

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

May 14, 2025

**Cougar Room**

(Access Through the Library Entrance)

29 Cougar Court

Taft, California 93268

5:00 p.m.

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

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

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

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

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

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

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

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

1. CALL TO ORDER
2. STUDY SESSION – Annual Trustee Conference Recap
3. PUBLIC COMMENT ON CLOSED SESSION ITEMS
4. ADJOURN TO CLOSED SESSION
  - A. Public Employee Performance Evaluations, Government Code Section 54957
  - B. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
  - C. Conference with Labor Negotiators (Government Code section 54957.6)  
Agency Designated Representative: Superintendent/President  
Employee Organizations: TC Faculty Association, CSEA Chapter #543, Management/Supervisory/Classified Confidential Employees
  - D. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9  
1 Potential Case
  - E. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)
  - F. Conference with Real Property Negotiations  
Property: Parkside Development, LLC (APN 032-152-34)  
Agency Negotiator: Mike Giacomini, VP of Administrative Services  
Under Negotiation: Sale or Lease of Property, Including Price and Terms of Payment
5. RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTION
6. FLAG SALUTE
7. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
8. GENERAL COMMUNICATIONS
9. PRESENTATION – Associated Student Organization Spring 2025
10. APPROVAL OF MINUTES – Regular Meeting Held April 9, 2025
11. NEW BUSINESS
  - A. Presentation and Request for Approval – Educational Master Plan 2025-2035

B. 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

C. Second Reading and Request for Approval – Board Policy Revisions

BP #4100 Graduation Requirements for Degrees and Certificates

BP #5500 Standards of Student Conduct

D. Request for Approval – Resolution 2024/25-16 – Honoring Jay Cuevas, Student Trustee

12. CONSENT AGENDA (Items A – Q)

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

B. Request for Approval – Course Revisions

Allied Health/Applied Technologies

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

COMM 1607 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 (WKCCD) 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
13. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST
14. EMPLOYMENT (Action)
- A. Academic (Appendix I)
  - B. Classified/Confidential/Management Employment (Appendix II)
  - C. Separations (Appendix III)
15. REPORTS:
- A. Financial Reports (For Information)



1. Revenue Accounts (Account Level 1) FY 2023/24
  2. Expenditure Accounts (Account Level 1) FY 2023/24
  3. Expenditure Detail of \$10,000.00 or Greater, April 2025
  4. Student Organization and Special Accounts, April 2025
  5. Funds Deposited in County Treasury, April 2025
  6. Employee Travel Report – April 2025
  - B. Trustee Reports
  - C. Academic Senate Report
  - D. Reports from Staff and Student Organizations
16. REPORT OF THE SUPERINTENDENT/PRESIDENT
17. NEXT MEETING DATE  
The next regular meeting is scheduled for Wednesday, June 11, 2025, at 5:00 p.m.
18. CONTINUATION OF CLOSED SESSION (If Necessary)
19. ADJOURNMENT

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

**REGULAR MEETING**

**April 9, 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**

Ed Knudson, a consultant with Education Support Services Group, LLC., reviewed ACCJC Accreditation standard four in regard to leadership roles and Board participation.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

There were no public comments.

**ADJOURN TO CLOSED SESSION**

At 5:43 p.m. it was moved by Trustee White, seconded by Trustee Gregory and unanimously carried, that the Board convene in Closed Session to discuss the District's position regarding the following matters:

- A. Public Employee 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 6:03 p.m., it was moved by Trustee Gregory, seconded by Trustee White 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.

### **PROGRAM UPDATE – Strategic Action Plan Data Update**

This item was presented after the New Business items. Dr. Xiaohong Li, Vice President of Information Technology and Institutional Research, reviewed data indicators on Strategic Action Plan goals. Dr. Li used the data to show the progress toward District goals and explained how this data is used to improve the use of District resources.

### **APPROVAL OF MINUTES**

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

### **NEW BUSINESS**

#### **Request for Approval – General On-Bill Financing Loan Modification Agreements with Pacific Gas & Electric Relating to Campus Lighting Retrofit for Efficiency; Additional Cost of \$12,555.93**

Mike Giacomini, Vice President of Administrative Services, explained that a building was not included with the initial replacement plan. The cost will be recuperated with the use of the new lighting. On a motion by Trustee Gregory, seconded by Trustee White and unanimously carried, this item was approved (copy attached to official minutes).

#### **Second Reading and Request for Approval – Proposed Revisions to Faculty Collective Bargaining Agreement – Grievance Language**

Heather del Rosario, Vice President of Human Resources, said that the recommended language was bargained to establish a grievance procedure. On a motion by Trustee Cole, seconded by Trustee White and unanimously carried, this item was tabled to a future meeting (copy attached to official minutes).

#### **First 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.

#### **Request for Approval – Board Resolutions – Emeritus Status**

On a motion by Trustee White, seconded by Trustee Cole and unanimously carried, Resolution Number 2024/25-10 for Professor John Eigenauer was approved (copy attached to official minutes).

On a motion by Secretary Eveland, seconded by Trustee Cole and unanimously carried, Resolution Number 2024/25-11 for Professor Paul Blake was approved (copy attached to official minutes).

On a motion by Trustee Gregory, seconded by Secretary Eveland and unanimously carried, Resolution Number 2024/25-12 for Lourdes Gonzalez was approved (copy attached to official minutes).

On a motion by Trustee Cole, seconded by Secretary Eveland and unanimously carried, Resolution Number 2024/25-13 for Jennifer Edmaiston was approved (copy attached to official minutes).

On a motion by Trustee Cole, seconded by Trustee White and unanimously carried, Resolution Number 2024/25-15 for Sherry Helms was approved (copy attached to official minutes).

On a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, Resolution Number 2024/25-14 for Bill Norris was approved (copy attached to official minutes).

### **CONSENT AGENDA**

- A. Request for Approval – Associate Degree for Transfer (ADT) Compliance with AB 928 (CalGETC) and AB 1111 Common Course Number (CNN)
- B. Request for Approval – Course Revisions
- C. Request for Approval – Distance Learning Course Approvals
- D. Request for Approval – Course Inactivation
- E. Request for Approval – TIL Residence Hall/Dormitory Room & Board Fee Increase; Effective 2025-26 Academic Year
- F. Request for Approval – Accrediting Commission for Community and Junior College (ACCJC) – Annual Report and Annual Fiscal Report
- G. Request for Approval – Notice of Release of Grant or Categorically Funded or Temporary Faculty, Employee ID No. A00101632; Effective 6/30/25
- H. Request for Approval – Notice of Release of Grant or Categorically Funded or Temporary Faculty, Employee ID No. A00200467; Effective 6/30/25
- I. Request for Approval – Notice of Release of Grant or Categorically Funded or Temporary Faculty, Employee ID No. A00256927; Effective 6/30/25
- J. Request for Approval – 2024/25 Request for Authorization to Transfer Unrestricted General Funds to the Futuris Public Entity Investment Trust Program for Post-Employment Benefits; \$484,464
- K. Request for Approval – Adoption of Rules and Regulations to the West Kern Community College District Student Trustee, June 1, 2025 – May 31, 2026
- L. Information Item – Child Development Center – Summary of Program Self-Evaluation
- M. Request for Approval – Master Agreement with AP Architects; Five Year Agreement Commencing 4/9/25
- N. Request for Ratification – Memorandum of Understanding (MOU) between Kern Community College District (KCCD) and West Kern Community College District (WKCCD) on behalf of Taft College; Reimbursement of Up to \$13,474.01; 1/1/25 – 6/30/25
- O. Request for Approval – Purchase of ADA Conversion Mini Van; \$84,650.75
- P. Request for Approval – Maintenance Truck Replacement Purchase; \$62,516.21
- Q. Request for Approval – Modern Campus Omni Content Management System (CMS) 1-Year License Renewal; 5/1/25 – 4/30/26; \$34,556.56
- R. Request for Approval – AP Architects Service Order Standard Agreement Addendum No. 1; Funded by Grant Funding, Expense of \$30,000.00

- S. Request for Approval – Proposal for TC Orientation Video Series Project by NelsonMedia.com; To be Completed by 6/30/25; Estimated Cost \$29,000.00 – 34,000.00
- T. Request for Approval – TIL Office Workspace Configuration; \$27,584.80
- U. Request for Approval – Increase Licenses for the Current HonorLock Agreement, an Online Proctoring Solution Tool; Effective Until 6/30/25; \$2,000.00
- V. Request for Approval – Renew HonorLock, an Online Proctoring Solution Tool; 7/1/25 – 6/30/26; \$12,000.00
- W. Request for Ratification – Service & Repair Quote from Daikin to Furnish & Install (2) BACnet IP Communication Cards for the Taft College Chiller; \$11,065.00
- X. Request for Approval – Amendment with Nicholas Consulting, LLC.; Extension of 60 Hours; Amended End Date of 6/30/25; \$150.00 per Hour, Up to an Additional \$9,000.00
- Y. Request for Approval – ABTech Technologies Quotation #ABTQ18542; 5/31/25 – 5/30/26; \$8,695.66
- Z. Request for Ratification – Renew the DesignPlus Account for Academic Year 2025-26; 4/1/25
- AA. Request for Approval – Proposal for TC Commencement Video Project by NelsonMedia.com; \$3,500.00-4,800.00 Estimated Cost
- BB. Request for Approval – Renew Instructure Account; 7/1/25 – 6/30/26; \$2,584.44
- CC. Request for Approval – Modern Campus Omni Content Management System (CMS) Developer Assistance Plan (10 Hours); 5/1/25 – 4/30/26; \$2,000.00
- DD. Request for Approval – Contract for Professional Services with Efrain Garcia Becerra – Mariachi Mi Ciudad; \$1,750.00
- EE. Request for Approval – Renewal of the Agreement with Redrock Software Corp. for Annual Trac Cloud Hosting and Technical Support for MESA Profile; 6/1/25 – 6/30/26; \$1,220.00
- FF. Request for Approval – Proposal for Hall Ambulance Service for the 2025 Taft College Commencement Ceremony; Estimated Cost of \$766.56
- GG. Request for Ratification – Contract for Professional Services with Ernie Cruz for DJ Services at the ASO Spring Dance; \$550.00 for 4.5 Hours
- HH. Request for Approval – Contract for Professional Services with Paws-to-Share; \$480.00 for 3 Hours
- II. Request for Approval – Records Destruction; \$250.00
- JJ. Request for Approval – Vehicle Maintenance Agreement Renewal with the Taft City School District; 7/1/25 – 6/30/26; \$86.00 per Hour with a Minimum of a ½ Hour Charge, Plus Cost for Parts and Supplies
- KK. Request for Approval – Amendment to Foundation for California Community Colleges – The Vision Resource Center Project Agreement; Through 6/30/28
- LL. Ratification of the March 2024 Vendor Check & Purchase Order Registers

On a motion by Trustee White, seconded by Trustee Gregory and unanimously carried, items A and LL were approved (copies attached to official minutes).

**PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST**

There were no comments.

## **EMPLOYMENT**

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

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

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

No: None

Abstain: None

Absent: None

## **REPORTS**

### **Financial Reports**

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

Financial Reports (For Information):

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

### **Trustee Reports**

There were no trustee reports.

### **Academic Senate**

Candace Duron, Academic Senate President, said that Senate voted in support of the three faculty emeritus members on tonight's agenda. They have also submitted faculty hiring recommendations to the Superintendent/President and are preparing for the statewide Spring Plenary.

### **Marketing and Community Relations**

Susan Groveman, Executive Director of Marketing and Community Relations, is working with several departments to coordinate the production of new student orientation videos to replace aged videos. She has also continued work with the Accessibility Taskforce to promote training session and is converting old documents to meet accessibility standards.

### **Administrative Services**

Mike Giacomini, Vice President of Administrative Services, has been working with campus stakeholders to prepare departments for budget planning. He noted that his area is preparing to recruit for the Bookstore Manager position due to Bill Norris' retirement. In the area of facilities, Mr. Giacomini reported that the

marquee on 6<sup>th</sup> Street and the Ash Street monument signs are nearing completion in conjunction with the Board goal addressing signage improvements.

### **Human Resources**

Heather del Rosario, Vice President of Human Resources, recently attended a legal workshop with Dr. Minor. Staff in Human Resources are preparing the department's budget for 2025/26 and for summer/fall recruitment efforts. Ms. del Rosario is working with TIL management to plan professional development training for classified staff members.

### **Foundation**

Dr. Sheri Horn-Bunk, Executive Director of Foundation and Institutional Advancement, announced over 100 candidates have applied to participate in the summer allied health intern program. She thanked her sponsors and industry partners for strong support of this program. On May 8<sup>th</sup> the Foundation will host an estate planning session with several community members already expressing an interest in attending. Dr. Horn-Bunk spoke on the passing of alum Vic Killingsworth, who is the College's oldest living alum.

### **Instruction**

Dr. Sharyn Eveland spoke on behalf of Jaime Lopez, Dean of Instruction. She said that the annual Welding Event held March 28<sup>th</sup> was a success. There will be a CAPP summit for Taft College and educational partners. Planning is underway for that summit.

Lori Sundgren, Learning Center Director, reported that recruitment for fall tutors is underway. Staff are pleased to have a surplus of highly qualified candidates. She commended staff member Renae Ginther for her dedication to students. Ms. Ginther is currently taking a new math course to be better prepared to assist students.

### **Transition to Independent Living**

Megan Romero, Director of TIL, announced that the TIL dorms and cohort for fall is full. There will be 16 students graduating this year.

### **Student Services**

Cecilia Alvarado, Dean of Student Services, said that staff are excited to host Jefferson Elementary School's egg hunt tomorrow and will share College outreach items with the children. Staff are also hosting many Cougar Days for various schools and continue to expand the schools from Bakersfield that are attending. There is an adult learner recruitment effort underway and coordination between Outreach staff and EOPS/CalWORKs staff to provide resources to potential students. With graduation upon us, events for affinity groups as well as transfer students are being planned.

Amber Garcia, Financial Aid Director, thanked the Board for approval of the Nicholas Consulting agreement. She also shared that there are over 200 student applications for this year's scholarships. This spring Financial Aid has disbursed over \$1.2 million in resources. Financial Aid staff are participating in an EOPS advisory group to align efforts. The department is also in planning for a Dental Hygiene orientation event to better serve incoming students.

Lori Murphy, Athletics Secretary, said that teams are still being sought for the April 25<sup>th</sup> Al Baldock Golf Tournament.

### **SUPERINTENDENT REPORT**

Dr. Minor shared information on four student athletes recently honored by the Bakersfield Jockey Club. She also shared details of a TIL hosted tour and information event for Kern Regional Center staff to share services offered by the TIL program. In March, the Foundation honored Chevron. Chevron recently donated money that will support STEM areas, including providing STEM toys to the Child Development Center. The CTE staff and students were highlighted at an unveiling event for the College Seal designed as a Bookstore feature. Dr. Minor shared information on TIL student Gaige Mitchell's recent movie project and premiere. She also recognized the Foundation's award from the Women's and Girl's Fund that will provide \$20,000 to help ensure the success of the allied health intern program. Welding hosted another successful Open House event and again encouraged skilled competition while providing untrained attendees the opportunity to try welding firsthand. Early childhood education courses have been hosted by the College to help prepare area preschool and transition kindergarten educators for fall instruction in area schools. Dr. Minor also recognized the Associated Student Organization officers for their recent participation in the General Assembly at the Student Senate for California Community College annual conference.

### **CLOSED SESSION**

On a motion from Trustee Gregory, seconded by Secretary Eveland and unanimously carried, closed session was reconvened at 7:30 p.m.

### **RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS**

At 8:46 p.m., it was moved by Trustee Gregory, seconded by Trustee Cole and unanimously carried, to reconvene in Public Session. President Orrin announced that there was no action taken.

### **NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, May 14, 2025.

### **ADJOURNMENT**

At 8:47 p.m., on a motion by Trustee Gregory, seconded by Trustee Cole and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Mike Eveland, Secretary



## BOARD AGENDA ITEM

**Date:** April 22, 2025

**Submitted by:** Leslie Minor, Ph.D.

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

**Subject:** Request for Approval

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**Board Meeting Date:**

May 14, 2025

**Title of Board Item:**

Request for Approval: Taft College Educational Master Plan 2025-2035

**Background:**

With the assistance of the Collaborative Brain Trust consulting firm, in 2024 the District undertook the development of a 10-year Educational Master Plan. An educational master plan begins with an analysis of data about the college and the communities it serves. Data is used to project the growth potential for current and potential academic and student support programs.

The Educational Master Plan will help inform decision-making over the next 10 years, with periodic updates. The plan is now complete and ready for review by the Board of Trustees. A short presentation will be made to highlight the key components of the plan and its recommendations. Once approved by the Board of Trustees, the plan will be the foundation for planning activities at Taft College.

Because of its size, we have posted the draft EMP to the following link on the TC Educational Master Plan 2025-2035 Development webpage:

[https://www.taftcollege.edu/about/offices-departments/institutional-research-planning/\\_files/docs/e-m-p-docs/Taft\\_EMP%20Final%20Draft\\_for%20Approval.docx](https://www.taftcollege.edu/about/offices-departments/institutional-research-planning/_files/docs/e-m-p-docs/Taft_EMP%20Final%20Draft_for%20Approval.docx)

**Board Goal/Accreditation Standard:**

Encompasses all Board Strategic Action Plans, Fiduciary Roles for District Sustainability, and Board Effectiveness goals.

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



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

## BOARD AGENDA ITEM

**Date:** April 22, 2025

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

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

**Subject:** Request for Ratification

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**Board Meeting Date:** May 14, 2025

**Title of Board Item:** Amendment #1 to LSA Project No. 20242140 - LSA Associates, Inc. (LSA) to Provide Agency Coordination & Field Surveys for the Hillard/Sunset Property

**Background:**

This request seeks ratification from the Board of Trustees to amend the contract between West Kern Community College District and LSA Associates, Inc. (LSA) executed on 12/20/24. LSA will provide agency coordination and field surveys for the 105-acre Hillard/Sunset parcel in Taft, Kern County, California, through additional tasks outlined in the amended contract. Three (3) scenarios were offered under "Table A: Proposed Budget by Scenario," and the District chose "Scenario 3 – Assume Species Presence". The proposed cost for this scenario is \$128,490.

**Board Goal/Accreditation Standard:**

SAP #13

**Terms (if applicable):**


N/A

**Expense (if applicable):**

\$128,490 to be billed on a time and materials basis

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

N/A

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



CARLSBAD  
CLOVIS  
IRVINE  
LOS ANGELES  
PALM SPRINGS  
POINT RICHMOND  
RIVERSIDE  
ROSEVILLE  
SAN LUIS OBISPO

April 4, 2025

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

Subject: Revised Contract Amendment No. 1 to Provide Agency Coordination and Field Surveys for the Hillard/Sunset Property in Taft, California (LSA Project No. 20242140)

Dear Mr. Giacomini:

LSA is pleased to continue to support Taft College with agency coordination and field surveys for the 105-acre Hillard/Sunset parcel in Taft, Kern County, California. As noted in our review of the existing California Endangered Species Act (CESA) 2081 Incidental Take Permit (2081 ITP) for the property dated January 9, 2025 (Task 1 in the original proposal), coordination with the California Department of Fish and Wildlife (CDFW) and new field surveys are recommended to support Taft College's acquisition and future development of the parcel. Our Scope of Work below outlines these tasks.

### SCOPE OF WORK

The following tasks are in addition to those outlined in our contract executed on December 20, 2024, under which Task 1 has been completed. Task 2 has not been used yet and is considered in estimating budget for coordination efforts described below.

#### Task 3. Record Search and Reconnaissance Survey

LSA will conduct an updated records search of the California Natural Diversity Database (CNDDDB), the California Native Plant Society's Inventory of Rare and Endangered Plants of California, and the United States Fish and Wildlife Service (USFWS) Information for Planning and Conservation (IPaC) online system to identify special-status biological resources that have potential to occur within or adjacent to the 105-acre Project site. The results of the database searches will be field verified through combined pedestrian/windshield survey of the project site plus a 500-foot buffer, access permitting. The location of any special-status biological and aquatic resources detected, as well as all vegetation communities and other land cover types within the biological study area, will be mapped. We have assumed 68 hours of staff time for this task.

Based on a preliminary review of the project site, there does not appear to be any potential jurisdictional areas such as drainages or wetlands found on the project site. As such, a formal aquatic resources delineation is not included in this scope. If such features are detected during the field survey, LSA will determine if a formal delineation is required and will provide a separate proposal for that work.



#### Task 4. Biological Resources Assessment

The results of the database search and reconnaissance survey will be summarized in a Biological Resources Evaluation (BRE) report designed to comply with the California Environmental Quality Act (CEQA). The BRE will include a general description and map of the existing conditions including habitats on and adjacent to the 105-acre Project site, representative site photographs, figures depicting designated federal critical habitats and aquatic resources on and/or in the vicinity of the 105-acre Project site, and a discussion of any special-status biological or aquatic resources observed or with potential to occur within the direct and indirect disturbance limits of the 105-acre Project site. Project-related impacts to biological and aquatic resources will be evaluated in accordance with current CEQA Statute and Guidelines, and other relevant federal, State, and local regulations. As applicable, measures will be identified for avoidance, minimization, and/or mitigation of project impacts. We have assumed 80 hours of staff time for this task.

LSA recommends finalizing the BRE prior to completing the field surveys to move CEQA forward, as CEQA will need to be completed before a 2081 ITP can be issued by the CDFW.

#### Task 5. Field Surveys

Based on the reconnaissance site visit, the following field surveys may be required. The specific surveys needed will be confirmed through consultation with the CDFW. Given that the original 2081 ITP included San Joaquin kit fox (*Vulpes macrotis mutica*) and antelope ground squirrel (*Ammospermophilus nelsoni*), it is anticipated that these species would be covered under a new 2081 ITP and surveys for these species are not included in this scope.

As requested, for each field survey subtask we are providing the hours of staff time for each of two scenarios: Scenario 1 for surveying the entire 105-acre parcel and Scenario 2 for surveying the 23-acre Phase 1 project area.

##### Task 5.1 Protocol Blunt-Nosed Leopard Lizard Surveys

Blunt-nosed leopard lizards (*Gambelia sila*) are categorized as Fully Protected species under State law. Fully protected species must be avoided as no “take” of the species is permitted. LSA will conduct protocol blunt nosed-leopard lizard (BNLL) using the CDFW’s *Survey Methodology for the Blunt-Nose Leopard Lizard* (2019). This includes up to 12 surveys occurring between April 15 and July 15, and up to 5 additional surveys between August 15 and September 30. If at any point the species detected, the surveys will cease pending consultation with the CDFW. The results of the surveys will be summarized in a technical memorandum which will include methods, a map of the survey area with GPS locations of BNLL if found, photographs, and field data sheets. Please note that the protocol includes specific weather conditions under which the surveys must be conducted, which may necessitate additional field days. As such, we will track our budget for this task based on hours instead of survey days. Given that presence of BNLL on the 105-acre parcel could have substantial implications for future development, LSA recommends the entire parcel be surveyed, regardless of scenario. As such we have assumed 510 hours of staff time for this task

### Task 5.2 Protocol Botanical Surveys

LSA's botanists will conduct up to three 2-day focused surveys for special-status plant species within the Project area. The surveys will be conducted according to the CDFW 2018 *Protocols for Surveying and Evaluating Impacts to Special Status Native Plant Populations and Sensitive Natural Communities*. The surveys will be floristic in nature and include areas of potential direct impacts plus a minimum 50-foot buffer, access permitting. Surveys will be conducted at the times of year when target species are both evident and identifiable. Based on the species with potential to occur, LSA anticipates that surveys in mid-spring (late April to early May), early summer (late June/early July), and late summer (August to September) may be required. If special-status plants are found in the survey area, the locations will be recorded using a GPS unit or equivalent. LSA will attempt to identify local, publicly accessible reference populations in conjunction with the focused plant surveys. The results of the surveys will be summarized in a technical memorandum which will include methods, a map of the survey area with locations of special-status plant species if found, photographs, and a list of all plant species detected.

