	329.50	N
	14.	78	TIL	39000-312-8699-64991	869.28	N
				TOTAL AMOUNT	173,258.31 *	
				DISTRICT TOTAL	173,258.31 **	
				GRAND TOTAL	173,258.31 ***	

COUNTY OF KERN

ELECTRONIC RECORD OF DEPOSIT

SEC.26900-26902 GOV.CODE

USER NAME
Miriam Dagnino

SUBMIT DATE
May 09, 2025 12:28:40PM

PROCESS DATE
NOT PROCESSED AT THIS TIME

DEPT NO.
0886

EROD NO.
660003

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL**
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **$1,437.19**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	$1,437.19	
					$1,437.19

TOTAL DEPOSIT: **$1,437.19**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK **ACCOUNT DEPOSITED:** General **CASH:** $1,437.19 **CHECKS:** $0.00 **DIRECT DEPOSIT:** $0.00 **CREDIT CARD:** $0.00
NOTES: Deposit #250121

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

WKCCD Deposit

Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250121 To 250121
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE / LN.	DI	ENTERED / DETAIL DESCR	DESCRIPTION / -FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
250121	05/09/2025		05/09/2025	WKCCD Deposit ENTERED BY: MXDB UNAPPROVED		
	1.	78	Student Receipts	11000-000-9161-00000	1,437.19	N
				TOTAL AMOUNT	1,437.19 *	
				DISTRICT TOTAL	1,437.19 **	
				GRAND TOTAL	1,437.19 ***	

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

USER NAME
Miriam Dagnino

SUBMIT DATE
May 09, 2025 12:22:27PM

PROCESS DATE
NOT PROCESSED AT THIS TIME

DEPT NO.
0886

EROD NO.
660002

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 **$2,028.59**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	$2,028.59	
					$2,028.59

TOTAL DEPOSIT: **$2,028.59**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK **ACCOUNT DEPOSITED:** General **CASH:** $2,028.59 **CHECKS:** $0.00 **DIRECT DEPOSIT:** $0.00 **CREDIT CARD:** $0.00
NOTES: Deposit #250120

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

WKCCD Deposit

Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250120 To 250120
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE / LN.	ENTERED / DI	DESCRIPTION / DETAIL DESCR	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
250120	05/09/2025	05/09/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED		
	1.	78	Bookstore Sales	31000-423-8841-69100	2,028.59	N
				TOTAL AMOUNT	2,028.59 *	
				DISTRICT TOTAL	2,028.59 **	
				GRAND TOTAL	2,028.59 ***	

COUNTY OF KERN

ELECTRONIC RECORD OF DEPOSIT

SEC.26900-26902 GOV.CODE

USER NAME
Miriam Dagnino

SUBMIT DATE
May 22, 2025 11:44:20AM

PROCESS DATE
NOT PROCESSED AT THIS TIME

DEPT NO.
0886

EROD NO.
660932

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 **$56,980.68**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	$53,644.77	
					$53,644.77
TIL	84697	0886	5490	$3,335.91	
					$3,335.91

TOTAL DEPOSIT: **$56,980.68**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK **ACCOUNT DEPOSITED:** General **CASH:** $56,980.68 **CHECKS:** $0.00 **DIRECT DEPOSIT:** $0.00 **CREDIT CARD:** $0.00
NOTES: Deposit #250124

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

WKCCD Deposit

Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250124 To 250124
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE / LN.	DI	ENTERED / DETAIL DESCR	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
250124	05/22/2025		05/22/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED		
	1.	78	Enrollment		11000-000-9161-00000	53,544.77	N
	2.	78	Retiree Dinner		11000-110-4410-66003	40.00	N
	3.	78	Program Billing-	A.Crew	39000-314-8699-64991	3,335.91	N
	4.	78	Retiree Dinner		11000-110-4410-66003	20.00	N
	5.	78	Retiree Dinner		11000-110-4410-66003	40.00	N
					TOTAL AMOUNT	56,980.68 *	
					DISTRICT TOTAL	56,980.68 **	
					GRAND TOTAL	56,980.68 ***	