Staff time estimates for this task are:

- Scenario 1: 105-acre parcel: 135 staff hours
- Scenario 2: 23-acre Phase 1: 65 staff hours

### Task 5.3 Burrowing Owl Surveys

Burrowing owls (*Athene cunicularia*) became candidates for listing under CESA in 2024 and candidates are granted full protection under CESA. If suitable burrows are identified during the reconnaissance survey, LSA will conduct protocol breeding season surveys for burrowing owls in accordance with the Appendix D in the CDFW's 2012 *Staff Report on Burrowing Owl Mitigation*. Four surveys will be conducted: one site visit between 15 February and 15 April, and a minimum of three survey visits, at least three weeks apart, between 15 April and 15 July, with at least one visit after 15 June. Given the limited amount of time remaining in the time period for the first survey, LSA will combine the first survey with the reconnaissance survey. The results of the surveys will be summarized in a technical memorandum which will include methods, photographs, and a map of the survey area with locations of suitable burrows and burrowing owls if detected.

Staff time estimates for this task are:

- Scenario 1: 105-acre parcel: 95 staff hours
- Scenario 2: 23-acre Phase 1: 65 staff hours

### Task 5.4 Swainson's Hawk Surveys

Swainson's hawks (*Buteo swainsoni*) are listed as threatened under CESA and the CDFW considers the species sensitive to construction activities up to 0.5-mile from nests. LSA will conduct surveys in accordance with the *Recommended Timing and Methodology for Swainson's Hawk Nesting Surveys*

in California's Central Valley (Swainson's Hawk Technical Advisory Committee 2000). The surveys will cover the project footprint plus a 0.5-mile buffer and will be conducted by vehicle with spotting scopes on public access roads. Up to seven surveys to identify the location of nests and monitor their status will be conducted. The first survey typically occurs before April 5th. Given the timing of this proposal, the first survey will be conducted in conjunction with the reconnaissance survey, with the final survey occurring by June 10th. The results of the surveys will be summarized in a technical memorandum which will include methods, photographs, and a map of the survey area with locations of potential and occupied nests if detected.

Staff time estimates for this task are:

- Scenario 1: 105-acre parcel: 170 staff hours
- Scenario 2: 23-acre Phase 1: 165 staff hours

#### Task 5.5 Crotch's Bumble Bee Surveys

Crotch's bumble bee (*Bombus crotchii*) became a candidate under CESA in 2024 and candidates are granted full protection under CESA. The CDFW published its first iteration of a survey protocol for candidate bumble bees in 2023. Based on the requirements in this protocol, and the weather restrictions in particular, it would be infeasible to conduct surveys over the entire 105-acre property in one season. A phased approach with development of the parcel is recommended. Our cost for this task assumes survey of the 23-acre Phase 1 project. Three surveys of the 23-acre project site will be conducted, spaced at least 2-4 weeks apart during the Colony Active Period from April to August. The results of the surveys will be summarized in a technical memorandum which will include methods, photographs, a map of the survey area with Crotch's bumble bee observations, if detected.

Staff time estimates for this task are:

- Scenario 1: 105-acre parcel: not feasible
- Scenario 2: 23-acre Phase 1: 155 staff hours

#### Task 6. 2081 ITP Application

LSA will prepare an application for a 2081 ITP in accordance with Section 783.2 of the California Code of Regulations. Per the CDFW's guidelines, the application will include:

- Applicant contact information.
- The common and scientific names of the species to be covered by the permit and the species' status under CESA.
- A complete Project description of activities for which the permit is sought.



- The location where the Project activities are to occur.
- An analysis of whether and to what extent the Project activities, for which the permit is sought, could result in the taking of species to be covered by the permit.
- An analysis of the impacts of the proposed taking on the species.
- An analysis of whether issuance of the ITP would jeopardize the continued existence of a species. A complete, responsive jeopardy analysis shall include consideration of the species' capability to survive and reproduce, and any adverse impacts of the taking on those abilities considering:
  - Known population trends;
  - Known threats to the species; and
  - Reasonably foreseeable impacts on the species from other related projects and activities.
- Proposed measures to minimize and fully mitigate the impacts of potential Take of species and habitat.
- Draft a plan to monitor compliance with the minimization and mitigation measures and the effectiveness of those measures.
- A description of the funding sources and the level of funding available for implementation of the minimization and mitigation measures.
- Certification in the following language: I certify that the information submitted in this application is complete and accurate to the best of my knowledge and belief. I understand that any false statement herein may subject me to suspension or revocation of this permit and to civil and criminal penalties under the laws of the State of California.
- Documentation of CEQA compliance.

LSA will maintain communications with the CDFW throughout the permit application process, responding to questions as they come up. The budget assumes up to 20 hours of coordination time following submittal of the application, which includes up to two (2) virtual meetings with the CDFW plus additional email/phone communication as needed. Application fees will be provided by the applicant. We have assumed 68 hours of staff time for this task.

#### Task 7. USFWS Consultation

LSA will reach out to the United States Fish and Wildlife Service's (USFWS) Sacramento office to arrange for a meeting to discuss potential permitting requirements and options for federally listed species, including the San Joaquin kit fox that is known to occur in the area. We have assumed up to

10 hours for this task, which includes up to two (2) virtual meetings with the USFWS plus additional email/phone communication as needed. This task is applicable to all scenarios.

### Task 8. Project Management

This task includes standard project management including team oversight, project tracking, scheduling of staff, invoicing, and routine communications throughout the duration of project. Phone calls and emails will be the routine method of communication.

#### Assumptions

- Taft College will provide a detailed project description for their current project, including a design plan set, an estimated construction schedule and list of construction equipment and materials.
- Taft College will complete CEQA documentation for the project. If Taft College would like assistance with preparation of CEQA documentation, LSA can provide a scope and fee.
- Reconnaissance survey will be conducted over the entire 105-acre parcel for inclusion in the BRE.
- The BRE will be drafted prior to completion of field surveys to support Taft College's preparation of CEQA documentation.
- Taft College will provide full access to the Project site.
- All draft and final reports/2081 application will be provided electronically.
- Our fee includes one round of compiled review and response to comments on each report and the 2081 application from Taft College on each draft report.
- Our fee includes up to two rounds of review and comment from the CDFW on the 2081 application.
- All permit application fees will be paid for by Taft College.

### SCHEDULE AND BUDGET

Table A presents the cost for Scenarios 1 and 2, plus a third scenario in which species are assumed present and included in the 2081 ITP application without survey efforts. If the CDFW agrees, Scenario 3 may be the best approach given that preconstruction surveys for each of these species may be required for each phase.

Under Scenario 3, blunt-nosed leopard lizard surveys under Task 5.1 would still be required as no "take" of this species is allowable. LSA recommends surveying the entire parcel under each scenario to confirm the absence of the species in support of future proposed development.



Tasks 3, 4, and 6 would not differ among any scenario as evaluation of the entire 105-acre is recommended for CEQA compliance, and the 2081 ITP application process does not change based on parcel size.

Each scenario would be billed on a time and materials basis in accordance with our existing contract.

**Table A: Proposed Budget by Scenario**

Task	Scenario 1 – Full 105-Acres	Scenario 2 – Phase 1 Only	Scenario 3 – Assume Species Presence
Task 3. Record Search and Reconnaissance Survey	\$11,055	\$11,055	\$11,055
Task 4. Biological Resources Assessment	\$14,665	\$14,665	\$14,665
Task 5. Field Surveys			
Task 5.1 Protocol Blunt-Nosed Leopard Lizard Surveys	\$85,765	\$85,765	\$85,765
Task 5.2 Protocol Botanical Surveys	\$19,605	\$9,510	\$0
Task 5.3 Burrowing Owl Surveys	\$14,100	\$9,820	\$0
Task 5.4 Swainson's Hawk Surveys	\$28,400	\$28,400	\$0
Task 5.5 Crotch's Bumble Bee Surveys	N/A	\$27,035	\$0
Task 6. 2081 ITP Application	\$13,200	\$10,720	\$0
Task 7. USFWS Consultation	\$2,250	\$2,250	\$2,250
Task 8. Project Management	\$10,970	\$10,970	\$10,970
Reimbursables*	\$26,325	\$27,600	\$3,785
<b>Total Fees</b>	<b>\$226,335</b>	<b>\$237,790</b>	<b>\$128,490</b>

\*Reimbursables include mileage, hotels, per diem, survey equipment, and fees for consultation with bumble experts.

If these terms are acceptable, please sign below and identify which scenario you would like to pursue.

Thank you for the opportunity to continue to support this project. If you have any questions or would like to walk through the different scenarios, please contact Carie Wingert at [carie.wingert@lsa.net](mailto:carie.wingert@lsa.net) or 510.231.7711

Sincerely,

**LSA Associates, Inc.**



Carie Wingert  
Associate

THE ABOVE STATED TERMS OF THIS AMMENDMENT ARE HEREBY ACCEPTED AND AUTHORIZED TO PROCEED UNDER OUR EXISTING CONTRACT.

**CONSULTANT:**

LSA Associates, Inc.  
Company

Authorized Signature

Name

Title

Date

**CLIENT:**

Scenario Choice

Company

Authorized Signature

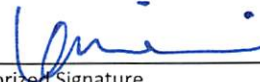
Name

Title

Date

3

West Kern Community College District



Dr. Leslie Minor

Interim President / Superintendent

4/11/2025

## BOARD AGENDA ITEM

Date: March 26, 2025

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

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

Subject: Request for Approval

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Board Meeting Date: May 14, 2025

Title of Board Item:

Second Reading and Request for Approval – Revision of Board Policies

Background:

The Board Policies below have been reviewed and revised to be consistent with District practice and current recommended practices from the Community College League of California's Policy and Procedure Services as best practice and in alignment with current law.

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

Board Goal/Accreditation Standard:

SAP #2 and #3

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

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

## BP 4100 Graduation Requirements for Degrees and Certificates

### Reference:

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

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

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

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

*See Administrative Procedures AP 4100*

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## BP 5500 Standards of Student Conduct

### Reference:

*Education Code Section 66300, 66301, and 76120;*

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

*ACCJC Accreditation Standards 2*

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

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

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

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

### Off-Campus Conduct:

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

### Examples of Prohibited Off-Campus Conduct:

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



### **Due Process:**

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

### **Campus-Related Conduct:**

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

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

of the orderly operation of the District.

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

*See Administrative Procedures AP 5500*





**RESOLUTION 2024/25-16**  
**BOARD OF TRUSTEES**  
**WEST KERN COMMUNITY COLLEGE DISTRICT**

**Honoring Jay Cuevas, Student Trustee**

**WHEREAS**, the Taft College Student Trustee Jay Cuevas is completing his second, and final, year of service; and

**WHEREAS**, the Taft College Board of Trustees commends Student Trustee Cuevas for his two years of service to his peers and the West Kern Community College District; and

**WHEREAS**, Student Trustee Cuevas has advocated for student rights locally and at the State level, showing great compassion for the needs of Taft College students; and

**WHEREAS**, Student Trustee Cuevas showed dedication to his own academic success and professional experience by participating in Associated Student Organization while balancing coursework and the general business of life;

**WHEREAS**, Student Trustee Cuevas showed great passion for student life by planning and participating in many events, often daring others to become active and to take part in campus activities; and

**THEREFORE, BE IT RESOLVED** that the West Kern Community College District hereby thanks the Student Trustee Cuevas for many contributions as the Student Trustee of the West Kern Community College District. The Board of Trustees has enjoyed Jay's tenure and wishes him the best in the years to come;

**IN WITNESS** of the adoption of the foregoing resolution at a duly called regular meeting of the West Kern Community College Board of Trustees held May 14, 2025; the following members of the said Board have affixed their signatures:

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

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Dr. Kathy Orrin, President

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Michael Eveland, Secretary

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Dawn Cole, Trustee

---

Billy White, Trustee

---

Jeremy Gregory, Trustee

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Dr. Leslie Minor  
Interim Superintendent/ President

## BOARD AGENDA ITEM

**Date:** May 2, 2025

**Submitted by:** Jason Norris, Curriculum Technician

**Area Administrator:** Greg Bormann, Vice President of Instruction

**Subject:** Request for Approval

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**Board Meeting Date:**

May 14, 2025

**Title of Board Item:**

Program Revision

**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:

Associate in Science in Mathematics 2.0 for Transfer

**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

# MEMO

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

From: Mike Mayfield

Division: Math & Science

Date: 4/4/2025

Re: Associate in Science in Mathematics **2.0** for Transfer Degree

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**Program Title:** Associate in Science in Mathematics **2.0** for Transfer Degree

**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:**

*Please enter a brief description of the background and rationale for the new program or for the changes if amending an existing program.*

Responding to Changes at the State Level.

## Associate in Science in Mathematics for Transfer 2.0

### 1. Program Goals and Objectives

The Associate in Science in Mathematics for Transfer 2.0 (AS-T) provides a clear and direct route for students to seamlessly transfer as a junior to a Mathematics program at a CSU.

Students who complete this program and transfer to a CSU are able to:

- Compare and contrast various mathematical models and then apply the appropriate model to real world problems
- Describe, compare and contrast various mathematical functions used in everyday language
- Identify and utilize appropriate mathematical operations in the simplification of expressions and solutions of equations
- Enter a Mathematics baccalaureate degree program at a CSU with possible concentrations in Applied Mathematics, Economics, Statistics, Teaching Mathematics, and Theoretical Mathematics.

### 2. Catalog Description

The Associate in Science in Mathematics for Transfer 2.0 (AS-T) is designed to prepare students to transfer to a CSU as a junior with a degree in Mathematics. This degree provides students with the foundation classes to support ongoing interest in the field of mathematics. The core consists of the calculus sequence required for transfer, in which students acquire a conceptual understanding of the principles of differential and integral calculus for functions in one and several variables, as well as the ability to apply calculus techniques in a variety of applications.

To earn an Associate in Science in Mathematics degree for Transfer 2.0 (AS-T), students must complete all course requirements with a minimum grade of "C" in all courses required for the major or area of emphasis; and must complete the Cal-GETC.

### 3. Program Requirements

#### MATHEMATICS: ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE 2.0

Required Courses			12 units
MATH	2100	Analytical Geometry and Calculus I	5
MATH	2120	Analytical Geometry and Calculus II	4
MATH	2130	Analytical Geometry and Calculus III	4
MATH	2140	Ordinary Differential Equations	4
MATH	2125	Linear Algebra	4
Select one course from the following:			4 units total
PHYS	2221	General Physics (Calculus)	4
ENGR	1540	Introduction to Programming Concepts and Methodologies for Engineers with Lab	4
Total			25

#### 4. **Background and Rationale**

The Associate in Science in Mathematics degree for Transfer 2.0 (AS-T) provides a clear and direct route for students to seamlessly transfer as a junior to a Mathematics program at a CSU. This degree follows the transfer degree established in response to AB 1440.

#### 5. **Enrollment and Completer Projections**

Taft College estimates **five** completers.

#### 6. **Place of Program in Curriculum/Similar Programs**

Taft College has created an Associate in Science in Mathematics for Transfer 2.0 degree in response to the requirements of AB 1440 and the transfer needs of students.

- 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.

**Does not apply.**

- 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).

**Does replace existing programs in our inventory. This 2.0 updates and replaces the current Mathematics Transfer degree**

- c) What related programs are offered by the college?

**Mathematics – Associate in Science**

#### 7. **Similar Programs at Other Colleges in Service Area**

Taft College is a single college district. There are no similar programs within the service area.



In the four columns to the right under the **College Program Requirements**, enter the college's course identifier, title and the number of units comparable to the course indicated for the form. If the course may be double-counted with Cal-GETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at: <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/What-we-do/Curriculum-and-Instruction-Unit/Templates-For-Approved-Transfer-Model-Curriculum>

or the ASSIST website: <https://www.assist.org/>.

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU and UC transferable. **All courses with an identified C-ID Descriptor must be submitted to C-ID prior to submission of the Associate Degree for Transfer (ADT) proposal to the Chancellor's Office.**

Where no **C-ID Descriptor** is indicated, discipline faculty should compare their existing course to the example course(s) provided in the form at:

<http://www.c-id.net/degreereview.html>

Attach the appropriate ASSIST documentation as follows:

- *Articulation Agreement by Major (AAM)* demonstrating lower division preparation in the major at a CSU or UC;
- *UC Transfer Course Agreement (UCTCA)* for the transfer courses; and/or,
- *Cal-GETC Certification Course List by Area (GECC)*.

The acronyms **AAM**, **UCTCA**, and **GECC** will appear in **C-ID Descriptor** column directly next to the course to indicate which report w  
 eed to be attached to the proposal to support the course's inclusion in the transfer degree. To access ASSIST, please go to <http://www.assist.org>.

Associate in Science in Mathematics 2.0 for Transfer Degree					
College Name: Taft College					
TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	Cal-GETC
<b>REQUIRED CORE: (17-18 units)</b>					
Single Variable Calculus Sequence (8)	MATH 900S	Math 2100	Analytic Geometry and Calculus I	5	Area 2
<b>OR</b>	<b>OR</b>				
Single Variable Calculus I – Early Transcendentals (4)	MATH 210	Math 2120	Analytic Geometry and Calculus II	4	Area 2
<b>AND</b>	<b>AND</b>				
Single Variable Calculus II – Early Transcendentals (4)	MATH 220				
<b>OR</b>	<b>OR</b>				
Single Variable Calculus I – Late Transcendentals (4)	MATH 211				
<b>AND</b>	<b>AND</b>				
Single Variable Calculus II – Late Transcendentals (4)	MATH 221				

AI1Y 2/18/25

TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	Cal-GETC
Multivariable Calculus (4)	MATH 230	M. 2130	Analytic Geom and Calc. III	4	
Ordinary Differential Equations (3) <b>AND</b> Introduction to Linear Algebra (3)	MATH 240 <b>AND</b> MATH 250	Math 2140	Ordinary Differential Equations	4	Area 2
<b>OR</b>  Differential Equations and Linear Algebra (5)	<b>OR</b>  MATH 910S	Math 2125	Linear Algebra	4	
<b>List A: Select one (3-4 units)</b>					
Programming Concepts and Methodologies I (3)  <b>OR</b>  Any Introductory Programming Course such as C++, Python, and such that is articulated for transfer for the major	COMP 122  <b>OR</b>  AAM	ENGR 1540	Introduction to Programming Concepts and Methodologies for Engineers with Lab	4	
Calculus-based Physics for Scientists and Engineers: A (4)	PHYS 205	PHYS 2221	General Physics (Calculus)	4	Area 5
<b>Total Units for the Major:</b>	<b>20-22</b>	<b>Total Units for the Major:</b>		<b>25</b>	
		<b>Total Units that may be double-counted</b> (The transfer GE Area limits must <u>not</u> be exceeded)			<b>3-7</b>
		<b>General Education (Cal-GETC) Units</b>			<b>34</b>
		<b>Elective (CSU Transferable) Units</b>			<b>4-8</b>
		<b>Total Degree Units (maximum)</b>			<b>60</b>

The new Curriculum Inventory System, launched in September 2012, has added new requirements to program proposals. Please fill out this form and include it with your degree or certificate submission.

**Program Title:** Associate in Science in Mathematics for Transfer 2.0

**Program TOP Code:** 170100 Mathematics, General

The TOP code is assigned according to the content and outcomes of the program, and must conform closely to the TOP code given to similar programs in other colleges around the state. The TOP code reflects the main discipline or subject matter, thus the program TOP code will reflect the majority of required degree courses.

**Annual Completers:** 5

Number of students estimated to receive the degree or certificate each year after the program is fully established.

**Program Goal:** Transfer

Degree and Certificate programs may have the following specified program goals: Career Technical Education (CTE), Transfer, CTE & Transfer, and Other- Designed to meet community needs.

**Net Annual Labor Demand (CTE only):** N/A

For CTE programs only, fill in the estimated number of annual job openings, minus the annual number of program completers of other programs within the counties in the college service areas. In most cases, this figure must cover only the counties within the college's service area but for occupations considered to have a larger regional or statewide training and recruitment area, the larger area may be used.

**Faculty Workload:** 3.4

Provide the number of full-time equivalent faculty that will be dedicated to teaching the courses in this program, in the program's first full year of operation, regardless of whether they are new or existing faculty. This estimate is not the number of FTES (full time equivalent students) expected to be generated by the program. The number must be entered as a decimal—for example, one and a quarter full-time equivalent faculty would be entered as 1.25.

**New Faculty Positions:** 0

Provide the number (not FTEF) of separately identified new positions, both part- and full-time. For example, if three part-time positions will be new, then enter the number 3 (three). If existing faculty are sufficient for offering the program with courses and no plans exist to hire new faculty, enter 0 (zero).

**New Equipment:** \$0

If new equipment is acquired for this program, estimate (in dollars) the total cost from all sources, including district and state funds.

**New/Remodeled Facility:** \$0

If new or remodeled facilities will be acquired for this program, estimate (in dollars) the cost from all sources, including district and state funds.

**Library Acquisitions:** \$0

Provide the estimated cost (in dollars) of library and learning resources materials



**Program Review Date: Fall 2024**

Enter the month and year of the first scheduled review of the ADT after it has been approved. For an ADT with a program goal of "Career Technical Education (CTE) and Transfer," pursuant to Education code section 78016 the ADT must be reviewed every two (2) years.

**Gainful Employment: N/A**

Indicate if the program meets U.S. Department of Education gainful employment criteria. Not applicable for AA-T or AS-T degrees.

**Apprenticeship: No**

Select "No" if the program is not an apprenticeship. Select "Yes" if the program is an apprenticeship with approval from the Division of Apprenticeship Standards.

**Distance Education:1-49%**

Indicate the extent to which the courses associated with the certificate are conducted via distance education; four choices are available, 0%, 1-49%, 50-99%, or 100%

**CTE Regional Consortium Approved: N/A**

For programs with a selected program goal of CTE or CTE and Transfer, by selecting "Yes" the college certifies that the certificate was approved by the CTE regional consortium. For a program with a selected goal that does not include CTE, this field is not required.

## BOARD AGENDA ITEM

**Date:** May 2, 2025

**Submitted by:** Jason Norris, Curriculum Technician

**Area Administrator:** Greg Bormann, Vice President of Instruction

**Subject:** Request for Approval

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**Board Meeting Date:**

May 14, 2025

**Title of Board Item:**

Course Revisions

**Background:**

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

Allied Health/Applied Technologies

DNTL 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

COMM 1607 Small Group Communication

**Board Goal/Accreditation Standard:**

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

**Terms (if applicable):**

N/A

**Expense (if applicable):**

N/A

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

N/A

Approved: 

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

To: 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

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**Type of Curriculum Change:**

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

**For Course Changes, why is this course being updated?**

☐ For C-ID

☐ As part of the 5 year review cycle

☒ Other (please explain): DNTL 3025 and UDGE 4080 – Course updates No change in SLO's  
however will need approval for Distance Learning. UDGE 4080 is being updated to DNTL 4080

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

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

[Click here to enter text.](#)

**Programs Affected/Stand Alone:**

*Please list all degrees and certificates affected:*

Dental Hygiene Bachelors Degree

SLOASC review date: \_\_\_\_\_

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

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

☐ Natural Science

☐ Social & Behavioral Science

☐ English Composition

☐ Humanities

☐ Communication & Critical Thinking

**Justification for Addition to Taft College General Education:**

*Please list the General Education SLOs this course meets:*

[Click here to enter text.](#)

Prepared by: C. Adriano  
Reviewed by: R. Dodson  
Reviewed by: K. Ward  
Text Update: Spring 2025  
Date Prepared: Spring 2025  
C & GE Approved:  
Board approved:  
Semester effective: Spring 2026

Dental Hygiene (DNTL) 3025 Current Topics in Oral Health (3 Units)

Prerequisite: Admission to the Dental Hygiene Bachelor Program

Hours and Units Calculations:

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

Catalog Description: This course explores topics in Dental Hygiene with a focus on current and relevant issues arising in the dental hygiene profession including societal, economic, and cultural impact. Topics are subject to change from year to year.

Type of Class/Course: Degree Credit

Textbooks: N/A

Additional Required Materials:

Various Online Resources, Journals, and other electronic publications

Examples:

Bernie, K. "15 Trends Impacting Dental Hygiene Practice and the Profession." *Inside Dental*

*Hygiene*, vol. 15, no. 9, 2018. [https://www.aegisdentalnetwork.com/idh/2018/09/15-](https://www.aegisdentalnetwork.com/idh/2018/09/15-trends-impacting-dental-hygiene-practice-and-the-profession)

[trends-impacting-dental-hygiene-practice-and-the-profession](https://www.aegisdentalnetwork.com/idh/2018/09/15-trends-impacting-dental-hygiene-practice-and-the-profession)

Student Learning Outcomes:

1. Students will be able to identify and analyze current dental hygiene issues that may impact oral care.
2. Students will be able to discuss constant changes in dental health care setting

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

1. Examine current topics relating to trending dental hygiene concerns.
2. Critique topics that may be coming affect dental hygiene scope of practice.
3. Construct a research paper relevant to current dental hygiene concerns and how it relates to consumer education.

Course Scope and Content:

Unit I            ~~Advances in Dental Home Care~~

Current Evidence-Based Preventive Strategies in Dental Hygiene

Unit II ~~Newest Self-Care Devices and Technologies~~

~~A. Electronic Toothbrushes~~

Advancements in Dental Hygiene Technology and Treatment Modalities

Unit III ~~Healthcare Issues~~

Access to Oral Healthcare

Unit IV ~~Latest in Office Equipment~~

Learning Activities Required Outside of Class:

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

1. Read from relevant ~~textbooks~~; peer-reviewed journals; and current periodicals, approximately 50-100 pages per week
2. Find and evaluate dental hygiene special topics
3. Writing Assignments.

Methods of Instruction

1. Lecture
2. Discussion
3. Cooperative learning exercises
4. Individual and collaborative activities
5. Research and writing assignments

Methods of Evaluation

1. Weekly participation in Discussions
2. Written assignments
3. Class participation
4. Project Presentation

Supplemental Data:

TOP Code:	124020: Dental Hygienist
SAM Priority Code:	B: Advanced Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable(funds not used)



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



Prepared by: G. Gardner

Reviewed by: V. Kimbrough

Reviewed by: S. Eveland

Date Prepared: Spring 2025

~~Upper Division General Education (UDGE)~~ **Dental Hygiene (DNTL) 4080** Capstone Course:  
Healthcare Management (3 Units)

**Prerequisite:** Admission to the Dental Hygiene completion program

**Hours and Units Calculations:**

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

**Catalog Description:** This course is designed to provide Dental Hygienists' the foundations and resources necessary to become effective leaders and efficient managers in dental health care. Students will analyze and reflect on personal leadership styles and management skills needed to manage resources in health care organizations. Emphasis on development of capstone project proposal and implementation plan, including project description, assessment tools, project goals and objective and activities.

**Type of Class/Course:** Degree Credit

**Representative Texts:**

Buchbinder, Sharon B., et al. *Introduction to Health Care Management*, 4th ed., Jones & Bartlett Learning, 2019.

*IPEC Core Competencies for Interprofessional Collaborative Practice*. Version 3.,

Interprofessional Education Collaborative, 2023, <https://www.ipeccollaborative.org/core-competencies>

**Additional Required Materials:** Various Online Resources including,  
Buchbinder, S.B., Shanks, N.H., Kite, B.J. (2021) *Introduction to Health Care Management*, Fourth Edition. Jones and Bartlett, ISBN: 9781284156560  
Interprofessional Education Collaborative Expert Panel (2011), *Core Competencies for Interprofessional Collaborative Practice: Report of an Expert Panel*, Washington, D.C., Interprofessional Education Collaborative [<http://www.aacn.nche.edu/education-resources/ipecreport.pdf>]

**Student Learning Outcomes:**

1. Students will develop a project proposal for a dental health practice and design a business plan.
2. Value life-long learning of experience, skills, and knowledge of current trends in and emerging techniques and approaches within the dental field by creating a professional growth plan.

**Course Objectives:**

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

1. Compare and contrast organizational behavior and management styles
2. Examine financing health care and health insurance
3. Consider and implement legislation affecting the workplace

**Course Scope and Content:**

- Unit I**            **An Overview of Health Care Management**
  - A. Leadership versus Management**
    - a. Leadership and leadership styles
    - b. Management and management styles
  - B. Management and Motivation**
    - a. techniques
  
- Unit II**            **Organizational Behavior and Management Thinking**
  - A. Strategic Planning**
  - B. Health Care Marketing**
  - C. Quality and Performance Improvement Basics**
  
- Unit III**           **Management Considerations for Health Information Systems and Technologies**
  - A. Financing Health Care**
  - B. Health Insurance**
  - C. Managing Costs and Revenues**
  
- Unit IV**           **Leadership Considerations for Managing Health Care Professionals**
  - A. Strategic Management of Human Resources**
  - B. Teamwork**
  
- Unit V**            **Health Care Regulation and Compliance**
  - A. Law and Ethics**
  - B. Addressing Health Disparities: Cultural Proficiency**
  - C. Special Topics and emerging issues in Health Care management**

**Learning Activities Required Outside of Class**

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

1. Read from relevant textbooks, peer-reviewed journals, and current periodicals, approximately 50-100 pages per week
2. Capstone project
3. Reading Assignment: read an 8-10 page section on interprofessional collaborative practice in a panel report.

**Methods of Instruction**

1. Lecture
2. Discussion

3. Cooperative learning exercises
4. Individual and collaborative activities
5. Research and writing assignments

#### Methods of Evaluation

1. Weekly participation in Discussions
2. Written assignments
3. Capstone project
4. Reflective Journaling

#### Supplemental Data:

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

<u>Discipline:</u>	<u>Dental Technology or Business</u>
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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 update

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**Type of Curriculum Change:**

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

**For Course Changes, why is this course being updated?**

☐ For C-ID

☐ As part of the 5 year review cycle

☒ Other (please explain): UDGE 4035 Course updates No change in SLO's. Already DE approved. We are requesting an addition in the disciplines list and updating a textbook.

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

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

[Click here to enter text.](#)

**Programs Affected/Stand Alone:**

*Please list all degrees and certificates affected:*

Dental Hygiene Bachelors Degree

SLOASC review date: \_\_\_\_\_

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

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

☐ Natural Science

☐ Social & Behavioral Science

☐ English Composition

☐ Humanities

☐ Communication & Critical Thinking

**Justification for Addition to Taft College General Education:**

*Please list the General Education SLOs this course meets:*

[Click here to enter text.](#)



Prepared by: L.Minor  
Reviewed by: K.Ward  
Reviewed by: B. Dodson  
Date Prepared: Spring 2025  
Textbook update: Spring 2025  
C & GE approved:

Upper Division General Education (UDGE) 4035 Education, Psychology, and Adult Learning (3 Units)

Prerequisite: Admission to the Dental Hygiene completion program

Hours and Units Calculations:

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

Catalog Description: This course focuses on adult learning theories, and its extensive concrete applications. The course's unique approach moves seamlessly between theory and application, helping students understand concepts by examining their own learning and then showing them how to apply these concepts as teachers. Addressing the most current research on learning, development, motivation, and assessment. Including integrated coverage of diversity, technology, contexts of learning, and neuropsychology.

Type of Class/Course: Degree Credit

Textbook Sample:

Ormrod, J.E., et al. *Educational Psychology: Developing Learners*, 11th ed. Pearson, 2024.

Anderman, Eric M, et al. *Educational Psychology: Developing Learners*, 11<sup>th</sup> ed., Pearson, 2024.

Additional Required Materials: N/A

Student Learning Outcomes:

1. Students will examine and analyze their own learning styles and how to apply these concepts in a teaching environment.
2. Students will integrate technology, contexts of learning, and neuropsychology to current research in adult learning.
3. Students will construct, analyze and select problem-solving strategies related adult learning.

Course Objectives:

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

1. Examine and describe key adult learning theories.
2. Summarize learning development norms and differences.
3. Relate learning motivation and affect in adult learners.
4. Design classroom strategies for productive learning.

Course Scope and Content:

- |         |   |
|---------|---|
| Unit I  | Development and Diversity                               |
|         | A. Cognitive and Linguistic Development                 |
|         | B. Personal and Social Development                      |
|         | C. Group Differences                                    |
|         | D. Individual Differences and Special Educational Needs |
| Unit II | Learning and Motivation                                 |
|         | A. Learning, Cognition, and Memory                      |

- B. Complex Cognitive Processes
- C. Learning and Cognition in Context
- D. Behaviorist Views of Learning
- E. Social Cognitive Views of Learning
- F. Motivation and Affect

#### Unit III Classroom Strategies

- A. Instructional Strategies
- B. Creating a Productive Learning Environment
- C. Classroom Assessment Strategies
- D. Summarizing Students' Achievements and Abilities

#### Learning Activities Required Outside of Class

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

1. Read from relevant textbooks, peer-reviewed journals, and current periodicals, approximately 50-100 pages per week
2. Critique and presentation on the best practices for educating the adult learner.

#### Methods of Instruction

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

#### Methods of Evaluation

1. Participation in discussions
2. Written assignments
3. Journal article presentations

#### Supplemental Data:

TOP Code:	2001.00: Psychology, General
SAM Priority Code:	E: Non-Occupational
Distance Education:	<del>Not Applicable</del> <b>Y</b>
Funding Agency:	Y: Not Applicable (funds not used)
Program Status:	1: Program Applicable



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

To: Greg Bormann, 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\*                      ☐ 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 1015 5 year review . This is a face to face class.

**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.

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.



Prepared by: ~~G. Shaw~~ L. McDonnell  
Reviewed by: K. Bandy  
Date revised: Spring 2025  
Textbook update: ~~Fall 2019~~ Spring 2025  
C & GE Approved:  
Board approved:  
Semester Effective:

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Court Reporting (CTRP) ~~1015~~ 0515 Computer-Aided Transcription (3 Units) ~~[Formerly CTRP 1015]~~

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Prerequisite: Successful completion of CTRP ~~1010~~ 0510 (formerly CTRP 1010) with a grade of "C" or better.

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Prerequisite knowledge and skills:

Before entering the course, the student should 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,
3. read fluently and accurately from ~~shorthand~~ notes, and
4. demonstrate basic knowledge of computer skills.

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Hours and Units Calculations:

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

Catalog Description: This course introduces computer-aided transcription (CAT), basic applications of real-time writing, transcript production, and computer techniques. This course covers the use of CAT software to produce a transcript from beginning to end, and continues to build and edit a usable dictionary.

Type of Class/Course: Degree Credit

Text: ~~Stenograph Learn To Use Case Catalyst Versions 18, Steno Solutions, 2019~~ Materials prepared and assigned by the instructor.

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Additional instructional materials: Case Catalyst software, laptop, Stenography machine.

Student Learning Outcomes:

Course #1 - Demonstrate the correct usage of computer-aided translation software.

Course #2 - Demonstrate computer-aided software including dictionary maintenance unique to court reporting.

Course #3 - Survey and analyze how computer-aided translation technology can assist in solving problems in the workplace and society.

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Course Objectives:

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



1. Identify computer-aided transcription concepts and terminology used with computer software unique to court reporting.
2. Use real-time skills, build and backup a CAT dictionary, create, format, edit, store, retrieve, and print different types of documents using computer-aided transcription software.
3. Use the advanced features of the computer-aided transcription software including real-time techniques and will be able to describe the functions of related CAT software.

#### Student Learning Outcomes:

Course #1 - Demonstrate the correct usage of computer-aided translation software.

Course #2 - Demonstrate computer-aided software including dictionary maintenance unique to court reporting.

Course #3 - Survey and analyze how computer-aided translation technology can assist in solving problems in the workplace and society.

3.

#### Course Scope and Content:

- Unit I Setup User and Unit Files
  - A. First-time Setup
  - B. Downloading Unit Files
- Unit II Windows Basics
  - A. Windows Terminology
  - B. Cursor Movement and Functions Using the Mouse
- Unit III Software Overview
  - A. Functions
  - B. Icons and Case Folders
- Unit IV Basic Steps For Transcript Production
  - A. Terminology
  - B. The Basic Process to Produce a Transcript
  - C. Read Notes into a Job
  - D. Translate and Edit
  - E. Saving the file
  - F. Printing a File
  - G. Updating the Dictionary
- Unit V More Edit Features
  - A. Format symbols, punctuation shortcuts, and using include files.
- Unit VI Managing Jobs
  - A. Main Screen
  - B. Viewing Options
  - C. Accessing Files
  - D. User Files
- Unit VII Read Options and Manage Notes

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- A. Reading Multiple Files

Unit VIII Managing Dictionary

- A. Types of dictionaries
- B. Dictionary options
- C. Edit features
- D. Tools

Unit IX Translate Options

- A. Access translate options menu
- B. How to enhance translation accuracy

Unit X Customizing Views and Bars

- A. Identify Window Tabs and the Auto-hide button

Unit XI Page Layouts

- A. Opening, modifying, printing and saving page layouts

Unit XII Using Page Layouts

- A. Working with headers, page numbers, line numbers and viewing the page layout.

Unit XIII Creating and Using Include Files

- A. Naming include files
- B. Inserting conflicts and variables
- C. Sample include files

Unit XIV Advanced Edit Commands

- A. Cursor movement
- B. Searching
- C. Replacing Text
- D. Number conversions
- E. Cut, copy and paste

Unit XV More Advanced Edit & Job Practice

- A. Job Practice
- B. Globals
- C. Proofreading tools

Unit XVI Edit Options, Skill Refinement

- A. Scan for Options
- B. Auto Recover
- C. Changing Display Colors

Unit XVII Indexing

- A. Overview of Basic Indexing

Unit XVIII Import, Export, Create ASCII, Concordance Index & Compress Print

- A. Import, Export
- B. Create ASCII and Case Compress
- C. RTF/Court Reporter Extension and ASCII formats

Unit XIX Keyboard Maps, Macros, & Skill Refinement

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- A. Editing shortcuts with keys and macros

Unit XX Realtime Basics

- A. Start and End Realtime session
- B. Perform commands from the writer

Unit XXI Brief it

- A. Overview of punctuation lessons in relation to Realtime

Unit XXII Punctuation

- A. Writing punctuation within Case CAT

Unit XXIII EZ Speakers

- A. Creating a job dictionary with speaker identification strokes

Unit XXIV StenoKeys

- A. Writing in realtime in Windows programs such as Word, WordPerfect, email and online chats.

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. Prepare for weekly quiz
2. CAT program dictionary building
3. Complete assignments

Methods of Instruction:

1. Workbook assignments
2. Lecture
3. Class discussion
4. Group work

Methods of Evaluation

1. Tests and quizzes
2. Class discussion
3. Final exam

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:	I: 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

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

From: Adam Bledsoe

Division: Business, Arts & Humanities

Date: 4/7/2025  
Communications (COMM) 1607 Small Group

Re: Communication

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**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): \_\_\_ Resubmit for Cal-GETC approval \_\_\_\_\_

**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 \_Already approved\_\_\_\_\_

Date COR went to Distance Learning Education Committee \_Already 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. The division will need to submit the degrees where the CORs is part of the degree.*

Communication Studies ADT

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.

Prepared by: L. Travis  
Reviewed by: D. Rodenhauser  
Reviewed by: V. Jacobi  
Date Prepared:  
Textbook:  
C & GE Approved:  
Board approved:  
Semester effective:

Communications (COMM) 1607 Small Group Communication (3 Units) CSU

Advisory: Eligibility for English C1000 or C1000E strongly recommended

Hours and Units Calculations:

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

Catalog Description: This course provides the principles of communication in a variety of group contexts including the foundational knowledge and practice of speech making in a democratic society, while simultaneously emphasizing communication theory and research. Students are exposed to rhetorical theory, small group theory and public speaking fundamentals within the context of their interpersonal interactions, group communication processes, and live presentations. Students will learn historical roots and key rhetorical theories that ground the study and practice of public speaking, and be able to discover, develop and critically analyze ideas and information in public discourse. Students will explore and evaluate ~~Theory, application, and evaluation of~~ group communication processes, including problem solving, conflict management, decision making, and leadership. CI-D COMM 140

Type of Class/Course: Degree Credit

Representative Texts:

Fujishin, Randy. *Creating Effective Groups: The Art of Small Group Communication*. 4<sup>th</sup> ed., Roman & Littlefield Publishers, 2023.

Beebe, Steven A., and John Masterson. *Communicating in Small Groups: Principles and Practices*. 12<sup>th</sup> ed., Pearson, 2019.

Radtke, Trudy, editor. *Small Group Communication*. College of the Canyons, 2019.

<https://openlab.bmcc.cuny.edu/com-260-small-group-communication/wp-content/uploads/sites/1760/2021/06/Small-Group-Communication.pdf>

Linabary, Jasmine. *Small Group Communication: Forming and Sustaining Teams*. Pressbooks, 2020.

<https://pressbooks.pub/smallgroup/>



Additional Optional Materials: None

Course Objectives:

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

1. Explain the theoretical foundations of creating and sharing knowledge, including the canons of rhetoric, the Aristotelian proofs, theories of small group communication, and the psychological, social and cultural basis of oral communication.
2. Exhibit effective problem-solving communication skills.
3. Demonstrate successful conflict-management strategies.
4. Engage in sound reasoning to reach a well-reasoned decision by knowing and adhering to ethical communication practices which include truthfulness, accuracy, honesty, and reason as essential to the integrity of communication.
5. Identify communication skills that contribute to effective leadership.
6. Demonstrate the ability to discover, critically evaluate and accurately report information by finding, critically examining, and using supporting materials from primary and secondary sources for credibility, accuracy, and secondary sources for credibility, accuracy, and relevance in their speeches and presentations. And by applying rhetorical principles to analyze historical and contemporary public discourse.
7. Organize presentations effectively by practicing and refining the concepts presented in the course through a variety of well-prepared faculty-supervised, faculty-evaluated speeches delivered to a live audience (one to many) using effective delivery techniques and employing effective verbal and nonverbal practices while delivering a speech and managing communication apprehension. Design and use presentational aids effectively to enhance the message.
8. Students will demonstrate the ability to effectively prepare for and deliver presentations within small group settings by understanding the theoretical foundations of creating and sharing knowledge, including the canons of rhetoric and the Aristotelian proofs of ethos, pathos, and logos.
9. Explain the psychological, social, and cultural basis and significance of oral communication as it occurs in dyads, small and large groups, and public settings
10. Demonstrate effective listening skills in various settings by listening critically to provide constructive criticism to peers.
11. Adapt communication strategies to fit the audience and situation.
12. Present their views persuasively, in front of a live audience by conceptualizing and effectively using compelling arguments in support of a guiding thesis and organizational pattern appropriate for the audience, occasion, and across a variety of contexts.

Course Level Student Learning Outcomes:

1. Assess, compare, and contrast audience, purpose, subject, and types of presentation.
2. Evaluate rules and norms of group interaction.
3. Identify, analyze, and critique problems to produce a systematic procedure for problem solving.

Local General Education Learning Outcomes:

Demonstrates the ability to communicate knowledge, information, ideas, and feelings, and enhance the ability to evaluate, problem solve, and make decisions, information management and computer literacy.



## Course Scope and Content:

- Unit I            Working in a Group
- A. Working in diverse groups to demonstrate rhetorical sensitivity to diversity, equity, inclusion, belonging, and accessibility, **in public speaking and small group contexts.**
  - B. Four elements of a problem-solving group
  - C. The small group as a system
  - D. The power of one
  - E. Characteristics of diverse groups
  - F. The power of diversity
  - G. Context, audience, and purposes of small-group communication: Dyads, small and large groups, public settings, and group dynamics and/or roles within groups.
  - H. **Understanding and managing communication apprehension in public speaking and small group contexts**
  - I. Individual and group exercises
- Unit II            Discovering Yourself
- A. Being open to self-discovery
  - B. Spending time by yourself
  - C. Self-discovery inventories
  - D. Speaking kindly to yourself
  - E. Accepting yourself
  - F. Accepting others
  - G. Critically thinking about yourself as a communicator.
  - H. Individual and group exercises
- Unit III           Expressing Yourself Clearly
- A. Communication is a learned behavior
  - B. Five roles that prevent clear expression
  - C. The communication process
  - D. I-Statements
  - E. Four levels of communication
  - F. Gender differences in conversational strategies
  - G. Guidelines for speaking clearly
  - H. Checking your implicit communication biases
  - I. Using inclusive language and behavior
  - J. Defensive vs. supportive group climates
  - K. Individual and group exercises
  - L. Oral presentation includes practicing and refining the concepts presented in the course through a variety of well-prepared faculty-supervised, faculty-evaluated speeches delivered to a live audience (one to many) using effective delivery techniques and employing effective verbal and nonverbal **delivery skills in public speaking and small group contexts** ~~practices while delivering a speech and managing communication apprehension.~~

M. Rhetorical theories and genres of communication (e.g. Aristotle), including informative and persuasive speaking

Unit IV

Listening for Understanding

- A. The importance of listening
- B. The process of listening
- C. Poor listening styles
- D. Barriers to listening
- E. Acceptance: A requirement for listening
- F. Listening for understanding: Active listening critically to provide constructive criticism to peers.
- G. Advantages of active listening
- H. Guidelines for active listening
- I. Effective Listening including strategies for providing and receiving feedback on presentation content and form
- J. Demonstrate effective critical listening to speakers and small group members
- I. Intercultural awareness
- J. S.O.A.R. Technique
- K. Individual and group exercises

Unit V

Problem Solving in Groups

- A. Myths of small group problem solving
- B. Decision making
- C. Decision-making techniques
- D. Discussion questions
- E. The standard problem-solving agenda
- F. Problem-solving communication skills
- G. The circular nature of problem solving
- H. Being more creative
- I. Individual and group exercises

Unit VI

Preparing for Discussion

- A. You don't know everything
- B. We can always know more
- C. Where to research
- D. What to research
- E. Constructing an information sheet
- F. Effective presentational aid design and use of Using visual aids
- G. Testing evidence and reasoning by conceptualizing and effectively using compelling arguments in support of a guiding thesis and organizational pattern appropriate for the audience, occasion, and across a variety of contexts.
- H. Recognizing logical fallacies
- K. Providing and receiving feedback about both the content and forms of communication by applying rhetorical principles to analyze historical and contemporary public discourse. And by understanding the theoretical foundations of creating and sharing knowledge, including the canons of rhetoric and the Aristotelian proofs of ethos, pathos, and logos.
- I. Ethical communication by knowing and adhering to ethical communication practices which include truthfulness, accuracy, honesty, and reason as essential to the integrity of communication.
- J. Your time management
- K. Effective research for presentations, including organizing, evaluating, and reporting

information by finding, critically examining, and using supporting materials from primary and secondary sources for credibility, accuracy, and secondary sources for credibility, accuracy, and relevance in their speeches and presentations.