COUNTY OF KERN

ELECTRONIC RECORD OF DEPOSIT

SEC.26900-26902 GOV.CODE

USER NAME
Miriam Dagnino

SUBMIT DATE
May 12, 2025 12:55:35PM

PROCESS DATE
NOT PROCESSED AT THIS TIME

DEPT NO.
0886

EROD NO.
660107

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 **$48,671.89**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	$45,674.07	
					$45,674.07
TIL	84697	0886	5490	$2,997.82	
					$2,997.82

TOTAL DEPOSIT: **$48,671.89**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK **ACCOUNT DEPOSITED:** General **CASH:** $48,671.89 **CHECKS:** $0.00 **DIRECT DEPOSIT:** $0.00 **CREDIT CARD:** $0.00
NOTES: Deposit #250123

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

WKCCD Deposit

Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250123 To 250123
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE / LN.	DI	ENTERED / DETAIL DESCR	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
250123	05/12/2025		05/12/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED		
	1.	78	Program Billing - A.Crew		39000-314-8699-64991	2,997.82	N
	2.	78			11000-000-9161-00000	45,674.07	N
					TOTAL AMOUNT	48,671.89 *	
					DISTRICT TOTAL	48,671.89 **	
					GRAND TOTAL	48,671.89 ***	

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

USER NAME
Miriam Dagnino

SUBMIT DATE
May 23, 2025 02:18:27PM

PROCESS DATE
NOT PROCESSED AT THIS TIME

DEPT NO.
0886

EROD NO.
661033

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 **$484,692.76**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	$75,100.86	$75,100.86
RESTRICTED FUNDS	84097	0886	5490	$394,784.99	$394,784.99
CHILD DEVELOPMENT	84496	0886	5490	$10,742.08	$10,742.08
TIL	84697	0886	5490	$869.28	$869.28
CAFETERIA	84699	0886	5490	$3,195.55	$3,195.55

TOTAL DEPOSIT: **$484,692.76**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK **ACCOUNT DEPOSITED:** General **CASH:** $484,692.76 **CHECKS:** $0.00 **DIRECT DEPOSIT:** $0.00 **CREDIT CARD:** $0.00
NOTES: Deposit #250127

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

WKCCD Deposit
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250127 To 250127
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION				
	LN.	DI	DETAIL DESCR	-FUND-ORG-ACCT-PROGR-		AMOUNT	A/R
250127	05/23/2025	05/23/2025	WKCCD Deposit	ENTERED BY: MXDB	UNAPPROVED		
	1.	78	INSURANCE REIMBURSEMENTS	11000-412-8876-67300		898.23	N
	2.	78	Dorm Key Replacement	11000-113-4310-67801		30.00	N
	3.	78	Reimbursements	11000-110-4410-66003		1,140.55	N
	4.	78	Reim. Celebration Comm.	11000-110-4310-66003		300.00	N
	5.	78	FEES	11000-000-9526-00000		72,732.08	N
	6.	78	TPSID Grant	12433-314-6414-69800		383,239.97	N
	7.	78	LIBRARY PROGRAMS	12201-203-8892-61200		820.00	N
	8.	78	FOUNDATION SALARIES	12000-114-8892-70999		10,725.02	N
	9.	78	CAFETERIA SALES	32000-422-8841-69400		2,591.50	N
	10.	78	REIMBURSEMENTS	32000-422-2190-69400		604.05	N
	11.	78	CC EARLY HEAD START	33700-310-8892-69200		10,742.08	N
	12.	78	TIL	39000-312-8699-64991		869.28	N
					TOTAL AMOUNT	484,692.76	*
					DISTRICT TOTAL	484,692.76	**
					GRAND TOTAL	484,692.76	***

COUNTY OF KERN

ELECTRONIC RECORD OF DEPOSIT

SEC.26900-26902 GOV.CODE

USER NAME
Miriam Dagnino

SUBMIT DATE
May 23, 2025 01:14:11PM

PROCESS DATE
NOT PROCESSED AT THIS TIME

DEPT NO.
0886

EROD NO.
661025

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL**
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **$14,651.02**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	$14,651.02	
					$14,651.02