L. Individual and group exercises

#### Unit VII

##### Guiding Discussion

- A. Guiding discussion to a shared path
- B. Task-guiding behaviors
- C. Social-guiding behaviors
- D. Being an effective follower
- E. Being an effective online participant
- F. Three online meeting situations
- G. Individual and group exercises

#### Unit VIII

##### Leading a Group

- A. What is leadership?
- B. Approaches to leadership
- C. The attitude of the servant leader
- D. Leading an effective meeting
- E. Benefits of shorter meetings
- F. Facilitating virtual diverse group meetings
- G. Developing leadership skills in others
- H. Taking care of yourself as a leader
- I. Communication and leadership
- J. Individual and group exercises

#### Unit IX

##### Building a Cohesive Group

- A. The social dimension
- B. Feeling successful
- C. Feeling connected
- D. Feeling valued
- E. Feeling supported
- F. Trusting others
- G. Groupthink: When groups are too cohesive
- H. Individual and group exercises

#### Unit X

##### Managing Conflict

- A. A different approach to conflict
- B. Myths of conflict
- C. Advantages of conflict
- D. Persuasion
- E. Three types of group conflict
- F. Conflict management
- G. Dealing with procedural conflict
- H. Dealing with substantive conflict
- I. Dealing with interpersonal conflict
- J. Specific interventions for dysfunctional behavior
- K. The spirit of collaboration
- L. Forgiveness
- M. Individual and group exercises



### 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. Observation of or participation in an activity related to course content: Attend a real-world group meeting (e.g. college committee meeting, library board, city council, student government), and analyze the communication strategies used by the members to persuade or influence each other. Connect your analysis to Aristotle's three modes of proof (ethos, logos, pathos). Prepare a 1-page analysis paper presenting your analysis and evaluating the effectiveness of the group's persuasive dynamics.

### Methods of Instruction:

1. Lectures
2. Discussion
3. Purposeful Collaboration
4. Activities
5. Independent Study

### Methods of Evaluation:

Quizzes and tests: applying rhetorical principles to analyze historical and contemporary public discourse.

Each group member would be participating in research, writing, rehearsal process and presentation of the group projects in front of a live audience in English.

### Examples of Assignments and/or Activities:

Group research project and presentation: Students will work together in groups to discuss, write, and research a group project. For example, students could research a company that needs improvement and show what needs to be improved and why and how those proposed ideas could be utilized for the success of the company. They are writing an informative and persuasive research outline, paper and presentation. Based on the information and examples provided in class, students will prepare a formal outline for the group presentation, in which each student prepares and presents their assigned part for a 10 to 15 minute informative and persuasive oral presentation. The outline and paper include a minimum of 3 sources from reliable and credible sources such as books, articles, and academic journal articles with corresponding references using APA guidelines. The outline should be 2-3 pages long. The paper would consist of 3-5 pages.

**Research for the group project Papers:** Finding, critically examining, and using supporting materials from primary and secondary sources for credibility, accuracy, and secondary sources for credibility, accuracy, and relevance in their speeches and presentations. As well as, conceptualizing and effectively using compelling arguments in support of a guiding thesis and organizational pattern appropriate for the audience, occasion, and across a variety of contexts.

Rehearsal of group presentation: Students will practice their individual parts of the group presentation in front of their groups in preparation for their presentation in front of the class.

**Presentation of the group project:** Group and Individual group members will present presentations in front of a live audience in English, which includes listening critically to provide constructive criticism to peers. And knowing and adhering to ethical communication practices which include truthfulness, accuracy, honesty, and reason as essential to the integrity of communication. As well as, demonstrating rhetorical sensitivity to diversity, equity, inclusion, belonging, and accessibility.

Students will critically analyze group presentations by evaluating their own presentation skills, the presentation skills of fellow group members and the presentation skills of other groups. The 3–4-page essay will analyze speech content, organization, and delivery. It will provide an assessment of the speaker's strengths and weaknesses and specific ideas for improvement.

Students will practice and refine the concepts presented in the course through a variety of well-prepared faculty-supervised, faculty-evaluated speeches delivered to a live audience (one to many) using effective delivery techniques and employing effective verbal and nonverbal practices while delivering a speech and managing communication apprehension.

Supplemental Data:

TOP Code:	150600: Speech Communication
SAM Priority Code:	E: Non-Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable (funds not used)
Program Status:	Y: 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:	CSA1: <del>CSU Area A1</del> IG1C: <del>IGETC Area 1C</del> LCAT: Local GE Communication
Discipline:	Communication Studies



## BOARD AGENDA ITEM

**Date:** May 2, 2025

**Submitted by:** Jason Norris, Curriculum Technician

**Area Administrator:** Greg Bormann, Vice President of Instruction

**Subject:** Request for Approval

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**Board Meeting Date:**

May 14, 2025

**Title of Board Item:**

Inactivations

**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:

Social Sciences

ADMJ 2131 Control and Supervision in Corrections  
ADMJ 2133 Legal Aspects of Corrections

**Board Goal/Accreditation Standard:**

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

**Terms (if applicable):**

N/A

**Expense (if applicable):**

N/A

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

N/A

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



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

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

From: Tabitha L. Raber

Division: Social Science

Date: 3/24/2025

Re: ADMJ 2131 Control & Supervision in Corrections

---

**Type of Curriculum Change:**

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

**For Course Changes, why is this course being updated?**

- ☐ For C-ID
- ☒ As part of the 5 year review cycle
- ☒ Other (please explain): No longer aligns with Modern Police/Criminal Justice Education Plan

**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:*

This course is currently listed as an elective for the local degree. There are still nine remaining courses each (3 units each) for students to achieve the total requirement of nine units in ADMJ courses. The deactivation of this course will not adversely affect students pursuing the local degree path.

SLOASC review date: \_\_\_\_\_

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

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

☐ Natural Science

☐ Social & Behavioral Science

☐ English Composition

☐ Humanities

☐ Communication & Critical Thinking

**Justification for Addition to Taft College General Education:**

*Please list the General Education SLOs this course meets:*

[Click here to enter text.](#)

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

From: Tabitha L. Raber

Division: Social Science

Date: 3/24/2025

Re: ADMJ 2133 Legal Aspect of Corrections

---

**Type of Curriculum Change:**

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

**For Course Changes, why is this course being updated?**

- ☐ For C-ID
- ☒ As part of the 5 year review cycle
- ☒ Other (please explain): No longer aligns with Modern Police/Criminal Justice Education Plan

**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:*

This course is currently listed as an elective for the local degree. There are still nine remaining courses each (3 units each) for students to achieve the total requirement of nine units in ADMJ courses. The deactivation of this course will not adversely affect students pursuing the local degree path.

SLOASC review date: \_\_\_\_\_

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

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

☐ Natural Science

☐ Social & Behavioral Science

☐ English Composition

☐ Humanities

☐ Communication & Critical Thinking

**Justification for Addition to Taft College General Education:**

*Please list the General Education SLOs this course meets:*

[Click here to enter text.](#)

1/28/25

**Date:** April 24, 2025

**Submitted by:** Jaime Lopez, Dean of Instruction

**Area Administrator:** Greg Bormann, Interim Vice President of Instruction

**Subject:** Request for Ratification

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**Board Meeting Date:**

May 14, 2025

**Title of Board Item:**

Grant Agreement Between the Trustees of the California State University (CSU) and West Kern Community College District (WKCCD) for the California Academic Partnerships Program (CAPP) Augmented Funding Project

**Background:**

We are requesting approval to accept an additional \$30,000 in augmented grant funding from the CSU system for the CAPP project. This grant funding would allow TC to pilot a five-day Summer Bridge Program designed to support 30 graduating Taft Union High School District students transitioning to Taft College (TC). This program, "Building Bridges to Success," will take place the week immediately following high school graduation and aims to increase enrollment and retention rates among underserved student populations targeting participants of the Taft College Summit such as English Learners (EL), students with disabilities, and male students with GPAs between 1.8 and 3.0 who were undecided about their post-high school plans prior to the TC Summit. The program will provide academic preparation, college success skills development, career exploration, and community building activities to ensure a smooth and successful transition to college life, culminating in a celebratory trip on the last day.

**Board Goal/Accreditation Standard:**

SAP 3, 8, 15


**Terms (if applicable):**

January 1, 2025- August 31, 2025

**Expense (if applicable):**

None

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

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



## GRANT AGREEMENT

### THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY

#### for Projects Sponsored by the California Academic Partnership Program (CAPP)

This Grant Agreement (hereinafter referred to as "Grant") is entered into by the Chancellor on behalf of **The Trustees of The California State University (CSU)**, (hereinafter referred to as "Grantor") in association with the administrators of the **California Academic Partnership Program** (hereinafter referred to as CAPP), and the **West Kern Community College District/Taft College**, (hereinafter referred to as "Grantee") for the project entitled "**CAPP GPAP Augmented Funding Project**". This grant shall be administered in accordance with **Attachment 1, Application/Statement of Work and Attachment 2 Proposed Budget FY 2024-2025**, and incorporated herein by reference.

Grantor and Grantee agree as follows:

- A. **TERM OF GRANT:** The term of this Grant shall be January 1, 2025 through August 31, 2025.
- B. **PROJECT KEY PERSONNEL:** The project director for the Grantee is Jaime Lopez. The Grantor project director is Zulmara Cline, CAPP Director.
- C. **FUNDING CONDITIONS**

Upon execution of this Grant, the Grantor shall grant to Grantee an amount which shall not exceed \$30,000.00, in accordance with Attachment 2, Proposed Budget FY 2024-2025, subject to the terms and conditions as stated herein.

  1. **Funding:**

Funding shall be provided for the period January 1, 2025 through August 31, 2025 subject to the appropriation of funds by the Legislature and approval by the Governor. Funding for current and subsequent fiscal years shall be subject to the following:

    - a. Approval by the Legislature and Governor of necessary funding.
    - b. Demonstration of adequate progress and fulfillment of all requirements of the Grant as described herein.
  2. **Payment:**

Payment of 100%, \$30,000.00 will be issued upon full execution of the Grant by the Grantor and Grantee. Payment made under this Grant shall be subject to Paragraph F, Unspent Funds.

Payment will be mailed to:

West Kern Community College District  
29 Cougar Court  
Taft, CA 93268
- D. **LIMITATIONS ON THE USE OF GRANT FUNDS**

Grant funds shall be expended only for project purposes and activities set forth in this Grant (including Attachment 1, Application/Statement of Work) and Grantee's proposal as originally proposed or subsequently amended, consistent with the CAPP Legislation Education Code Section 11000 et seq., stats 1984, Ch.620 (AB 2398).

Proposed amendments to the project application/statement of work or budget shall be submitted in writing by the Grantee 30 days prior to request change for written approval by the Grantor. Grantor will respond to all requests in a timely manner. Changes requiring such approval may include, but not be limited to, the following:

1. Changes in the grant project director or other key professional personnel identified in Grantee's Proposal. Grantor shall specifically approve a change in the project director.
2. Substantive changes of project statement of work, purpose, or scheduled events detailed in the Grantee's proposal.
3. Changes in the project budget which exceed 20% in any budget category of each applicable year, or which introduce or eliminate types or categories of expenditures.
4. Changes requiring an increase or decrease in funding.
5. Changes in duration of the grant period.

Commitment of grant funds shall occur during the grant term. Such commitments shall relate to goods or services provided and used within the grant term.

E. MISAPPLIED FUNDS

In cases where funds are determined by the Grantor to have been misapplied by Grantee, Grantee agrees to repay all such funds to the Grantor.

F. UNSPENT FUNDS

If CAPP funds the project for subsequent fiscal year(s), unspent funds from the prior fiscal year may be carried forward to further the objectives of the project, with written approval from CAPP.

Any funds actually received by Grantee, which remain unspent at the termination of the grant period, shall be returned by check payable to The Trustees of The California State University at the time the final report is submitted.

G. COST PRINCIPLES

Only those costs set forth in the approved project budget are allowed. The following list of special items is not intended to be a comprehensive statement of all non-allowable costs. In the event of conflict between the principles below and any special provisions in the grant award letter, the stricter provision shall be applicable.

1. Direct Costs. Grant funds shall be expended only for direct costs that can be identified specifically in this grant with a high degree of accuracy.
2. Indirect Costs. Overhead charges are not allowed.
3. Per Diem Reimbursements. Costs shall not exceed the current rates allowed by Grantee's Travel Policies for travel undertaken by Grantee, or any sister of its sister campuses. CSU subawardees shall use the State Travel Policies.
4. Travel Reimbursements. Whenever possible, less than first class accommodations shall be used for air or rail travel. If first class accommodations are used, records shall contain a certification that less than first class accommodations were not available. When necessary, travel by other than the above modes may be authorized.

The maximum automobile mileage reimbursement rate is that currently authorized by Grantee's Travel Policies for travel undertaken by Grantee, or any sister of its sister campuses. CSU subawardees shall use the State Travel Policies.

5. Equipment and Capital Items. The purchase of capital items is expressly forbidden unless part of the approved grant proposal. Purchase cannot be made until approval from the CAPP office is granted. Capital items include land, and buildings. Equipment includes automotive equipment, office equipment, computers and related hardware, electronic equipment, etc. in which cost is equal to or greater than \$1,000.00 per item. Purchase of equipment may be allowed under exceptional circumstances. The purchase with grant funds of any equipment or capital item requires prior written approval by the Grantor's project director. Detailed justification for purchase of equipment must be provided in advance and must demonstrate how the equipment purchase is required to meet the goals of the grant.

H. GRANT ACCOUNTING AND RECORDS

Grantee shall maintain records and accounts consistent with generally accepted accounting principles and shall provide for such fiscal control and fund accounting procedures as are necessary to assure proper disbursement of and accounting for grant project funds. Expenditures and supporting documentation relating to this project shall be adequate to permit an accurate and expeditious audit. Accounting records shall be maintained in accordance with Section K. Audits.

I. REPORTS/DELIVERABLES

Narrative Report:

Narrative Report is due at the end of the grant agreement term August 31, 2025.

Financial Report:

Financial Expenditure Report is due 60 days following the end of the grant period.

J. DELIVERY OF REPORTS

Reports shall be delivered to:

California Academic Partnership Program  
The California State University  
401 Golden Shore, 2<sup>nd</sup> Floor  
Long Beach, CA 90802-4210  
Attn: Zulmara Cline, Director

NOTE: Reports prepared as an agreed upon deliverable shall be subject to Section M, Produced Materials/ Intellectual Property.

K. AUDITS

Grantee agrees that the Grantor shall have the right to review, obtain, and copy all records pertaining to performance of the Grant, including financial records. Grantee agrees to provide the Grantor with any relevant information requested and shall permit the Grantor access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees, pre-funding visits to determine the adequacy of Grantee's accounting system, and inspecting and copying such books, records, accounts, and other material that may be relevant.

Grantee further agrees to maintain such records for a period of three (3) years after submission of the final financial report.

L. EVALUATION

Grantor's Project Coordinator may make arrangements for independent evaluation of the grant project. Grantee shall provide to designated project evaluators access to project records, products, and personnel.

M. PUBLICATION AND ACKNOWLEDGMENT OF GRANT FUNDS

Any tangible result developed and produced under this grant, funded by this grant, (such as publicity materials, productions, displays, exhibits, film/ video/ audio/ productions, etc.) shall bear an acknowledgment of support by the Trustees of the California State University. Any tangible result developed and produced under this grant, co-funded by Grantor or third-party contributors, shall bear an acknowledgement of support by all contributors wishing to be so recognized.

N. PRODUCED MATERIALS/ INTELLECTUAL PROPERTY

1. Grantee understands and agrees that the major emphasis of the Grant activity is to develop cooperative efforts to improve the academic quality of California precollegiate schools and programs with the objective of improving the preparation of all students for college. Toward this end, Grantor and Grantee shall engage in a relationship of good faith and cooperation to ensure that all produced materials shall be reasonably available to the Grantor.
2. For purposes of this Grant, the term "Produced Materials" refers to all copyrightable intellectual property, whether copyrighted or not, including but not limited to productions, displays, exhibits, films, tapes, books, articles, transcripts, and software which are first developed in the performance of this award by Grantee and required as a deliverable under this Grant.
3. Ownership, including copyright of Produced Materials, are held by Grantee subject to the terms and conditions of this Grant.
4. Grantee shall provide the Grantor with an irrevocable, royalty-free, non-transferable, non-exclusive right and license to reproduce, make derivative works, display, and perform publicly any Produced Materials, copyrights, or copyrighted material (including computer software and its documentation and/or databases) first developed in the direct performance of this award and delivered under this Grant solely for the purpose of and only to the extent required to further program objectives.
5. If ownership and/or copyright of Produced Materials are claimed by any person other than Grantee such as a scriptwriter, editor, consultant, filmmaker, author, or lecturer, to the extent that Grantee has a legal relationships with such producers under this Grant, Grantee agrees to take any reasonable and good faith action that shall be necessary to ensure that the Grantor retains all rights that would accrue to the Grantor under this Grant if copyright was fully vested in Grantee. Grantee agrees to conduct its activities in such a manner and to make such agreements with any other persons wishing to copyright produced materials to ensure that the Grantor shall continue to be able to exercise freely all its rights under the provisions of this Grant.

Grantee's duties shall include but not be limited to the duty to obtain assurances from lecturers that the Grantor may use the transcripts of their lectures if such lectures were created in the direct performance of work under a subaward, consultant, or other such agreement with Grantee under this Grant.

O. TRANSFER OF COPYRIGHT OR OWNERSHIP

In the event that Grantee transfers copyright or ownership of any produced materials for distribution or for any other purpose, Grantee agrees to take any reasonable and good faith action that shall be necessary to ensure that the Grantor shall continue to be able to freely exercise all rights reserved under this Grant.

P. INDEMNIFICATION

Grantee shall defend, indemnify and hold Grantor, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Grant but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Grantee, its officers, employees or agents.

Grantor shall defend, indemnify and hold Grantee, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Grant but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Grantor, its officers, employees or agents.

Q. AMENDMENT(S) TO GRANT AGREEMENT

The terms and conditions of this Grant may be modified by a written modification to the Grant signed by Grantor and Grantee. This Grant is the complete and integrated agreement between parties.

R. CANCELLATION

Each party reserves the right to terminate this Grant upon thirty (30) day written notice to the Grantee. Grantor shall reimburse Grantee for all non-cancellable obligations and expenses incurred through date of termination.

S. NOTICES

Any notices served in connection with this Grant shall be presented to the following:

For the Grantor:  
Director: Melissa Mullen  
Sponsored Programs Administration  
The California State University  
401 Golden Shore, 5<sup>th</sup> Floor  
Long Beach, CA 90802-4210  
562.951.8452; [mmullen@calstate.edu](mailto:mmullen@calstate.edu)

Grantor's Project  
Director: Zulmara Cline  
California Academic Partnership Program  
The California State University  
401 Golden Shore, 2<sup>nd</sup> Floor  
Long Beach, CA 90802-4210  
562.951.4778; [zcline@calstate.edu](mailto:zcline@calstate.edu)

For the Grantee:  
Dr. Leslie Minor  
West Kern Community College District/Taft College  
29 Cougar Court  
Taft, CA 93268  
661.763.7871; [lminor@taftcollege.edu](mailto:lminor@taftcollege.edu)

Grantee's Project  
Director: Jaime Lopez  
West Kern Community College District/Taft College  
29 Cougar Court  
Taft, CA 93268  
66.763.7853; [jlopez@taftcollege.edu](mailto:jlopez@taftcollege.edu)

We have read, understand, and promise to comply with all of the terms and conditions in this Grant.

**FOR GRANTEE:**

\_\_\_\_\_  
Grantee Project Director Signature  
Jaime Lopez

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grantee Authorized Signature  
Dr. Leslie Minor

\_\_\_\_\_  
Date

**FOR GRANTOR:**

\_\_\_\_\_  
Grantor Project Director Signature  
Zulmara Cline

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grantee Authorized Signature  
Melissa Mullen

\_\_\_\_\_  
Date



# **Attachment 1**

## **Proposal for Taft College Summer Bridge Program**

**Project Title:** Building Bridges to Success: A Summer Transition Program for Underserved Students

**Project Summary:**

This proposal requests funding for a five-day summer bridge program designed to support 30 graduating high school students transitioning to Taft College (TC). This program, "Building Bridges to Success," will take place the week immediately following high school graduation and aims to increase enrollment and retention rates among underserved student populations. The target participants are students identified through the Taft College Summit who fall into one or more of the following categories: English Learners (EL), students with disabilities, and male students with GPAs between 1.8 and 3.0 who were undecided about their post-high school plans prior to the summit. The program will provide academic preparation, college success skills development, career exploration, and community building activities to ensure a smooth and successful transition to college life. The program culminates in a celebratory trip.

**Need Statement:**

Data from the Taft College Summit indicates a significant need for additional support for students transitioning from high school to college, particularly among EL students, students with disabilities, and male students. These students often face unique challenges in navigating the college application process, understanding academic expectations, and accessing available resources. Many students within these groups, despite having GPAs demonstrating potential for success (1.8-3.0), express uncertainty about their future plans. This summer bridge program directly addresses this need by providing targeted support and resources to increase their likelihood of enrolling and succeeding at Taft College. A successful transition program can significantly impact retention rates and ultimately contribute to higher graduation rates.

**Project Goals:**

1. **Increase Enrollment:** Increase the enrollment rate of participating students at Taft College for the Fall semester following the program.
2. **Enhance College Readiness:** Equip students with essential college success skills, including time management, study strategies, note-taking, and resource utilization.
3. **Build Community:** Foster a sense of community and belonging among participants, connecting them with peers, faculty, and support staff.
4. **Improve Academic Preparedness:** Provide targeted academic support in areas relevant to college success.

## Attachment 1

5. Increase Awareness of Resources: Familiarize students with the resources available at Taft College, including financial aid, tutoring services, disability services, and student support programs.
6. Facilitate Career Exploration: Introduce students to career pathways and provide guidance on setting academic and career goals.

### Program Activities:

The five-day program will incorporate the following structured activities:

- [Taft College Summer Bridge Program - Curriculum](#)

### Evaluation:

The program's effectiveness will be evaluated through:

- Enrollment Tracking: Monitoring the enrollment rates of program participants in the subsequent fall semester.
- Pre- and Post-Program Surveys: Assessing changes in students' knowledge of college resources, confidence in their ability to succeed, and sense of belonging.
- Participant Feedback: Gathering feedback from students through daily check-ins and a final program evaluation.

### Sustainability:

Depending on the success of this pilot program, we will also explore partnerships with local organizations and businesses to secure additional resources and support. Data collected from the program evaluations will be used to demonstrate the program's impact and justify future funding requests.

### Timeline:

- February 2025: Secure Funding
- February 2025 - May 2025: Program Planning and Development
- April 2025 - May 2025: Student Recruitment and Registration
- June 9th - 13th, 2025: Program Implementation (Week after graduation)
- July 2025: Program Evaluation and Reporting

### Conclusion:

The "Building Bridges to Success" summer bridge program offers a crucial opportunity to support underserved students in their transition to Taft College. By providing targeted academic preparation, college success skills development, career exploration, and community building activities, culminating in a celebratory trip, this program will

## **Attachment 1**

empower students to achieve their academic goals and contribute to the vibrant Taft College community. We believe this program will have a significant positive impact on student enrollment, retention, and graduation rates. We respectfully request your support in funding this important initiative.

## Attachment 2

College Name : West Kern Community College District/ Taft College



### CALIFORNIA ACADEMIC PARTNERSHIP PROGRAM

Guided Pathways Alignment Project (GPAP) Augmented Funding

Financial/Budget Proposal FY 2024-2025

Budget : \$30,000

Personnel	CAPP funds budgeted	Explanation
1.1 Lead Professor Release Time (extra duty pay)	\$5,175	TC Bridge Project/Activity Lead. Responsible for project preparation and implementation of activities in plan.
1.2 PD Meetings (extra duty pay)		
1.3 Other (honorarium for high school partners)	\$3,312	TUHS Project/Activity support. Supporting the project preparation and implementation of activities in plan.
<b>Operating Expenses</b>		
2.1 Supplies & Services (for meetings, includes hospitality)	\$11,513	Materials (pens, pencils, notebooks, backpacks, etc.) and food for participants of TC Bridge project
2.2 Travel (to and from meetings)	\$10,000	Expenses for travel for student and staff for the culminating activity for the TC Bridge Project.
2.3 Other		
<b>Summary</b>		
Total Personnel Budget (1.1-1.4)	\$8,487	
Total Operating Budget (2.1-2.3)	\$21,513	
<b>TOTAL 2024-2025 PROPOSED BUDGET</b>	\$30,000	

Jaime Lopez

**Project Director**

**Signature**

02/21/2025

**Date**

Nicholas Valsamides

**Fiscal Agent Name**

**Signature**

02/24/2025

**Date**

nvalsamides@taftcollege.edu

**Fiscal Agent Email**

661-763-7853

**Phone number**

## BOARD AGENDA ITEM

**Date:** April 23, 2025

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

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

**Subject:** Information Item

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**Board Meeting Date:** May 14, 2025

**Title of Board Item:** Education Code§ 42141 Compliance as it Relates to Workers' Compensation

**Background:** California Education Code§ 42141 requires school districts to publicly disclose certain information that affects their financial status. Section 42141 specifically addresses workers' compensation funding for districts that are self-insured, either individually or as part of a joint powers agency (JPA). It also provides, in pertinent part, that the district superintendent shall annually provide information to the governing board regarding the estimated accrued but unfunded cost of workers' compensation claims.

West Kern Community College District is a member of Self-Insured Schools of California (SISC). An actuarial study was completed by Bickmore Actuarial of the projected financial standing of SISC on June 30, 2025. The actual financial position as of February 28, 2025, was \$58,640,508. The projected financial position on June 30, 2025, is \$64,946,000. These figures show that SISC has a positive ending financial position, and we are in full compliance with sufficient reserves.

Please see the California Education Code§ 42141(b) actuarial memorandum attached.


**Board Goal/Accreditation Standard:**

BFR #1 and #2

**Terms (if applicable):** Not applicable.

**Expense (if applicable):** Not applicable.

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

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



April 22, 2025

To: Superintendents of SISC I Member Districts

From: Kim A Sloan, Chief Financial Officer  
Self-Insured Schools of California (SISC)

Subject: Education Code 42141 Compliance as it Relates to Workers' Compensation

Education Code 42141 requires school districts and county offices of education to publicly disclose certain information that affects their financial status. This legislation requires the following public disclosure:

*If a district is self-insured for workers' compensation claims, either as an individual district or as a member of a joint powers agency, the district superintendent shall annually provide information to the governing board regarding the estimated accrued but unfunded cost of those claims. The estimate is to be based on an actuarial report obtained at least every three years. The information shall be presented by the superintendent at a public meeting of the governing board, and at that same meeting the board shall disclose, as a separate agenda item, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the accrued but unpaid workers' compensation claims or it is otherwise decreasing the amount in its workers' compensation reserve fund. The board will annually certify to the county superintendent the amount of money, if any, that is has decided to reserve in its budget for the cost of the benefits and/or the claims, and submit any necessary budget revisions to account for that reserve.*

The actuarial study performed by *Bickmore Actuarial* representing SISC's projected financial position as of June 30, 2025 is summarized in the following table.

Based on the SISC I – Workers' Compensation Actuarial Report as of December 31, 2024		
	Projected Financial Position as of June 30, 2025	Actual Financial Position as of February 28, 2025
Projected funds available (Total Assets)	\$138,877,000	\$132,571,508
Present value of estimated outstanding losses and unallocated loss adjustment expenses at June 30, 2024 (Based on "expected" confidence level)	\$73,931,000	\$73,931,000
Ending financial position	\$64,946,000	\$58,640,508

I am pleased to report that, as the actuarial summary shows, the SISC I - Workers' Compensation JPA has a positive ending financial position. The ending balance includes sufficient reserves to enable your district to be in full compliance with the workers' compensation portion of Education Code 42141 without making any excess contributions to the SISC I JPA.

Please share this information with your governing board and retain a copy of this memorandum for your district's auditors. SISC will send a letter to your county superintendent confirming that your district is in compliance with the workers' compensation portion of Education Code 42141.

If you have any questions, please contact me at (661) 636-4882 or [kisloan@siscschools.org](mailto:kisloan@siscschools.org).



## BOARD AGENDA ITEM

**Date:** April 15, 2025

**Submitted by:** Megan Romero, Director TIL Program *MR*

**Area Administrator:** Heather del Rosario, VP Human Resources

**Subject:** Request for Approval

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**Board Meeting Date:** May 14, 2025

**Title of Board Item:** Off-Campus Residential Leasing Agreements for the TIL Program

**Background:** Typically, all sophomore (2<sup>nd</sup> year) students live off-campus in the community to gain experience of living independently. Off-campus homes are near the campus and the support staff visit the students and support them in their homes. This gives the TIL students experience of life skills in maintaining a home and allows them to experience being part of the community.

It is requested that the Board of Trustees approve the request for the off-campus housing lease agreements.

**Board Goal/Accreditation Standard:** SAP #4

**Terms (if applicable):**

Each rental contract is for a 1-year period (12 months).  
108 Buchanan, \$1,400 a month, 07/01/25 – 06/30/25  
523-A, 525 ^ 525-A Lucard, \$1,935 a month, 07/01/25 – 06/30/25  
717 Center Street, \$1,800 a month, 08/01/25 – 07/31/25

**Expense (if applicable):** TIL pays the landlord monthly. Students pay their rent, utilities and any other expenses they incur. Students will pay the cashier (to the TIL account) the monthly rent payment.

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

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

### **Off Campus Landlord/Rental Information**

#### **3 leases will run July 1, 2025-June 30 2026:**

108 Buchanan	\$1,400	Taft College
523-A Lucard St. 525 & 525 A Lucard St.	\$1,935	Dominique Payne-Strand Dom-661-342-8317
717 Center Street Lease runs 8/1/25-7/31/26	\$1,800	DK&M Properties Kim-805-841-5464

#### **Already Board Approved in March 2025:**

July 1<sup>st</sup>, 2025 – June 30<sup>th</sup>, 2030 (60 months)

101 Jefferson, 103C Jefferson, \$1,935	California Housing Foun.
210 Ash St.	Daniel 909-583-3577

## **RESIDENTIAL LEASE (Generic Lease Agreement)**

THIS RESIDENTIAL LEASE ("Lease") dated as of July 01, 2025, is entered into between Taft College ("Tenant") and West Kern Community College District ("Landlord.").

NOW THEREFORE, for good and valuable consideration the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

### **Section 1. Lease**

Tenant leases from Landlord the premises located at 108 Buchanan Street Taft, CA and consisting of a three-bedroom two bathroom and a detached single family home terms and conditions contained in this Lease (collectively, "Leased Premises").

### **Section 2. Term**

The term of this Lease shall commence on July 01, 2025 and continue for a period of twelve (12) months.

### **Section 3. Deposit**

Concurrent the execution of this Lease, Tenant shall deliver to Landlord a deposit in the amount of \$1,400.00 in the form of a District warrant, personal check, cashier's check, or cash ("Deposit"). The Deposit shall be held as security for the performance of Tenant's obligations under this Lease pursuant to Section 14.

### **Section 4. Rent**

Rent shall be \$1,400.00 per month ("Monthly Rent"), payable in advance, on the first day of each calendar month to Landlord or Landlord's authorized agent, at the following address: 29 Cougar Court, Taft, CA 93268 or any other place designated by Landlord in writing. If Tenant takes possession of the Leased Premises on a date other than the first day of a calendar month, the rent payment for July 2025 through June 2026 shall be prorated in accordance with the then remaining number of days in the month prorated on the basis of a thirty-day month (Monthly Rent/30 = daily rent). Rent that equals the amount due for 12 months shall be paid over an 11-month period. You will receive August 2024 through June 2025 \$1,854.55 and no check in July 2025.

### **Section 5. Utilities, Services, and Yard Care**

Tenant shall be responsible for securing accounts in Tenant's name for and the payment of all utilities and services to the Leased Premises, except yard care & water, which shall be paid by Landlord.

## **Section 6. Use and Subletting/Licensing**

Landlord acknowledges that Tenant intends to use the Leased Premises as a part of Tenant's Transition to Independent Living ("TIL") program, which consists primarily of housing TIL program students in the Leased Premises as a private dwelling. The use of the Leased Premises will also include District staff and related parties regularly meeting with TIL program students in the Leased Premises as a component of the TIL program, and other TIL related activities. As a necessary component of the District's use of the Leased Premises, District intends to enter into subletting or licensing agreements with TIL program students ("Students") for the use and occupancy of the Leased Premises for TIL program purposes. Landlord unconditionally consents to such subletting or licensing of all or a portion of the Leased Premises, provided that such subletting or licensing shall not alter Tenant's responsibility for the obligations under this Lease.

Without Landlord's prior written consent, Tenant and Students may not use or maintain a waterbed on the Leased Premises. Tenant and Students may not repair any automobiles or any other motor vehicles, heavy machinery, or equipment, anywhere on the Leased Premises or in or around the building of which the Leased Premises are a part, including the parking area, garage, and driveway. Tenant and Students may not keep or maintain any pets on the Leased Premises without the prior written consent of Landlord, which Landlord may withhold in Landlord's sole discretion.

## **Section 7. Compliance with Law**

Tenant shall comply with all laws, statutes, ordinances, and requirements of all city, county, state, and federal authorities now or later in force pertaining to the use of the Leased Premises, and shall require the same of the Students.

## **Section 8. Maintenance and Alterations**

Except as set forth in this Lease, Tenant agrees that as of the delivery of possession the Leased Premises are in good working order and repair. Landlord shall, at Landlord's own expense and at all times, maintain the Leased Premises in good working order and repair, including all equipment, appliances, furniture, fixtures, and furnishings. Tenant shall be responsible for damages caused by Tenant's negligence and that of Tenant's family, invitees, subtenants, licensees, and guests. Tenant shall not paint, wallpaper, or otherwise make permanent alterations to the Leased Premises without the prior written consent of Landlord. Tenant shall not commit or allow any person to commit any act resulting in the destruction, defacement, damage, impairment, or removal of any part of the Leased Premises, including wall, ceiling, and floor coverings, and the furniture, fixtures, and furnishings of the Leased Premises. Tenant shall surrender the Leased Premises at termination of this Lease in as good condition as received, normal wear and tear excepted. Tenant shall require Students to comply with this Section.

## **Section 9. Entry**

Landlord shall have the right to enter the Leased Premises for the purposes of making necessary or agreed repairs and for showing the Leased Premises to prospective tenants, purchasers, or mortgagees, provided that, except in the case of an emergency, such entry shall be made during

normal business hours and upon at least thirty-six (36) hours' prior notice to Tenant. Tenant may not change the locks to the Leased Premises without the prior consent of Landlord.

#### **Section 10. Indemnification**

Landlord shall not be liable for any damage or injury to Tenant or any other person, or to any property, occurring on the Leased Premises or any part of the Leased Premises or in common areas, unless the damage is caused by the negligent, willful, or intentional act or omission to act of Landlord, Landlord's agents, or Landlord's employees. Tenant agrees to indemnify, defend, and hold harmless Landlord for any liability, costs (including reasonable attorneys' fees), or claims for personal injuries or property damage that is the proximate result of the gross negligence or willful misconduct of Tenant or Tenant's guests or invitees. Each party waives the right of subrogation against the other party.

#### **Section 11. Delay of Possession**

Tenant may terminate this Lease if possession is not delivered within five (5) days of the commencement of the Term.

#### **Section 12. Default and Time to Cure**

If Tenant fails to pay rent when due, or to perform any term of this Lease, after not less than seven (7) days' written notice of default given to Tenant in the manner required by law, Landlord, at Landlord's option, may terminate all rights of Tenant under this Lease, unless Tenant, within the time specified, cures the default.

#### **Section 13. Remedies**

If Tenant defaults, Landlord may elect to:

- (a) continue the lease in effect, and enforce all Landlord's rights and remedies under this Lease, including the right to recover the rent as it becomes due, or
- (b) at any time, terminate all of Tenant's rights under this Lease, and recover from Tenant all damages Landlord may incur by reason of the breach of the lease, including the cost of recovering the Leased Premises and including the worth at the time of the termination or at the time of an award if suit is instituted to enforce this provision, of the amount by which the unpaid rent for the balance of the term exceeds the amount of the rental loss that Tenant proves could be reasonably voided.

In addition to any other rights and remedies allowed by this Lease or by law, Landlord shall have the remedies as set forth in Civil Code §§ 1951.2 and 1951.4.

#### **Section 14. Security Deposit**

Tenant is placing a Deposit with Landlord in the sum set forth in Section 3. Landlord shall not be obligated to pay interest on the Deposit. Landlord will hold the deposit for the full and timely performance by Tenant of Tenant's obligations under this Lease, including payment of rent and



cleaning, maintaining, and repairing the Leased Premises after surrender. If all or any portion of Tenant's security deposit is applied by Landlord during the term of this Lease, Landlord may demand that Tenant replenish the full amount applied. Tenant's failure to replenish the amount within seven (7) days after written demand will constitute a breach of this Lease. The balance of all deposits shall be refunded no later than twenty-one (21) calendar days from the date possession of the Leased Premises is delivered to Landlord or Landlord's agent, together with a statement showing any charges made against the deposits by Landlord.

#### **Section 15. Waiver**

No failure of Landlord to enforce any term of this Lease shall be deemed a waiver, nor shall any acceptance of a partial payment of rent be deemed a waiver of Landlord's right to the full amount of rent.

#### **Section 16. Termination of Lease**

This agreement continues from the commencement date as a month-to-month tenancy. Tenant may terminate the tenancy by giving written notice at least 30 days prior to the intended date. Tenant shall be responsible for paying rent through the termination date even if moving out early. Landlord may terminate the tenancy by giving written notice as provided by law. Such notices may be given on any date.

#### **Section 17. Notices**

Any notice that either party may or is required to give, may be given by mailing the notice, postage prepaid at the address shown below, or at any other place designated in writing by the parties from time to time.

IF TO TENANT:

29 Cougar Court  
Taft, CA 93268

IF TO LANDLORD:

Attn: Superintendent-President  
WEST KERN COMMUNITY COLLEGE DISTRICT  
29 Cougar Court  
Taft, California 93268

#### **Section 18. Successors and Assigns**

This Lease is binding upon and inures to the benefit of the heirs, assigns, successors, executors, and administrators of Landlord and Tenant.

### **Section 19. Time**

Time is of the essence in this Lease.

### **Section 20. Holding Over**

Any holding over after expiration of the Lease, with the consent of Landlord, shall be construed as a month-to-month tenancy in accordance with the terms of this Lease, as applicable. No holding over or extension of this Lease shall extend the time for the exercise of the option unless agreed upon in writing by Landlord.

### **Section 21. Late Charges**

If Tenant fails to pay the Monthly Rent within five (5) days after the due date, Tenant agrees that it would be impracticable or extremely difficult to fix the actual damage to Landlord caused by that failure and therefore agrees to pay a late charge of \$35.00. The amounts due under this Section are in addition to and not in lieu of any other remedies of Landlord.

### **Section 22. Construction**

Headings at the beginning of each section of this Lease are solely for the convenience of the parties and are not a part of and shall not be used to interpret this Lease. The singular form shall include plural, and vice versa. This Lease shall not be construed as if it had been prepared by one of the parties, but rather as if both parties have prepared it. Unless otherwise indicated, all references to sections are to this Lease.

### **Section 23. Further Assurances**

Whenever requested to do so by the other party, each party shall execute, acknowledge, and deliver any further conveyances, agreements, confirmations, satisfactions, releases, powers of attorney, instruments of further assurance, approvals, consents, and any further instruments and documents as may be necessary, expedient, or proper to complete any conveyances, transfers, sales, and agreements contemplated by this Lease. Each party also agrees to do any other acts and to execute, acknowledge, and deliver any documents reasonably requested to carry out the intent and purpose of this Lease.

### **Section 24. Third Party Rights**

Nothing in this Lease, express or implied, is intended to confer upon any person, other than the parties and their respective successors and permitted assigns, any rights or remedies under or by reason of this Lease. Tenant shall not assign this Lease without Landlord's advance written approval.

### **Section 25. Counterparts**

This Lease may be executed in one or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same instrument.

### **Section 26. Amendment**

This Lease may not be amended or altered except by an instrument in writing executed by Landlord and Tenant.

### **Section 27. Partial Invalidity**

Any provision of this Lease that is unenforceable or invalid or the inclusion of which would adversely affect the validity, legality, or enforcement of this Lease shall have no effect, but all the remaining provisions of this Lease shall remain in full force.

### **Section 28. Governing Law and Venue**

The validity, meaning, and effect of this Lease shall be determined in accordance with California law, and any disputes concerning the subject matter of this Lease shall have proper venue in the Superior Court for the County of Kern.

IN WITNESS WHEREOF, Tenant has executed this Lease as of the date first above written.

TENANT:

Taft College  
29 Cougar Court  
Taft, CA 93268

LANDLORD:

WEST KERN COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_  
[Taft College]

By: \_\_\_\_\_  
Leslie Minor, Ph.D.  
Interim Superintendent/President

## BOARD AGENDA ITEM

**Date:** April 28, 2025

**Submitted by:** Megan Romero, TIL Program Director *me*

**Area Administrator:** Heather del Rosario, VP Human Resources

**Subject:** Request for Ratification

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**Board Meeting Date:** May 14, 2025

**Title of Board Item:** West Kern Community College District Contract for Professional Services

**Background:** Taft College TIL Program has used Mr. Garcia's professional services in the past to obtain the TPSID Grant. TIL would like to be able to secure it again along with any other grant opportunities that might be available to the program. These services are including but, not limiting to completing documentation required by funding source(s) prior to deadlines, submitting to TIL Program Director and gaining approval prior to submitting, any other tasks required to submit a completed grant application. (See attached).


We request ratification on this contract by the Board of Trustees to obtain grants needed for the Taft College TIL Program.

**Board Goal/Accreditation Standard:** SAP #4

**Terms (if applicable):** May 15, 2025, through December 31.2025 if Board approved.

**Expense (if applicable):** If the grant proposal is under \$250,000 compensation will be \$95.00/per hour up to \$75,000. If the grant proposal is over \$250,000 compensation will be negotiated separate of this agreement.

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

**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 Gilbert "Gil" Garcia ("Independent Contractor"). The agreement is effective May 15, 2025

**Recitals**

1. District desires to obtain consulting services aligned with the duties of the Vice President of Administrative Services and shall render these services as the:

**Professional services of a grant writer trained and experienced with writing government and private grants for the Transition to Independent Living Program.**

(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

May 15, 2025 through December 31, 2025 . 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:

***Finding grant proposals, completing all documentation required by the funding source(s) prior to deadlines, obtaining approvals from TIL Director prior to submission(s), other tasks assigned by the District that are needed to submit a complete grant application. See attached.***

4. **Compensation.** Independent Contractor shall be paid the sum of \$95/per hour (see attached contract) per month.

**Independent Contractor Agreement**  
**Page 2**

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 to a maximum of \$ 0 for the entire term 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 Taft, California, on the dates shown below.

Date of WKCCD Board Approval:

Budget code: 39000-314-5510-64991

West Kern Community College District:

Independent Contractor:

By:

(Signature)

*Leslie Minor, Ph.D.*

(Printed Name)

*Interim Superintendent/President*

(Title)

(Signature)

*Gilbert "Gil" Garcia*

(Printed Name)

*garciagilbertm@gmail.com*

(Email)



**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 Gilbert "Gil" Garcia ("Independent Contractor"). The agreement is effective \_\_\_ May 15, 2025.

**Recitals**

1. District desires to obtain the services of a grant writer especially trained and experienced in rendering the following services: writing government and private grants for the Transition to Independent Living Program. (and as may be more particularly described in paragraph 3 of terms below).
2. Independent Contractor is an Independent Contractor especially trained and experienced in providing the services described in recital #1 above.
3. The parties have agreed that the Independent Contractor will provide the personal professional services as specified in this Agreement as an Independent Contractor, as available, and not as an employee of the District.

**Terms**

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Recitals Approved.** The above recitals are true and correct.
2. **Length of Agreement.** Independent Contractor shall provide the services \_\_\_ May 15, 2025 to December 31, 2025.
3. **Services to be Provided.** The services to be provided to the District by the Independent Contractor for grant proposals under \$250,000 include but are not necessarily limited to the following:
  - a. Complete all documentation required by funding source in time to compete for funds.
  - b. Obtain approval for all documentation from the TIL Program Director prior to submission.
  - c. Submit all documentation as prescribed by RFP at least one day prior to the due date.
  - d. Other tasks as assigned by the District that are needed in order to submit a complete grant application.

Grants written in the amount over \$250,000 will be negotiated separately of this agreement.

4. **Compensation.** Independent Contractor shall be paid \$95/per hour up not to exceed \$75,000.
5. **Hold Harmless Agreement.** Any amounts paid under this Agreement constitute the total compensation for all services rendered by Independent Contractor. The Independent Contractor agrees to pay all Social Security and other income taxes which may accrue by reason of this Agreement, and to indemnify, defend, and hold the District, its officers, agents, and employees harmless from all claims, penalties, damages, liabilities, costs, and expenses including attorney fees, related to Independent Contractor's failure to pay these and similar obligations. Further, since Independent Contractor is acting solely in an Independent Contractor capacity, the Independent Contractor and its staff will not be entitled to and shall not by reason of this Independent Contractor arrangement receive any employee benefits from the District.
6. **Monthly Service Report.** Upon request, Independent Contractor shall submit a monthly service report in writing to the District which shall include a diary showing days and service rendered.
7. **Travel Expenses/Mileage Reimbursement.** The District shall not reimburse Independent Contractor for travel expenses/mileage.
8. **Standards of Ethical Conduct and Confidentiality.** Standards of ethical conduct and confidentiality shall be maintained, and Independent Contractor will not engage in inappropriate contacts or professional conflicts of interest.
9. **Earlier Termination.** Either Party may terminate this Agreement upon providing 15 days prior written notice of such termination.

Executed at Taft, California, on the dates shown below.

Date of West Kern Community College District Board Approval:

\_\_\_\_\_

West Kern Community College  
District:

Independent Contractor:

By: Leslie Minor.  
Ph.D.

By: Gilbert Garcia

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

## BOARD AGENDA ITEM

Date: May 2, 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: May 14, 2025

Title of Board Item: Request for Approval of Library 311 Distance Learning Project

Background:

Distance Education must be moved in connection with the upcoming demolition project associated with the Vocational Center. Distance Education is currently located in G-1. Distance Education will be moved to Library 311, and the Veteran's Center will be moved to G-1 following carpet replacement. The current Veteran's Center location will be demolished along with the Old Student Center on the future grant funded demolition project associated with the Vocational Center.