TOTAL DEPOSIT: **$14,651.02**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK **ACCOUNT DEPOSITED:** General **CASH:** $14,651.02 **CHECKS:** $0.00 **DIRECT DEPOSIT:** $0.00 **CREDIT CARD:** $0.00
NOTES: Deposit #250126

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

WKCCD Deposit

Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250126 To 250126
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE / LN.	DI	ENTERED / DETAIL DESCR	DESCRIPTION / -FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
250126	05/23/2025		05/23/2025	WKCCD Deposit ENTERED BY: MXDB UNAPPROVED		
	1.	78	Students Receipts	11000-000-9161-00000	14,651.02	N
				TOTAL AMOUNT	14,651.02 *	
				DISTRICT TOTAL	14,651.02 **	
				GRAND TOTAL	14,651.02 ***	

COUNTY OF KERN

ELECTRONIC RECORD OF DEPOSIT

SEC.26900-26902 GOV.CODE

USER NAME
Miriam Dagnino

SUBMIT DATE
May 23, 2025 01:02:21PM

PROCESS DATE
NOT PROCESSED AT THIS TIME

DEPT NO.
0886

EROD NO.
661022

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 **$63,481.33**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	$63,481.33	
					$63,481.33

TOTAL DEPOSIT: **$63,481.33**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK **ACCOUNT DEPOSITED:** General **CASH:** $63,481.33 **CHECKS:** $0.00 **DIRECT DEPOSIT:** $0.00 **CREDIT CARD:** $0.00
NOTES: Deposit #250125

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

WKCCD Deposit
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 250125 To 250125
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE / LN.	ENTERED / DI	DESCRIPTION / DETAIL DESCR	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
250125	05/23/2025	05/23/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED		
	1.	78	Bookstore Sales	31000-423-8841-69100	63,481.33	N
				TOTAL AMOUNT	63,481.33 *	
				DISTRICT TOTAL	63,481.33 **	
				GRAND TOTAL	63,481.33 ***	