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 needs. Sierra School Equipment Co. has provided a proposal for furnishings and installation which is attached hereto. Scope of work for Library 311 includes installation of demountable wall office space, workstation furnishings, and table and chairs necessary for the operational function of Distance Education. Please see the attached proposal and layout. 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):

\$54,464.99

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	116483
Date	03/15/2025
Customer PO No	
Customer Name	Taft College
Account Rep	David Shaw
Project Number	
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T Taft College  
O 29 Cougar Ct  
Taft, CA 93268

ATTN: Accounts Payable

S Taft College - Library Room 311 - C15TAPT  
H 29 Courgar Court  
I Taft, CA 93268  
P

T ATTN: Justin Madding - (661)763-7767  
O

RE: Library Room 311  
Distance Learning

Line	Quantity	Description	Unit Price	Extended Amount
1	1.00 Each	SBI 400 SERIES DEMOUNTABLE WALL SBI 96"H 400 series demountable wall system per space plan dated 1/6/2025, consisting of the following: 1 each 11' -2"L x 96"H 400 series wall with 3'-0" x 80"H solid core paint grade doors without lock set. 1 each 13' -4"L x 96"H 400 series wall Panel Vinyl: Off White Aluminum Trim: Satin Clear Anodized (Door lock-set is not included). Tag: Library Bldg - Room 311	11,949.00	11,949.00
2	3.00 Each	Knoll, Inc D1R3624G--(CORE)-126-(CORE)-126 Worksurface, Rectangular, 36Wx24D, with grommet (CORE):Core Laminates 126:LAM- Natural Cherry (CP) (CORE):Core Edgebands 126:EDGE- Natural Cherry (CP) Tag: Library Bldg - Room 311	245.67	737.01
3	3.00 Each	Knoll, Inc D1R4824G--(CORE)-126-(CORE)-126 Worksurface, Rectangular, 48Wx24D, with grommet (CORE):Core Laminates 126:LAM- Natural Cherry (CP) (CORE):Core Edgebands 126:EDGE- Natural Cherry (CP) Tag: Library Bldg - Room 311	311.79	935.37
4	1.00 Each	Knoll, Inc D1R6024G--(CORE)-126-(CORE)-126 Worksurface, Rectangular, 60Wx24D, with grommet (CORE):Core Laminates 126:LAM- Natural Cherry (CP) (CORE):Core Edgebands 126:EDGE- Natural Cherry (CP) Tag: Library Bldg - Room 311	362.52	362.52
5	1.00 Each	Knoll, Inc D1R7224G--(CORE)-126-(CORE)-126 Worksurface, Rectangular, 72Wx24D, with grommet (CORE):Core Laminates 126:LAM- Natural Cherry (CP)	409.26	409.26



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## Proposal

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PO Box 80667  
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Fax: 661-399-0218  
Email: sales@ssecinc.com  
www.ssecinc.com

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		(CORE):Core Edgebands 126:EDGE- Natural Cherry (CP) Tag: Library Bldg - Room 311		
6	1.00 Each	Knoll, Inc D1R7230N--(CORE)-126-(CORE)-126 Worksurface, Rectangular, 72Wx30D, no grommet (CORE):Core Laminates 126:LAM- Natural Cherry (CP) (CORE):Core Edgebands 126:EDGE- Natural Cherry (CP) Tag: Library Bldg - Room 311	506.16	506.16
7	3.00 Each	Knoll, Inc D5C3624G--(CORE)-126-L-(CORE)-126 Worksurface, Rectilinear Corner, 36Wx24D, with grommet (CORE):Core Laminates 126:LAM- Natural Cherry (CP) L:grain direction, left (CORE):Core Edgebands 126:EDGE- Natural Cherry (CP) Tag: Library Bldg - Room 311	445.17	1,335.51
8	3.00 Each	Knoll, Inc DB1C24L--612T Cantilever Bracket, Left, 24"D, Single Pack 612T:PAINT- Medium Metallic Grey (Textured) Tag: Library Bldg - Room 311	67.83	203.49
9	2.00 Each	Knoll, Inc DB1C24R--612T Cantilever Bracket, Right, 24"D, Single Pack 612T:PAINT- Medium Metallic Grey (Textured) Tag: Library Bldg - Room 311	67.83	135.66
10	1.00 Each	Knoll, Inc DB1F24SP Flat Bracket 24" - Single Pack Tag: Library Bldg - Room 311	26.79	26.79
11	2.00 Each	Knoll, Inc DB1F24SP Flat Bracket 24" - Single Pack Tag: Library Bldg - Room 311	26.79	53.58
12	2.00 Each	Knoll, Inc DB1PWSL--612T Panel-to-Worksurface Bracket, Left 612T:PAINT- Medium Metallic Grey (Textured) Tag: Library Bldg - Room 311	7.98	15.96
13	5.00 Each	Knoll, Inc DB1PWSP--612T Panel-to-Worksurface Bracket, Pair 612T:PAINT- Medium Metallic Grey (Textured) Tag: Library Bldg - Room 311	15.96	79.80
14	1.00 Each	Knoll, Inc DB1PWSR--612T Panel-to-Worksurface Bracket, Right	7.98	7.98



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		612T:PAINT- Medium Metallic Grey (Textured) Tag: Library Bldg - Room 311		
15	2.00 Each	Knoll, Inc DD5SCU12--(CORE TX)-612T Corner Unit (Component), 6-9/ 16Wx12-9/16Dx26-7/8H (CORE TX):Textured Core Paints 612T:PAINT- Medium Metallic Grey (Textured) Tag: Library Bldg - Room 311	349.98	699.96
16	2.00 Each	Knoll, Inc DD5EU24--(CORE TX)-612T End Unit Support, 14-7/8Wx24D (CORE TX):Textured Core Paints 612T:PAINT- Medium Metallic Grey (Textured) Tag: Library Bldg - Room 311	409.83	819.66
17	1.00 Each	Knoll, Inc DD5FBPD72--(CORE TX)-612T Back Panel for 72" Desk/Table, Full Height (CORE TX):Textured Core Paints 612T:PAINT- Medium Metallic Grey (Textured) Tag: Library Bldg - Room 311	240.54	240.54
18	1.00 Each	Knoll, Inc DE18PCNP Power Connector, 2+2 Shared Neutrals, 12" no Post Tag: Library Bldg - Room 311	73.53	73.53
19	3.00 Each	Knoll, Inc DE18PCWP Power Connector, 2+2 Shared Neutrals, 15" with Post Tag: Library Bldg - Room 311	75.24	225.72
20	1.00 Each	Knoll, Inc DE18PM36 Power Module, 2+2 Shared Neutrals, 36"W Panel Tag: Library Bldg - Room 311	125.97	125.97
21	1.00 Each	Knoll, Inc DE18PM48 Power Module, 2+2 Shared Neutrals, 48"W Panel Tag: Library Bldg - Room 311	141.93	141.93
22	1.00 Each	Knoll, Inc DE18PM24 Power Module, 2+2 Shared Neutrals, 24"W Panel Tag: Library Bldg - Room 311	115.71	115.71
23	2.00 Each	Knoll, Inc DE18PMS36 Panel Power Module, Single Sided, 2+2 Shared Neutrals, 36"W Panel Tag: Library Bldg - Room 311	125.97	251.94
24	1.00 Each	Knoll, Inc DE18BI56 Base Power Infeed, 2+2 Shared Neutrals, 56" (reversible) Tag: Library Bldg - Room 311	249.09	249.09
25	6.00 Each	Knoll, Inc DE1DR1SP--115	37.05	222.30





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		Duplex Circuit 1 - Single Pack 115:PAINT- Medium Grey Tag: Library Bldg - Room 311		
26	6.00 Each	Knoll, Inc DE1DR2SP-115 Duplex Circuit 2 - Single Pack 115:PAINT- Medium Grey Tag: Library Bldg - Room 311	37.05	222.30
27	4.00 Each	Knoll, Inc DP1SO1424--(W1754)-W17547 Fabric Tile, 14H, for 24W Panel (W1754):FABRIC- Circuit (Gr10) W17547:COL- Pebblestone Tag: Library Bldg - Room 311	93.48	373.92
28	4.00 Each	Knoll, Inc DP1SO2124--(W1754)-W17547 Fabric Tile, 21H, for 24W Panel (W1754):FABRIC- Circuit (Gr10) W17547:COL- Pebblestone Tag: Library Bldg - Room 311	124.83	499.32
29	3.00 Each	Knoll, Inc DP1SO4224--(W1754)-W17547 Fabric Tile, 24W, for 42H Panel (W1754):FABRIC- Circuit (Gr10) W17547:COL- Pebblestone Tag: Library Bldg - Room 311	125.97	377.91
30	6.00 Each	Knoll, Inc DP1SO4236--(W1754)-W17547 Fabric Tile, 36W, for 42H Panel (W1754):FABRIC- Circuit (Gr10) W17547:COL- Pebblestone Tag: Library Bldg - Room 311	154.47	926.82
31	4.00 Each	Knoll, Inc DP2SOS24--NA D2 Tile Support for 24W Panel NA:D2- Black Tag: Library Bldg - Room 311	28.50	114.00
32	2.00 Each	Knoll, Inc DP2SOSC D2 Tile Support Mounting Brackets Tag: Library Bldg - Room 311	0.00	0.00
33	3.00 Each	Knoll, Inc DP3L14224-126-126 Laminate Tile, 24W, for 42H Panel 126:LAM- Natural Cherry (CP) 126:EDGE- Natural Cherry (CP) Tag: Library Bldg - Room 311	257.64	772.92
34	6.00 Each	Knoll, Inc DP3L14236-126-126 Laminate Tile, 36W, for 42H Panel 126:LAM- Natural Cherry (CP)	420.09	2,520.54



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		126:EDGE- Natural Cherry (CP) Tag: Library Bldg - Room 311		
35	6.00 Each	Knoll, Inc DP6PE42-612T Panel End Assembly, 42H, thin profile 612T:PAINT- Medium Metallic Grey (Textured) Tag: Library Bldg - Room 311	98.04	588.24
36	1.00 Each	Knoll, Inc DP8PPC Panel to Panel Connector, In Line, 10 Pack Tag: Library Bldg - Room 311	17.10	17.10
37	4.00 Each	Knoll, Inc DP5TCTSP-612T Panel-to-Panel Top Cap Transition, used with metal flat - Single Pack 612T:PAINT- Medium Metallic Grey (Textured) Tag: Library Bldg - Room 311	5.13	20.52
38	1.00 Each	Knoll, Inc DP8VMMRR4236-5-612T-K-(CORE)-612T-(W1754)-W17547 Preconfigured Panel, Full View, Monolithic/Monolithic, Fabric to Raceway Side 1 & 2, 42Hx36W 5:TOPCAP- Flat Metal 612T:TOPCAP- Medium Metallic GreyTX K:RACE- with Knockouts (CORE):Core Paints 612T:RACE- Medium Metallic Grey (Textured) (W1754):FABRIC- Circuit (Gr10) W17547:COL- Pebblestone Tag: Library Bldg - Room 311	523.26	523.26
39	1.00 Each	Knoll, Inc DP8VMMRR4248-5-612T-K-(CORE)-612T-(W1754)-W17547 Preconfigured Panel, Full View, Monolithic/Monolithic, Fabric to Raceway Side 1 & 2, 42Hx48W 5:TOPCAP- Flat Metal 612T:TOPCAP- Medium Metallic GreyTX K:RACE- with Knockouts (CORE):Core Paints 612T:RACE- Medium Metallic Grey (Textured) (W1754):FABRIC- Circuit (Gr10) W17547:COL- Pebblestone Tag: Library Bldg - Room 311	608.19	608.19
40	3.00 Each	Knoll, Inc DP8VPA4225-612T Two Way Post Assembly "L", 42H, Horizon, metal flat, Full View 612T:PAINT- Medium Metallic Grey (Textured) Tag: Library Bldg - Room 311	152.19	456.57
41	2.00 Each	Knoll, Inc DP8VPA4235-612T Three Way Post Assembly "T", 42H, Horizon, metal flat, Full View 612T:PAINT- Medium Metallic Grey (Textured) Tag: Library Bldg - Room 311	157.89	315.78
42	2.00	Knoll, Inc	255.93	511.86



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	Each	DP8VRR4224--5-612T-K-(CORE)-612T Build-to-Spec Panel Frame, Full View, Fabric to Raceway Side 1 & 2, 42Hx24W 5:TOPCAP- Flat Metal 612T:TOPCAP- Medium Metallic GreyTX K:RACE- with Knockouts (CORE):Core Paints 612T:RACE- Medium Metallic Grey (Textured) Tag: Library Bldg - Room 311		
43	3.00 Each	Knoll, Inc DP8VRF4224--5-612T-K-(CORE)-612T Build-to-Spec Panel Frame, Full View, Fabric to Raceway Side 1/Fabric to Floor Side 2, 42Hx24W 5:TOPCAP- Flat Metal 612T:TOPCAP- Medium Metallic GreyTX K:RACE- with Knockouts (CORE):Core Paints 612T:RACE- Medium Metallic Grey (Textured) Tag: Library Bldg - Room 311	275.88	827.64
44	6.00 Each	Knoll, Inc DP8VRF4236--5-612T-K-(CORE)-612T Build-to-Spec Panel Frame, Full View, Fabric to Raceway Side 1/Fabric to Floor Side 2, 42Hx36W 5:TOPCAP- Flat Metal 612T:TOPCAP- Medium Metallic GreyTX K:RACE- with Knockouts (CORE):Core Paints 612T:RACE- Medium Metallic Grey (Textured) Tag: Library Bldg - Room 311	311.22	1,867.32
45	1.00 Each	Knoll, Inc DP8PPC Panel to Panel Connector, In Line, 10 Pack Tag: Library Bldg - Room 311	17.10	17.10
46	1.00 Each	Knoll, Inc KSPEC10 Set of 10 cores/keys (black) Tag: Library Bldg - Room 311	0.00	0.00
47	1.00 Each	Knoll, Inc 2DSPM520BFPL--(CORETX)-612T-SB-8J-KA Series 2 Mobile Pedestal, Recessed Pull, 15Wx20D, Box/File, Partial Extension Slides, with Handle, Locking (CORETX):Textured Core Paints 612T:PAINT- Medium Metallic Grey (Textured) SB:Full Extension Drawer Slides 8J:Pencil tray in box drawer, 2 file converters in file drawer KA:LOCK- Keyed alike Tag: Library Bldg - Room 311	835.62	835.62
48	1.00 Each	Knoll, Inc 2DSDW536FFL--(CORETX)-612T-SB-1R-KA Series 2 Doublewide Pedestal, Recessed Pull, 36Wx20D, File/File, Locking (CORETX):Textured Core Paints 612T:PAINT- Medium Metallic Grey (Textured) SB:Full Extension Drawer Slides	1,161.09	1,161.09



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1R:Front-to-back filing rail  
KA:LOCK- Keyed alike  
Tag: Library Bldg - Room 311

49	3.00 Each	Knoll, Inc 2DSPF524BBFL--(CORETX)-612T-SB-6J-KA Series 2 Floorstanding Pedestal, Recessed Pull, 15Wx24D, Box/Box/File, Locking (CORETX):Textured Core Paints 612T:PAINT- Medium Metallic Grey (Textured) SB:Full Extension Drawer Slides 6J:Divider in 1 box drawer, pencil tray in 1 box drawer, 2 file converters in file KA:LOCK- Keyed alike Tag: Library Bldg - Room 311	810.54	2,431.62
50	1.00 Each	Knoll, Inc DS3PMSS4821PL--612T-(KEYALIKE)-(LOCK) Horizon Panel Mount Overhead with Partial Height Steel Doors with lock, 48Wx21H 612T:PAINT- Medium Metallic Grey (Textured) (KEYALIKE):LOCK- Keyed Alike (LOCK):Specify lock core & key separately Tag: Library Bldg - Room 311	764.37	764.37
51	1.00 Each	Knoll, Inc DS3PMSS6021PL--612T-(KEYALIKE)-(LOCK) Horizon Panel Mount Overhead with Partial Height Steel Doors with lock, 60Wx21H 612T:PAINT- Medium Metallic Grey (Textured) (KEYALIKE):LOCK- Keyed Alike (LOCK):Specify lock core & key separately Tag: Library Bldg - Room 311	847.02	847.02
52	2.00 Each	Knoll, Inc DS3WMC2130Q--(CORE)-612T Wall Mount Bracket with cover 30W, for 21" high panel mounted sliding door overhead (CORE):Core Paints 612T:PAINT- Medium Metallic Grey (Textured) Tag: Library Bldg - Room 311	261.06	522.12
53	1.00 Each	Knoll, Inc DS3WMC2148Q--(CORE)-612T Wall Mount Bracket with cover 48W, for 21" high panel mounted sliding door overhead (CORE):Core Paints 612T:PAINT- Medium Metallic Grey (Textured) Tag: Library Bldg - Room 311	301.53	301.53
54	1.00 Each	Knoll, Inc F-48-18--S1-A-10-(W1754)-W17547-FWMR18 Universal Fabric Board, 48Wx18H S1:OPT- Squared Corner/Rectilinear Edge A:OPT- 1/2" Mineral Board 10:OPT- Fabric Group (F10) (W1754):FABRIC- Circuit W17547:COL- Pebblestone FWMR18:OPT- 1/2" Reveal Wall-Mount	459.99	459.99



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Tag: Library Bldg - Room 311				
55	1.00 Each	Knoll, Inc F-60-18--S1-A-10-(W1754)-W17547-FWMR18 Universal Fabric Board, 60Wx18H S1:OPT- Squared Corner/Rectilinear Edge A:OPT- 1/2" Mineral Board 10:OPT- Fabric Group (F10) (W1754):FABRIC- Circuit W17547:COL- Pebblestone FWMR18:OPT- 1/2" Reveal Wall-Mount Tag: Library Bldg - Room 311	559.74	559.74
56	2.00 Each	Koncept UCX-27-SIL-1PK 10.3 Watt Under Cabinet LED Task Light for 36" Applications Tag: Library Bldg - Room 311	315.00	630.00
57	9.00 Each	Knoll, Inc D1WB20 Worksurface Cable Management Basket, 19-1/2" Tag: Library Bldg - Room 311	39.33	353.97
58	4.00 Each	Herman Miller Y5012.--BU +Metal Pencil Drawer BU:+black umber Tag: Library Bldg - Room 311	180.69	722.76
59	4.00 Each	Knoll, Inc SAPMADFTMK--115-B Sapper Double Arm Kit, fixed table mount, 16" mast, movement joints, adjustment knob, cable management clips 115:PAINT- Medium Grey B:KNOB- Black Tag: Library Bldg - Room 311	444.03	1,776.12
60	4.00 Each	WorkRite Ergonomics, LLC 2128-22----- Banana-Board System w/22" Track and Pinnacle 2 Arm, Black ~:No Selection ~:No Selection Tag: Library Bldg - Room 311	461.52	1,846.08
61	4.00 Each	SitOnIt Seating 1033.BK1.B.AR4--AL1-LA1-CH1-FC1-B17-CS5-MC20-FABRIC--FG2-POP- ONYX-KD Novo, Midback, Mesh Back, Basic, Height Adjustable Arms AL1:Black LA1:Onyx CH1:Standard Cylinder FC1:Black Frame B17:Black Nylon Base CS5:Carpet Casters MC20:Onyx Mesh FABRIC:Fabric Grade Selections ~:No Selection FG2:Fabric Grade 2	403.70	1,614.80



**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	116483
Date	03/15/2025
Customer PO No	
Customer Name	Taft College
Account Rep	David Shaw
Project Number	
Terms	NET 30
Page	9 of 10

POP:Pop Standard Color Selection  
ONYX:Pop Onyx  
KD:Knocked Down  
Tag: Library Bldg - Room 311

62	1.00 Each	Knoll, Inc DT1ARY8442--N-612T-(CORE)-126-126 Rectangular Table with (2) Y-Legs, 84Wx42D N:OPT- No Grommet 612T:BASE- Medium Metallic Grey (Textured) (CORE):Core Laminates 126:LAM- Natural Cherry (CP) 126:EDGE- Natural Cherry (CP) Tag: Library Bldg - Room 311	1,919.19	1,919.19
63	6.00 Each	SitOnIt Seating 5224.UP---FS-AC3-C13-AC-FABRIC---FG3-CANTER EPU-CA ST Freelance, Four-Leg Chair w/ Casters, Upholstered Seat & Back, Arms ~:No Seat Foam Upgrade ~:No Ballistic Nylon Option FS:Silver Frame AC3:Black Arms C13:Std Carpet Casters AC:Fully Assembled in a Carton FABRIC:Fabric Grade Selections ~:No Selection FG3:Fabric Grade 3 CANTER EPU:Canter EPU Standard Color Selection CA ST:Canter EPU Storm Tag: Library Bldg - Room 311	347.05	2,082.30

Order Sub-Total : \$50,314.07

8.2500%-TAFT-93268-2329-KERN : \$4,150.92

**TOTAL ORDER : \$54,464.99**

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED. THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE.

The above price (\$54,464.99) includes delivery to Taft, set-up and California sales tax. The final electrical connection to the building is not included. The above prices are based on the "Arvin Union School District" piggyback bid. If you wish to place the order, please provide a Purchase Order # at your earliest convenience. If you have any questions or need furniture information, please call David Shaw at (661)399-2993 ext 203.

A FINANCE CHARGE OF 1-1/2% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE CHARGED ON ACCOUNTS PAST DUE.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_





**SIERRA**  
SCHOOL EQUIPMENT CO.

## Proposal

Sierra School Equipment Company  
PO Box 80667  
Bakersfield, CA 93380-0667  
Phone: 661-399-2993  
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Order Number	116483
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Customer PO No	
Customer Name	Taft College
Account Rep	David Shaw
Project Number	
Terms	NET 30
Page	10 of 10

### 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.

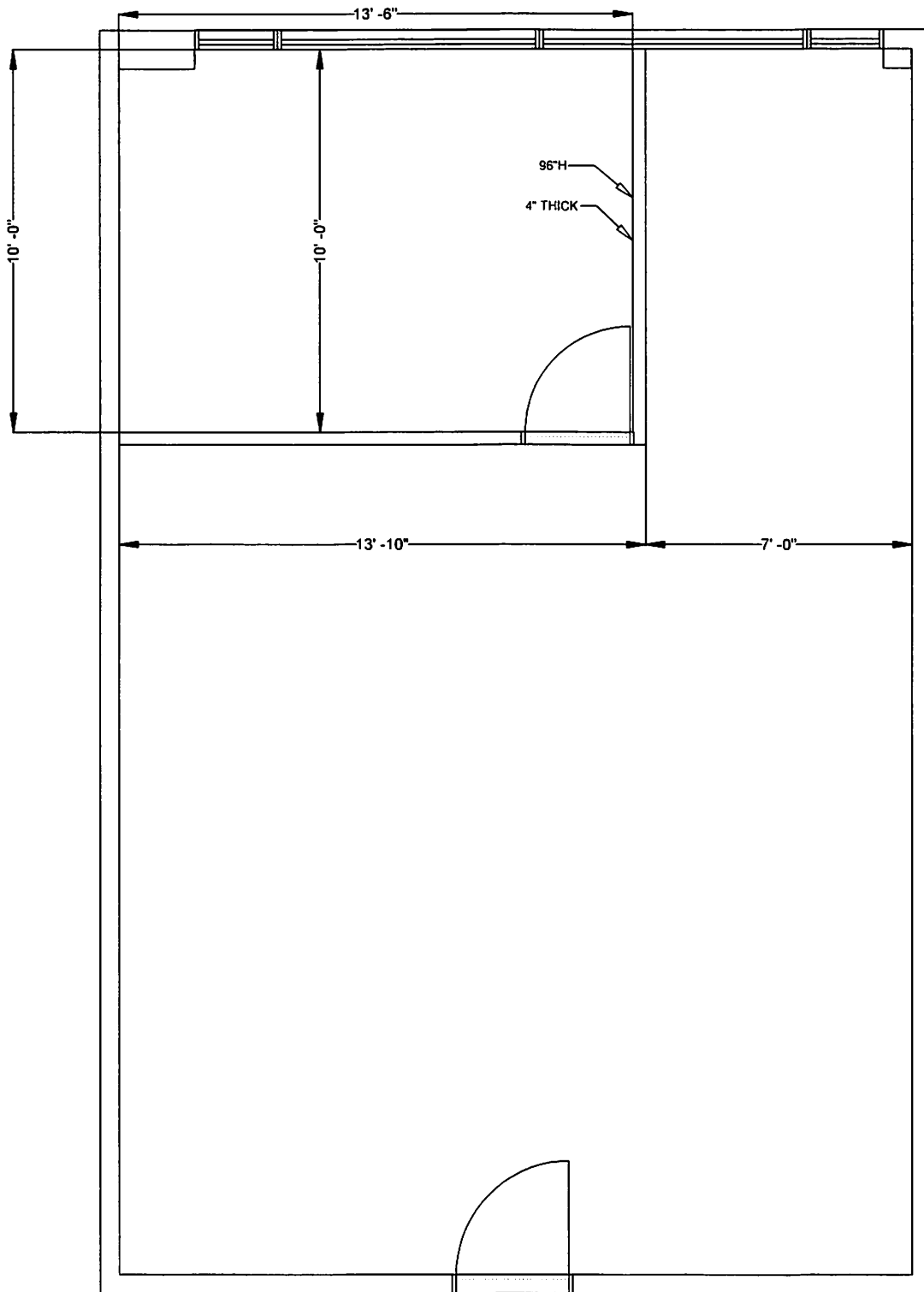
#### Warranties and Claims

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.

Proprietary to Sierra School Equipment Company (SSEC): The ideas and drawings contained herein are the exclusive property of SSEC and may not be used, duplicated or communicated to third parties, without the written permission of SSEC copyright 2023 SSEC



**SIERRA**   
 SCHOOL EQUIPMENT CO.  
 Corporate Office: 3003 Citation Way, Bakersfield, CA 93308  
 Phone: 661.399.2993 | Email: design2@ssecinc.com  
 Space Planning Department

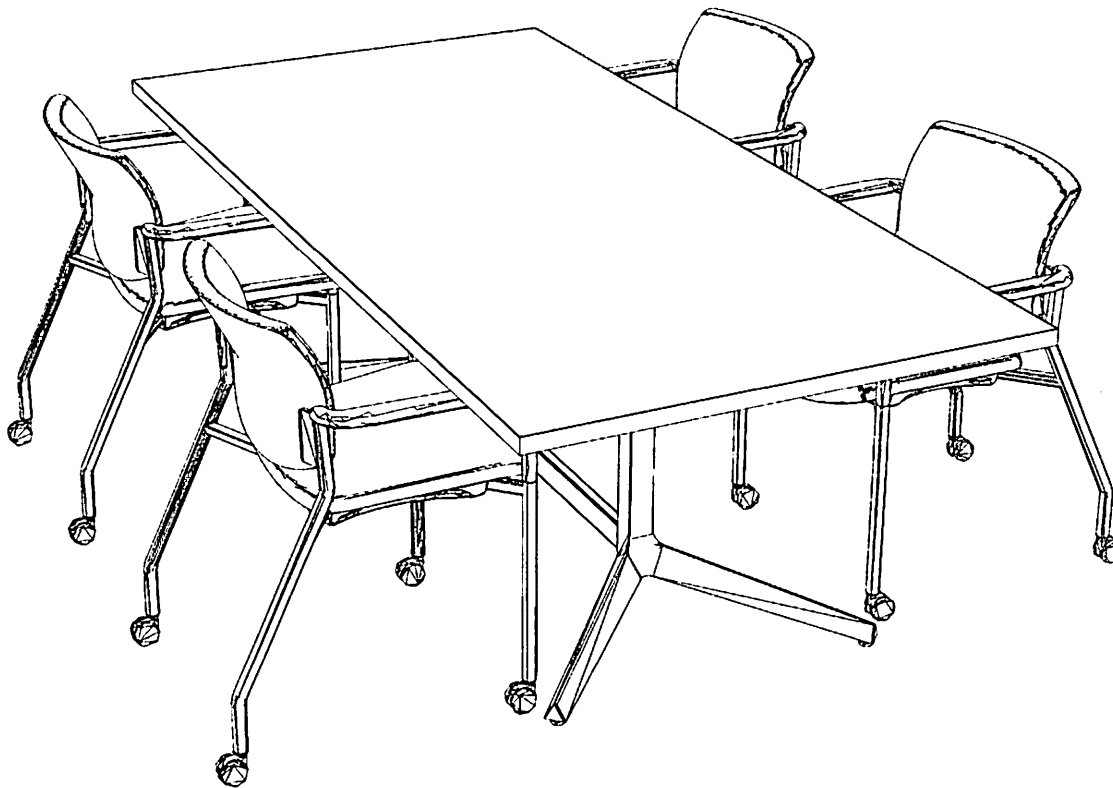
**Project:**  
 Taft College  
 Library Room 311  
 Distance Learning  
 29 Cougar Court  
 Taft, CA 93268

**Date:** 4/1/2025  
**Drawn By:** Eric Ku  
**Revision:** 1  
**Scale:** not to scale

**APPROVAL:** **DATE:**







**SIERRA**  
SCHOOL EQUIPMENT CO.  
Corporate Office: 3003 Cation Way, Bakersfield, CA 93308  
Phone: 661.399.2993 | Email: design@ssaecnc.com  
Space Planning Department

**Project:**

Taft College  
Library Room 311  
Distance Learning  
29 Cougar Court  
Taft, CA 93268

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DATE 4/1/2025  
DRAWN BY Eric Ku  
REVISION 1  
SCALE N/A

APPROVAL \_\_\_\_\_  
DATE \_\_\_\_\_

**Revision History**

Rev	DESCRIPTION	DATE


SHEET 5/5

FP 00.000



## BOARD AGENDA ITEM

**Date:** April 22, 2025

**Submitted by:** Dr. Xiaohong Li, VP Information and Institutional Effectiveness 

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

**Subject:** Request for Approval

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**Board Meeting Date:**

May 14, 2025

**Title of Board Item:**

Strata Information Group, Inc.  
TAFTCOLLEGE-28685-SOW20091-CNVSINTGR

**Background:**

This project aims to transition the current new student orientation onboarding process from the existing Comevo system to a customized orientation experience within the District's Canvas LMS platform. By implementing this change, students will be able to register for classes more efficiently. The new system will automatically send orientation completion data to the Banner student record, indicating that the incoming student has successfully completed the orientation course and is now eligible to begin the course registration process. Most importantly, this upgraded orientation process will provide new students with a more engaging and seamless experience, helping them better understand how to navigate Taft College and its services.

**Board Goal/Accreditation Standard:**

Board SAP #3  
Accreditation Standard 2.4

**Terms (if applicable):**

Service Period: May 1, 2025 – June 30, 2025

**Expense (if applicable):**

Total cost of project: \$31,350.00.

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

AB928 Allocation funds. Student Transfer Achievement Reform Act 2021.

**Approved:** 

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



**Strata Information Group, Inc.**  
**Statement of Work**  
**(TAFTCOLLEGE-28685-SOW20091-CNVSTINTGR)**  
**April 22, 2025**

Taft College	Canvas Integration
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Under the terms of the Agreement dated January 5, 2009, and last amended July 1, 2022, Strata Information Group, Inc. (SIG) will provide consulting services for the staff of Taft College (Taft) as directed, to perform the following work.

**Description of Work:**

Taft College has requested a Statement of Work (SOW) to assist with building an integration between Canvas and Banner. Based on our scoping discussion, and assuming that the reporting API will work, the hours we are including in this SOW will entail:

- All programming necessary
- Coordination with the Taft Banner team (as required)
- Test cycles to ensure proper functioning of the integration
- Troubleshooting
- Engagement / Project Management
- Post go-live support

Please note: In order for SIG to provide technical programming services, the proper VPN access will be required.

**Service Period:** May 1, 2025 – June 30, 2025

**Cost Summary:**

Item	Rate Type	Rate	Quantity	Tax	Amount
Banner Technical Programming	Hourly - Remote	\$190	140	\$0	\$26,600
Engagement Management	Hourly - Remote	\$190	25	\$0	\$4,750
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.
- Costs may increase based on client needs, upon approval.
- 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 exclude all state taxes, if applicable, unless otherwise noted.
- Includes engagement management, preparation time, labor, and the development of engagement reports.
- 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:

For Strata Information Group, Inc.:

Signature

Date



*Brent Rhymes*

4/22/2025

Brent Rhymes

Date

Chief Executive Officer

(Please print name and title)

## BOARD AGENDA ITEM

**Date:** April 2, 2025

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

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

**Subject:** Request for Approval

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**Board Meeting Date:** May 14, 2025

**Title of Board Item:**

Master Service Agreement with Almy Educational Consulting LLC

**Background:**

Taft College faculty have worked to implement corequisite courses in accordance with state legislature. Due to recent changes to implementation guidelines from the Chancellor's office regarding AB1705, there is a need to develop a precalculus corequisite course as well as a corequisite course for calculus.

Almy Educational Consulting LLC will provide evaluation to determine any related systems-level needs, curricular alignment and improvement for precalculus and calculus, development of corequisite support for both courses, professional development, and review of Fall 2025 outcomes data and guidance for adjustments.

**Board Goal/Accreditation Standard:**

SAP 4

**Terms (if applicable):**

Effective upon Signature

**Expense (if applicable):**

\$25,000

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

AB1705 funds will be used for this expense.

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





ALMY EDUCATION

**MASTER SERVICE AGREEMENT**

THIS AGREEMENT is made as of May 15, 2025 between Almy Educational Consulting LLC ("we" or "our") and Taft College ("you" or "your") (collectively as the "Parties" or each individually as "Party"). The Parties agree to the following:

1. **The Services.**

- a. **Engagement.** You are engaging us to perform services ("Services") on your behalf.
- b. **The Master Services Agreement & Statements of Work.** The Agreement outlines the terms that will govern our overall relationship with you. Each individual project we perform on your behalf will be outlined in a proposal ("Proposal"). You will sign each Proposal upon your acceptance of the terms outlined therein. Upon your signature, each Proposal will be considered a Statement of Work ("SOW"). Each time we enter a new SOW, it will be incorporated into this Agreement as an exhibit.
- c. **Controlling and Overriding Terms.** Every SOW is subject to the terms in this Agreement. If an SOW conflicts with the terms stated in the Agreement, the terms of the Agreement will control unless the SOW specifically states that it is meant to override. In other words, the Parties may agree to override provisions in the Agreement within the SOW.
- d. **Changes and Revisions.** This Agreement is limited to the Services outlined in each applicable SOW. If you request new work or changes outside the Services in a particular SOW, we will provide an estimate to you for the changed scope. If you agree, we will either amend the existing SOW or add a new SOW.

2. **Your Responsibilities.** To ensure that we can provide the Services, you understand and agree that you are responsible for the following unless otherwise stated in an SOW:

- a. You understand that we will require your input throughout the course of the services. You agree to provide timely input and serve as the final decision maker, when requested. You understand that your failure to provide timely feedback may lead to delays, for which we are not responsible.
- b. You agree to be respectful of our team members. Abusive behavior will not be tolerated.
- c. You will provide the access and information we need to perform the Services.

3. **Compensation and Payments.**

- a. **Compensation.** Each SOW will outline the fees that you will pay to us for the Services to be provided in a particular SOW. Payment will be accepted in USD via direct deposit, wire transfer, or check.
- b. **Invoicing.** All invoices are due within 30 days, which is indicated on the invoice.
- c. **Expenses.** You are not liable to us for our expenses except for those expenses a) the Parties agree to in writing or b) expenses listed and approved in an SOW.
- d. **Late Fees.** If we have not received your payment within 30 days of the due date on your invoice, we reserve the right to apply interest charges of 1.25% per month until payment is received.
- e. **Suspending the Services.** If any payment is late, we reserve the right to suspend the Services until we receive payment for the full balance owed.

- f. **Refunds.** If a particular SOW indicates that a fee is non-refundable, no refund will be provided under any circumstances. We do not provide refunds for completed Services. You have reviewed this refund policy and agree that you will not dispute any payments for the Services.
- g. **Collection of Late Payments.** If we incur legal fees, costs, or disbursements to collect our invoices, in addition to interest on the unpaid balance, you agree to reimburse us for all such expenses.
- h. **Price Changes:** If our prices change during the Term of this Agreement, we will notify you at least 30 days before the effective date of the price change. If you wish to terminate the Agreement as a result, you may do so as provided in this Agreement.

4. **Term & Termination.**

- a. **Effective Date of Agreement.** The "Effective Date" of this Agreement will be the date when you have signed the Agreement.
- b. **Term of Agreement.** This Agreement shall begin on the Effective Date and will continue until it is terminated.
- c. **Term of SOW.** Each SOW may indicate an effective date for that particular SOW, in addition to the term of the SOW.
- d. **Termination of SOW.** Unless specified in an SOW, an SOW may be terminated in accordance with the same terms provided in this paragraph related to termination of Agreements. Each SOW will automatically terminate upon completion of the Services within that SOW.
- e. **Termination of Agreement - Default.** In the event of a breach of this Agreement, the non-breaching Party shall provide written notice of the default to the breaching Party. The breaching Party will have 14 days to remedy the breach. If the default has not been remedied, the non-breaching Party may immediately terminate this Agreement. In the event of a termination due to our default, you will receive a refund for pre-paid Services that are not yet completed. In the event of a termination for cause due to your default, you will not receive any refunds.
- f. **Termination of Agreement – Convenience.** Either Party may terminate this Agreement by providing the other Party with written notice. If either Party terminates early, you will receive a refund for work that has not yet been completed.

5. **Relationship and Management.**

- a. **Status.** Nothing in this agreement will: a) give either Party the power to direct and control the day-to-day activities of the other Party, b) create a relationship in which we are legally considered partners, joint venturers, co-owners, or otherwise, or c) allow us to create or assume any obligation on your behalf. In other words, we are not permitted to enter contracts on your behalf.
- b. **Control.** We will have full control over working time, methods, and decision-making in relation to the provision of the Services. While we will work autonomously, we will be responsive to your reasonable needs and concerns.
- c. **Equipment.** We will provide all equipment, software, materials, and other supplies necessary to perform the Services.
- d. **Financial Obligations.** We understand that we are not your employee and we are not entitled to any employee benefits. We are responsible for paying all taxes and financial obligations related to our business.



6. **Use of Subcontractors.** You understand that we may engage subcontractors to complete services on your behalf. All subcontractors will be held to the same terms as us, including confidentiality and intellectual property.

7. **Confidentiality.** We agree to hold in strict confidence and not to disclose to others or use for any purpose (other than the performance of this Agreement), either before or after termination of the Agreement, any of your confidential or proprietary information, including, without limitation, any confidential or proprietary information that is transferred pursuant to this Agreement. Confidential and proprietary information includes, without limitation, any technical or business information, logins, product formulas or specifications, manufacturing techniques, processes, experimental work, programs, software, marketing or distribution plans, strategies, methodologies, or arrangements, or trade secrets relating to the products, systems, equipment, services, sales, research or business plans. Confidential information is not limited to a specific medium and can be oral, written or physical in format. ("Confidential Information").

We will not disclose Confidential Information to any third party, other than our personnel or agents, in any form without your prior written consent. We will not disclose Confidential Information to any personnel or agents without the need to know such information. Except as otherwise provided below, information shall not be considered confidential hereunder nor subject to the provisions of this section if it can be demonstrated: (i) to have been rightfully in our possession prior to the date of the your disclosure of such information to us, if such prior possession was not otherwise subject to a restriction on disclosure; (ii) to have been in the public domain prior to the date of the disclosure of such information to us; (iii) to have become part of the public domain by publication or by any other means except our unauthorized act or omission, or (iv) to have been supplied to us without restriction by a third party who is under no obligation to maintain such information in confidence. Confidential Information shall not be deemed to be generally available to the public merely because it may be embraced by a more general disclosure, or merely because it may be derived from combinations of disclosures generally available to the public or in our possession.

Upon your request, we will return any and all written or physical embodiments (including copies) of Confidential Information disclosed which is then in our possession, custody or control. Such Confidential Information includes all documents or computer files, including emails, which contain or reflect the Confidential Information. The confidentiality obligations set forth in this Agreement shall survive until the information is no longer classified as Confidential Information.

8. **Intellectual Property & Ownership.**

- a. **Definition of Intellectual Property.** "Intellectual Property" means any and all (i) patents, all patent rights and all patent applications, (ii) inventions (whether patentable or not), discoveries, improvements, concepts, innovations and industrial models, (iii) registered and unregistered copyrights, copyright registrations and applications, author's rights and works of authorship, (iv) uniform resource locators, domain names, websites, web pages, in whole or in part, (v) technical information, know-how, trade secrets, drawings, designs, design protocols, specifications for parts and devices, (vi) proprietary processes, technology, engineering, formulae, algorithms and operational procedures, (vii) trade names, trade dress, trademarks, service marks, both registered and common law, and (viii) the goodwill of the business symbolized or represented

by the foregoing, customer lists and other proprietary information and common-law rights.

- b. **Your Intellectual Property.** Your Intellectual property will remain yours. We will not take any action that would impair your right and title to your Intellectual Property. We are permitted to use your Intellectual Property, as you provide and direct, solely for the purposes of providing the Services.
- c. **Our Intellectual Property.** From time to time, we may utilize our existing intellectual property, such as frameworks or exclusive methodologies, in execution of the Services. This is considered our Intellectual Property. You understand and agree that our Intellectual Property remains our sole and exclusive property. We do not assign any rights to our Intellectual Property to you, other than the usage of our Intellectual Property that may be incorporated into the Services.

All access to our Intellectual Property is provided for your individual use only. You are not authorized to use or transfer any of our Intellectual Property. All of our Intellectual Property remains our property. No license to sell or distribute is granted or implied.

- d. **Ownership of Certain Deliverables.** An individual SOW may have additional information related to the ownership of certain deliverables provided under the particular SOW.
  - e. **Client Data.** In order to fulfill the Services, you may provide access to certain information ("Client Data"), which will then be: a) paired with our Intellectual Property in fulfillment of the Services or b) entered into third-party software. At all times, the Client Data will remain your property; however, you grant us a royalty-free license to use the Client Data in fulfillment of the Services. This license may be revoked only upon termination of this Agreement.
  - f. **Ownership.** Except for the limited rights granted in this Agreement or otherwise stated in an SOW:
    - i. We retain all rights, title, and interest, including all intellectual property rights, in and to, any of our Intellectual Property and any works of authorship, inventions, or other intellectual property created by us in connection with providing the Services;
    - ii. You retain all rights in the Client Data, subject to the license above, and in your Intellectual Property.
    - iii. As part of the deliverables, we may create new materials ("Work Product"). Any Client Data within the Work Product will remain classified as Client Data; however, the methodologies and presentation of such Client Data remain our Intellectual Property. The final documents that you receive will belong to you, subject to any license described above related to our Intellectual Property.
  - g. **Client Designation.** You grant us a non-exclusive limited license to display your name and/or logo in a portfolio in a listing of our clients.
9. **Case Study.** Upon our request, you may agree that we may create a case study discussing the results of the Services or the results of any individual SOW, which may include your name, logo, trademark, or likeness. We will not disclose any Confidential Information as part of the case study but may discuss the performance of the Services and specific key performance indicators. We may make these case studies available on our website or through blog posts. You may decline to participate in case studies.

10. **Testimonials.** If you provide us with a testimonial regarding your experience with the Services, you grant us a royalty-free right to display and publish your name, likeness or logo, and testimonial in our marketing in any medium. We will not publish a testimonial without your knowledge and consent.

11. **Account Security.** During the performance of the Services, you may either: a) provide us with login credentials to certain accounts owned by you or b) create logins for us to use to access your accounts. We will undertake reasonable efforts to safeguard this information. At no time will we claim any ownership right in such accounts. You grant us the authority to access these accounts to complete the Services. You understand and agree that we are not responsible for any breach of data security for these accounts.

In the event of a termination of this Agreement, you understand and agree that you are solely responsible for revoking our access to your accounts.

12. **Disclaimer.** There is no guarantee that you will see positive results using the techniques and deliverables provided in the Services. We assume no management responsibility for your decisions or for policies or practices that you implement.

We make no guarantees regarding results, present or future. We are not responsible for your earnings, income, sales, or any other performance metrics as a result of this Agreement or your implementation of any deliverables.

13. **Limitation of Liability.** YOU RELEASE US FROM ANY AND ALL CLAIMS OF DAMAGES THAT MAY RESULT FROM THIS AGREEMENT OR AN SOW, ALL ACTIONS, CAUSES OF ACTION, CONTRACT CLAIMS, SUITS, COSTS, DEMANDS, AND DAMAGES OF WHATEVER NATURE OR KIND IN LAW OR IN EQUITY ARISING FROM THIS AGREEMENT OR SOW.

In addition, our total aggregate liability for any claim of any kind arising as a result of or related to this Agreement, whether it is based in contract, warranty, or any other legal or equitable grounds, shall be limited to the amounts received by us from you as compensation under this Agreement.

14. **Indemnification.** You shall indemnify, defend, and hold us harmless from and against any loss, liability, damage, or expense, including reasonable attorney's fees, incurred or suffered by or threatened against us in connection with or as a result of any claim brought by or on behalf of any third party person or entity as a result of or in connection with our association with you, unless such claim arises from or is related to our breach of this Agreement.

15. **Force Majeure.** If the performance of this Agreement or any obligations hereunder is prevented, restricted or interfered with by reason of earthquake, fire, flood or other casualty or due to strikes, riot, storms, explosions, acts of God, death or serious illness of himself or a family member, war, terrorism, or a similar occurrence or condition beyond the reasonable control of the parties, we, upon giving prompt notice to you, will be excused from such performance during such prevention, restriction or interference, and any failure or delay resulting therefrom shall not be considered a breach of this Agreement.

16. **Choice of Law and Jurisdiction.** This Agreement shall be governed by the laws of the State of Illinois without regard to its conflict of laws doctrine, and applicable federal laws of the United States of America.

17. **Alternative Dispute Resolution.** Any disputes or disagreements arising between the Parties out of this Agreement upon which an amicable understanding cannot be reached shall be decided first by mediation, and if mediation is unsuccessful, then arbitration in accordance with the procedural rules of the American Arbitration Association. The Parties agree to be bound by the decision of the arbitrator(s). The arbitration proceeding shall take place in Winnebago County, Illinois, or another location mutually agreed to by the Parties. The costs and expenses of the arbitrators shall be shared equally by the Parties. The prevailing party in the Arbitration shall be entitled to recover from the non-prevailing party all reasonable costs incurred. The Parties agree that the arbitrator will determine the definition of the prevailing party for purposes of this clause.