WEST KERN COMMUNITY COLLEGE DISTRICT

Travel Period: **05/01/2025-05/31/2025**

Employee	Event/Purpose	Location	Travel Start Date	Travel End Date	Estimated Cost	Processing Date
Berry, Wendy	Field Trip	Bedlands of Cuyama	5/14/2025	5/14/2025	$ 395.00	2/26/2025
Berry, Wendy	Field Trip	Sequoia National Forest	5/14/2025	5/15/2025	$ 565.00	2/26/2025
May, James	L.A.C. Natural History Museum	Los Angeles, CA	5/9/2025	5/9/2025	$ 315.00	3/5/2025
Giacomini, Mike	ACBO Spring 2025 Conference	Olympic Valley, CA	5/19/2025	5/21/2025	$ 2,176.66	3/5/2025
Gregory, Jeremy	Trustee Annual Conference - CCLC	Lake Tahoe, CA	5/9/2025	5/11/2025	$ 2,912.40	3/5/2025
Eveland, Mike	Trustee Annual Conference - CCLC	Lake Tahoe, CA	5/9/2025	5/11/2025	$ 3,012.40	3/5/2025
White, Billy	Trustee Annual Conference - CCLC	Lake Tahoe, CA	5/9/2025	5/11/2025	$ 2,912.40	3/5/2025
Orrin, Kathy	Trustee Annual Conference - CCLC	Lake Tahoe, CA	5/9/2025	5/11/2025	$ 3,012.40	3/5/2025
Maiocco, Vince	Southern Nevada HS Regional Playoffs	Las Vegas, NV	5/5/2025	5/9/2025	$ -	3/5/2025
Blanco, Trudi	CCLC Executive Assistant Legal Workshop	Olympic Valley, CA	5/6/2025	5/7/2025	$ 1,825.99	3/14/2025
Criss, Sarah	CCLC EAW Workshop & Policy/Procedure Workshop	Lake Tahoe, CA	5/5/2025	5/11/2025	$ 5,106.40	3/14/2025
Valadez, Jose	Disney Leadership Workshop	Anaheim, CA	5/5/2025	5/5/2025	$ 3,061.00	3/14/2025
White, Lexi	CSU Fullerton Field Trip	Fullerton, CA	5/6/2025	5/6/2025	$ 71.00	3/25/2025
EOPS Students	CSU Fullerton Field Trip	Fullerton, CA	5/6/2025	5/6/2025	$ 472.00	4/11/2025
Hernandez, Jovanni	Opportunities for Potential Students for the Program	Visalia, CA	5/12/2025	5/12/2025	$ 33.00	4/11/2025
Valsamides, Nicholas	To Learn About Fiscal/Audit Related Issue	Tahoe, CA	5/19/2025	5/21/2025	$ 2,220.64	4/11/2025
Hernandez, Jovanni	Networking and Outreach for the Program	San Andreas, CA	5/7/2025	5/8/2025	$ 229.71	4/11/2025
TIL Program	Sophomore Field Trip	Universal Studios	5/14/2025	5/14/2025	$ 2,516.00	4/11/2025
Sundgren, Lori	CVHEC Annual Summit	Fresno, CA	5/9/2025	5/9/2025	$ 173.60	4/11/2025
Duron, Candace	ACCSC Convening	Lemoore, CA	5/1/2025	5/1/2025	$ 136.36	4/11/2025
Madding, Justin	CCFC-CFLI Module 1 - Leadership in Community College Facilities	Sacramento, CA	5/6/2025	5/7/2025	$ 610.00	4/23/2025
Cahoon, Marni	College Math Bridge Annual Conference	Merced, CA	5/6/2025	5/6/2025	$ 252.00	4/23/2025
Roth, Rebecca	Child Dev. Training Consortium Advisory Committee	Mission Viejo, CA	5/16/2025	5/16/2025	$ -	4/23/2025
Giacomini, Mike	SWACC Board & Finance Committee Meeting	Burlingame, CA	5/16/2025	5/16/2025	$ 518.60	4/23/2025
Reed, Nyoka	ZTC in the CCC Year 2	Santa Clarita, CA	5/9/2025	5/9/2025	$ 120.82	4/23/2025
Oja, Michelle	ZTC Summit	Santa Clarita, CA	5/9/2025	5/9/2025	$ 13.00	4/25/2025
Oja, Michelle	Cougar Pride Bowling Event	Taft, CA	5/16/2025	5/16/2025	$ 225.00	4/25/2025
Bledsoe, Adam	ACCJC Regional Convening	Lemoore, CA	5/1/2025	5/1/2025	$ 133.00	4/30/2025
Cahoon, Nathan	AB 1705 Date Convenings	Fresno, CA	5/1/2025	5/1/2025	$ 193.20	4/30/2025
TIL Program	Education Trip for Students and Staff	Los Angeles, CA	5/30/2025	5/30/2025	$ 1,648.00	5/6/2025
Carty, Ramona	Education Trip for Students and Staff	Los Angeles, CA	5/30/2025	5/30/2025	$ -	5/9/2025
Hovind, Giselle	Disney Leadership Workshop	Anaheim, CA	5/5/2025	5/5/2025	$ -	5/12/2025
Raber, Tabitha	ZTC Conference	Santa Clarita, CA	5/9/2025	5/9/2025	$ 123.20	5/12/2025
Clark, Amanda	Recruiting	Oahu, HI	5/6/2025	5/9/2025	$ -	5/14/2025
Clark, Amanda	Softball State Tournament	Saratoga, CA	5/15/2025	5/18/2025	$ -	5/14/2025
Horn-Bunk, Sheri	NCCCF Retreat	Ventura, CA	5/28/2025	5/29/2025	$ -	6/2/2025

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	151	0	-151
8600	State Revenues	28,451,850	28,451,850	27,045,674	0	1,406,176
8800	Local Revenues	8,359,925	8,360,025	8,148,445	0	211,580
8900	Other Financing Sources	0	0	361	0	-361
Summary		**$ 36,811,775**	**$ 36,811,875**	**$ 35,194,632**	**$ -**	**$ 1,617,244**