18. **Notice.** Except as otherwise provided herein, all notices may be provided via email.

19. **Miscellaneous.** If any of the provisions of this Agreement is or becomes illegal, unenforceable, or invalid (in whole or in part for any reason), the remainder of this Agreement shall remain in full force and effect without being impaired or invalidated in any way. Any rights or obligations contained herein that by their nature should survive termination of the Agreement shall survive, including, but not limited to representations, warranties, intellectual property rights, indemnity obligations, and confidentiality obligations. Any failure of either Party to enforce any provision of this Agreement or any right or remedy provided for therein, shall not be construed as a waiver, estoppel with respect to, or limitation of that Party's right to subsequently enforce and compel strict compliance or assertion of a remedy. The Agreement may be executed in several counterparts, all of which taken together will constitute one single agreement between the Parties. The Parties expressly agree that with respect to this Agreement, a facsimile or electronic signature or executed document which has been formatted as a Portable Document Format (PDF) and electronically exchanged shall be binding upon the Parties. This Agreement, along with all attachments, represents a single agreement, as well as the entire agreement with respect to the subject matter. This Agreement supersedes any prior agreement between the parties, whether written or oral, with respect to the subject matter, and may be modified or amended only by a writing signed by the Parties.

**IN WITNESS WHEREOF,** the Parties have duly executed this Agreement as listed below.

**Almy Educational Consulting LLC**

**Taft College**

\_\_\_\_\_  
By: Kathleen Almy  
Address:

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

12474 N Meridian Road,  
  
Rockford, IL 61102

Email: kalmy@almyeducation.com

Email:

Date:

Date:

## STATEMENT OF WORK #1

# Gateway Success at Scale for Taft College

## Improving and Increasing Corequisite Options for STEM Students

Taft College has worked to implement corequisites in accordance with state legislation about developmental education. In light of recent changes to implementation guidelines from the Chancellor's office regarding AB1705, Taft College wants to develop a precalculus corequisite as well as a corequisite for Calculus. Further, specific support is needed to ensure online offerings of these courses are successful.

### Proposal for working together

Dr. Taylor Darwin, Almy Education (AE) Director of Program Delivery and Math Program Lead, will manage the project's timeline and additional consultants to support the work. Taylor will provide an abbreviated version of the AE evaluation to determine any additional needs related to advising beyond the curricular work on precalculus and calculus. The evaluation will not be lengthy nor duplicative of prior efforts made at the college since substantial work has already been done.

Mike Caparula will provide support for curricular alignment and improvement for precalculus and calculus, including where and how corequisite support can be included. Taylor Darwin will provide support for the specific corequisite needs as well as the online delivery modality of the courses. Dr. April Strom will provide professional development and support for incorporating active learning strategies in the course.

Most of the work will be conducted between March and August 2025. Further support will be provided to the faculty teaching the courses in 2025 to help with the rollout and any associated issues. Outcomes data for Fall 2025 will be reviewed in December 2025 so that adjustments can be made and incorporated for the Spring 2026 semester.

In summary, the following activities will be conducted:

- Abbreviated evaluation to determine any related systems-level needs (advising, registration, etc.) that impact enrollment in precalculus and calculus
- Curricular alignment and improvement for precalculus and calculus
- Development of corequisite support for both courses
- Support for staff, as needed, to ensure enrollment in courses is successful

- Professional development and support for active learning techniques specific to these courses
- Support for faculty and related staff during Fall 2025 rollout of courses
- Review of Fall 2025 outcomes data and guidance with adjustments for Spring 2026 semester
- Project management to ensure goals are met and the timeline is maintained

**Investment: \$25,000**

### **Terms and Conditions**

Work will begin upon signing and continue for up to 12 months. Work will be conducted virtually via Zoom. Most of the work will be completed in 2025.

Half of the contract will be invoiced upon signing. The remainder will be invoiced on December 1, 2025. Payment is expected within 30 days of receipt of an invoice.

**IN WITNESS WHEREOF**, the Parties have duly executed this Agreement as listed below.

SOW Effective Date:

**Almy Educational Consulting LLC**

**Taft College**

\_\_\_\_\_  
By: Kathleen Almy  
Address:

12474 N Meridian Road,  
Rockford, IL 61102

Email: kalmy@almyeducation.com

Date:

\_\_\_\_\_  
By: Dr. Leslie Minor  
Address:

29 Cougar Ct.  
Taft, CA 93268

Email: lminor@taftcollege.edu

Date:



## The Almy Education Experience: Different and Effective

- AE specializes in curricular redesigns for math, English, Biology, and Chemistry.
- Our iterated and proven redesign process is customized for each institution.
- Institutions will work with AE experts in redesign as well as significant subject-matter expertise. Nearly every consultant for AE is currently or was math, English, Biology, or Chemistry faculty.
- We provide “heads and hands”. That is, guidance and advice are provided along with the desired amount of support to build materials, syllabi, and assets.
- We prioritize working respectfully in partnership with district teams, including the faculty on the teams. Besides getting your school to its desired outcomes, we work to make the change process as pain free as possible.
- AE provides project management for each district ensuring timelines and goals are met.

## Our Approach

Almy Education (AE) uses a proprietary framework and approach based on research, high impact practices, and the many redesigns the company has successfully supported through scale. Utilizing a team of subject matter experts who have been faculty and understand the needs and concerns of faculty, Almy Education’s consultants have strong expertise in administration, student affairs, policy, and will building while retaining strong content knowledge rooted in making the classroom work effectively.

We prioritize progress and your timeline because students should not have to wait any longer for improvements that impact their college experience. To accomplish this, AE has a set of vetted, effective partners that can be contracted as needed to move your college towards its goals. These include more specialized data needs, SIS implementation needs, and classroom-level specialists in curriculum, instruction, and assessment. Pricing has accounted for the need to bring in specialists so that you do not have to find, contract, or acclimate outside consultants to your project.

**We work with EMPATHY, to achieve EQUITY, through EFFICACY.**

This approach ensures a cross-functional team at the institution works effectively to create a successful math program for students while implementing a redesign that faculty and staff support. Further, the experience and outcomes associated with the redesign are beneficial to everyone at an institution who is impacted by the changes, whether it is before, during, or after a student completes a gateway math course.

**Our Objectives**

- Increase **graduation rates** for students traditionally placed in developmental math
- Increase **retention rates** for students traditionally placed in developmental math
- Reduce **time to completion** of a college-level math course
- Increase **pass rates** in gateway math courses
- Increase use of **effective corequisite support** courses

**Our Framework**

Culture	Systems	Classroom
<b>Culture is the largest determinant of successful gateway course outcomes.</b> It's the collection of an institution's beliefs, values, assumptions, and actions that guide how faculty, administrators, staff, and students communicate and collaborate with each other.	The individual yet interdependent areas of an institution, including their policies and practices, that impact the speed and success of a student's gateway course experience before entering the classroom. Systems include courses, placement, advising, and registration.	How students and faculty interact to create the experience of learning during a gateway course. The classroom includes curriculum, instruction, assessment, and support.

**Our Process**



1. **Evaluation:** Gauge current approaches, successes, challenges, and goals
2. **Strategy:** Apply best practices to an institution's unique context
3. **Implementation:** Guidance from an experienced coach to help maintain accountability and progress

## Learn more about Almy Education

- About [Kathleen Almy](#), Founder of Almy Education
- Case study: [Manchester University](#) (Indiana) – comprehensive redesign of math program including placement, courses, and curriculum
- Case study: [Mississippi University for Women](#) (Mississippi) – redesign of instructional design for Statistics
- Case study: [Waubensee Community College](#) (Illinois) – support for bridge program design and implementation

## Taylor Darwin biography

Taylor Darwin is the Director of Program Delivery and Math Program Lead at Almy Education. She supports colleges through systemic change, particularly in implementing and strengthening corequisite initiatives. Taylor collaborates with mathematics professionals at state, system, and postsecondary levels to improve student access and success in mathematics. Her previous roles have included Professional Learning and Implementation Specialist at the Charles A. Dana Center, research associate at the University of Southern California, and mathematics instructor in secondary and postsecondary settings, where she helped launch corequisite courses.

## Mike Caparula biography



Michael Caparula has spent over 30 years in education. Firstly as a math teacher at Hoopeston Area High School for 16 years and one year as a Vice Principal. Mike spent his last 13 years as a math professor at Kankakee Community College where he taught, predominantly, college algebra, the full calculus sequence, and differential equations. He received his B.S. in Math Education from Western Illinois University and his EdM in Curriculum and Instruction from the University of Illinois in Urbana-Champaign.

During Mike's tenure at Kankakee, he redesigned the Calculus sequence to adhere more to statewide requirements and to benefit students. Mike also did a redesign of College Algebra to allow more students into this course than in developmental courses. This was part of the state of Illinois' Developmental Education Reform Act. Mike was also the chairperson of the Assessment Committee for three years. He was the co-chairperson for 9 years on the Gen Ed Math committee of the Illinois Articulation Initiative. During his tenure, he helped approve hundreds of syllabi for 2-year to 4-year transferability, and guided the rewrite of state-level course guidelines including Calculus. In 2020, Mike was the president of the Illinois Mathematics Association of Community Colleges (IMACC) and served on the IMACC curriculum committee for 8 years. Finally, Mike was an original member, and designer, of the statewide Transitional Math initiative which guarantees college level placement if a student takes a particular math course in high school.

## April Strom biography

Dr. April Strom (she/her) is a mathematics professor at Chandler-Gilbert Community College in Arizona, where she has taught for 27 years. April's passion for engaging students in active learning in mathematics, specifically in Precalculus through Calculus, developing their conceptual understanding and sense-making abilities, and elevating the joy of learning mathematics shines through in all her work. Since 2018, April not only infuses Building Thinking Classroom practices into her own teaching, she also actively facilitates professional development in K-14 focused on BTC instructional practices and active learning. As an official member of the BTC professional development team, April works with educators to experience BTC practices from a student's perspective and then cultivates experiences for them to reflect on their experience from an educator's perspective.

April's passion for teaching and love of mathematics is a perfect combination when working closely with mathematics teachers, leaders, and administrators at all levels. She is a 2023-24 recipient of The League for Innovation in the Community College League Excellence Award for her leadership and instruction in mathematics education. April strongly believes that every student can learn mathematics and that they deserve to have meaningful opportunities to think, reason, and problem solve

throughout their mathematics journey, which is exactly the experience that building thinking classrooms provides students (and teachers!).

April's research background in mathematics education is focused on mathematical concepts in Precalculus through Calculus. This research experience, coupled with her passion for teaching and learning, has prompted her to engage in various leadership roles in national organizations, such as the U.S. National Academies of Sciences, the Mathematical Association of America (MAA), and the American Mathematical Association of Two-Year Colleges (AMATYC). April currently serves as the Principal Investigator for the NSF-funded Teaching for Prowess project, which is focused on Building Thinking Classrooms and active learning in the first two years of college mathematics. April also co-led the writing of the Classroom Practices chapter of the 2017 MAA Instructional Practices Guide and served on the steering committee for the 2018 AMATYC IMPACT guide, both of which aimed to elevate active learning in mathematics in higher education. April received her Ph.D. in Curriculum & Instruction (emphasis in Mathematics Education) from Arizona State University, and she holds M.A. and B.A. degrees in Mathematics from Texas Tech University.

## BOARD AGENDA ITEM

**Date:** April 29, 2025

**Submitted by:** Megan Romero, TIL Program Director *me*

**Area Administrator:** Heather del Rosario, VP Human Resources

**Subject:** Request for Approval

---

**Board Meeting Date:** May 14, 2025

**Title of Board Item:** TIL Off-Campus Housing and Dorm Room/Restroom Cleaning

**Background:** Typically, each year when the students return to their home communities in June, the off-campus housing and the dorm rooms/restrooms are cleaned. The residences are ready for the next class of students to move in in August. We have obtained an estimate from Gridiron Services Inc. for cleaning 1 residence that will be returning possession to the owner. This service will also clean the 32 dorm rooms with attached restrooms.

We request that the Board of Trustees approve this request for the properties to be professionally cleaned.

**Board Goal/Accreditation Standard:** SAP #4

**Terms (if applicable):** The off-campus home will be cleaned Monday June 30, 2025 and the dorm rooms will start July 1<sup>st</sup> and run through no later than July 15<sup>th</sup>, 2025.

**Expense (if applicable):** The off-campus home will be \$875.00 and the dorm rooms/restrooms will be \$9,760.00. See attached proposals/Independent Contractor Agreement/COI.

**Fiscal Impact Including Source of Funds (if applicable):** TIL will pay for this expenditure from the TIL Program Dorm Fund budget.

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



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



**Project Proposal Prepared For:**

Taft College
Estimating
Center For Independent Living Dorms
FINAL CLEAN
Date: 4/28/25



Gridiron Services, Inc.  
 6077 Coffee Rd., Suite 4 PMB 37  
 Bakersfield, CA 93308  
 CA CL 1035685  
 DIR 1000055894  
 CAGE Code 8KPF6  
[www.gridironservicesinc.com](http://www.gridironservicesinc.com)

*"Your Final Clean Specialists"*

Project Address	Center For Independent Living Dorms
	107 E. Calvin St
	Taft, CA

Submitted By:	Steve Chapman	Phone: (661) 333-6359	email: <a href="mailto:steve@gridironservicesinc.com">steve@gridironservicesinc.com</a>

Contractor Contact	Contact Number	Email	Project role
Estimating	Phone: (661) 763-7769	<a href="mailto:drios@taftcollege.edu">drios@taftcollege.edu</a>	Estimator

Final Clean for off-campus house	\$	875.00	
	\$	-	
	\$	-	
	\$	-	** Includes (1) final clean
	\$	-	
	\$	-	** Standard wage rates quoted; prevailing wage not quoted
	\$	-	** Quoted per scope of work
<b>Total</b>	<b>\$</b>	<b>875.00</b>	

- \* PRICE INCLUDES TRAVEL AND ACCOMMODATIONS
- \* UNLESS OTHERWISE STATED IN ABOVE PRICING, PRICE DOES NOT INCLUDE SEALANTS FOR CONCRETE, TILE OR ANY OTHER TYPE OF HARD SURFACE FLOORS.
- \* SPECIAL SEALANT REQUIREMENTS WILL BE AN ADDITIONAL CHARGE.
- \* SMUDGES AND STAINS THAT ARE NOT REMOVABLE WILL BE LABELED AND BROUGHT TO THE SUPERINTENDENT'S ATTENTION

**MENTIONED SCOPE INCLUDES:**

- A. All interior cleaning including interior windows, surfaces, restrooms, floors as well as exterior windows reasonably falling under this scope of work

**RESTROOMS**

- A. Clean & sanitize full restroom including toilets/urinals, sinks, doors,  
 B. Wipe clean walls as necessary  
 C. Empty trash/move all trash from restroom

**WINDOW CLEANING**

- A. All interior & ext. windows, which includes vestibules, and all doors  
 B. Wash inside glass & window, remove all dirt, smudges, fingerprints, streaks, cobwebs

**Floor Care Cleaning Specifications****CARPET CARE**

- A. Vacuum carpet  
 B. Spot clean carpets (looking for visible spots)

**CERAMIC TILE/SLATE CLEANING**

- A. Dust mop entire floor area  
 B. Damp mop with cold water cleaner

**VCT TILE Clean & Seal**

- A. Complete gum, embedded material & scuff mark removal.  
 B. Sweep & damp mop all exposed tile areas.

**GENERAL NOTES:**

- \* If non-punch list items create need for repeat work, an additional charge may be assessed.
- \* Any charge backs or additional charges will be pre-approved by both parties.
- \* Stainless steel cleaning included

**EXCLUSIONS:**

- \* Construction debris or dumpster removal
- \* Out of scope work such as power washing exterior walkways, exterior signs, vent & return grills, etc. will be quoted on a case-by-case basis unless otherwise quoted above
- \* Removal of adhered materials, stickers, tape, Styrofoam, cement splatter, and debris, may require a quoted additional charge.

**Project Proposal Prepared For:**

Taft College
Estimating
Center For Independent Living Dorms
FINAL CLEAN
Date: 4/9/25



**Gridiron Services, Inc.**  
 6077 Coffee Rd., Suite 4 PMB 37  
 Bakersfield, CA 93308  
 CA CL 1035685  
 DIR 1000055894  
 CAGE Code 8KPF6  
[www.gridironservicesinc.com](http://www.gridironservicesinc.com)

*" Your Final Clean Specialists "*

Project	Center For Independent Living Dorms
Address	29 Cougar Ct
	Taft, CA

Submitted By:	Steve Chapman	Phone:	(661) 333-6359	email:	<a href="mailto:steve@gridironservicesinc.com">steve@gridironservicesinc.com</a>
				email:	

Contractor Contact	Contact Number	Email	Project role
Estimating	Phone: (661) 763-7769	<a href="mailto:drios@taftcollege.edu">drios@taftcollege.edu</a>	Estimator

Final Clean for 32 dorm room units	\$ 9,760.00	
	\$ -	
	\$ -	
	\$ -	** Includes (1) final clean
	\$ -	
	\$ -	** Standard wage rates quoted; prevailing wage not quoted
	\$ -	** Quoted per scope of work
Total	\$ 9,760.00	

\* PRICE INCLUDES TRAVEL AND ACCOMMODATIONS

\* UNLESS OTHERWISE STATED IN ABOVE PRICING, PRICE DOES NOT INCLUDE SEALANTS FOR CONCRETE, TILE OR ANY OTHER TYPE OF HARD SURFACE FLOORS.

\* SPECIAL SEALANT REQUIREMENTS WILL BE AN ADDITIONAL CHARGE.

\* SMUDGES AND STAINS THAT ARE NOT REMOVABLE WILL BE LABELED AND BROUGHT TO THE SUPERINTENDENT'S ATTENTION

**MENTIONED SCOPE INCLUDES:**

A. All interior cleaning including interior windows, surfaces, restrooms, floors as well as exterior windows reasonably falling under this scope of work

**RESTROOMS**

- A. Clean & sanitize full restroom including toilets/urinals, sinks, doors,
- B. Wipe clean walls as necessary
- C. Empty trash/move all trash from restroom

**WINDOW CLEANING**

- A. All interior & ext. windows, which includes vestibules, and all doors
- B. Wash inside glass & window, remove all dirt, smudges, fingerprints, streaks, cobwebs

**Floor Care Cleaning Specifications****CARPET CARE**

- A. Vacuum carpet
- B. Spot clean carpets (looking for visible spots)

**CERAMIC TILE/SLATE CLEANING**

- A. Dust mop entire floor area
- B. Damp mop with cold water cleaner

**VCT TILE Clean & Seal**

- A. Complete gum, embedded material & scuff mark removal.
- B. Sweep & damp mop all exposed tile areas.

**GENERAL NOTES:**

- \* If non-punch list items create need for repeat work, an additional charge may be assessed.
- \* Any charge backs or additional charges will be pre-approved by both parties.
- \* Stainless steel cleaning included

**EXCLUSIONS:**

- \* Construction debris or dumpster removal
- \* Out of scope work such as power washing exterior walkways, exterior signs, vent & return grills, etc. will be quoted on a case-by-case basis unless otherwise quoted above
- \* Removal of adhered materials, stickers, tape, Styrofoam, cement splatter, and debris, may require a quoted additional charge.

**WEST KERN COMMUNITY COLLEGE DISTRICT  
CONTRACT FOR PROFESSIONAL SERVICES**

This agreement is entered into by and between the WEST KERN COMMUNITY COLLEGE DISTRICT ("District") *Gridiron Services Inc.*  
and  
("Independent Contractor"). The agreement is June 30, 2025 – July 15, 2025  
effective

**Recitals**

1. District desires to obtain consulting services aligned with the duties of the Vice President of Administrative Services and shall render these services as the:

**Taft College TIL Program off-campus home and dorm room/ bathroom cleaning**

(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

June 30, 2025 - off- through July 15, 2025 dorm . All work shall be  
campus home rooms/restrooms  
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:

June 30, 2025 clean TIL's off-campus home and July1st /2<sup>nd</sup> clean TIL's dorm  
rooms/restrooms in Pods A, B, C, &D.

4. **Compensation.** Independent Contractor shall be paid the sum of \$ 875.00 for the off-campus home & \$ 9,760 for the dorm rooms/restrooms. See attachments.

~~per month.~~

**Independent Contractor Agreement**  
**Page 2**

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 to a maximum of \$ 0 for the entire term 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 Taft, California, on the dates shown below.

Date of WKCCD Board Approval:

Budget code: 35815-314-4310-69700

West Kern Community College District:

Independent Contractor:

By:

(Signature)

*Leslie Minor, Ph.D.*

(Printed Name)

*Interim Superintendent/President*

(Title)

(Signature)

**Steve Chapman --Owner**

(Printed Name)

*steve@gridironservicesinc.com*

(Email)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> (BK) Heffernan Insurance Brokers 7702 Meany Avenue, Suite 102 Bakersfield CA 93308	<b>CONTACT NAME:</b> Kariss Perry
	<b>PHONE (A/C, No, Ext):</b> 661-489-7380 <b>FAX (A/C, No):</b> 415-778-0301
	<b>E-MAIL ADDRESS:</b> karissp@heffins.com
	<b>INSURER(S) AFFORDING COVERAGE</b>
	<b>INSURER A:</b> California Automobile Insurance Company
	<b>INSURER B:</b> Pacific Compensation Insurance Company
	<b>INSURER C:</b> James River Insurance Company
	<b>INSURER D:</b> StarStone Specialty Insurance Company
	<b>INSURER E:</b>
	<b>INSURER F:</b>

License#: 0564249  
GRIDIRO-01

**INSURED**  
Gridiron Services Inc. (A Corp)  
6077 Coffee Rd, Suite 4  
Bakersfield CA 93308

## COVERAGES

CERTIFICATE NUMBER: 776485657

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		00099241-5	1/19/2025	1/19/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PO/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA040000059793	6/17/2024	6/17/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			82978W255ALI	1/19/2025	1/19/2026	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y	N/A	WC1024787	8/29/2024	8/29/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Officers, Directors and Trustees Excluded - Steve Chapman, Corporate Officer  
Re: Dorm Rooms. West Kern Community College District — Taft College is included as an additional insured on the General Liability policy per the attached endorsement, if required.

## CERTIFICATE HOLDER

## CANCELLATION

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED AS REQUIRED BY WRITTEN CONTRACT**

This endorsement modifies insurance provided under the following:

### **ALL COVERAGE PARTS**

**SECTION II – Who Is An Insured** is amended to include any person or organization you are required to include as an additional insured on this policy by written contract or written agreement in effect during this policy period and executed prior to the "occurrence" of the "bodily injury" or "property damage."

The insurance provided to the Additional Insured under this endorsement is limited as follows:


1. The person or organization is only an additional insured with respect to liability arising solely out of "your work" or "your product" which is imputed to the Additional Insured.
2. In the event that the Limits of Insurance provided by this policy exceed the Limits of Insurance required by the written contract or written agreement, the insurance provided by this endorsement shall be limited to the Limits of Insurance required by the written contract or written agreement. This endorsement shall not increase the Limits of Insurance stated in the Declarations.
3. This insurance does not apply to "bodily injury" or "property damage" arising out of "your work" or "your product" included in the "products – completed operations hazard" unless you are required to provide such coverage by written contract or written agreement but only for the period of time required by the written contract or written agreement and only for "bodily injury" or "property damage" that occurs during the policy period arising out of "your work" or "your product".
4. Any coverage provided by this endorsement to an Additional Insured shall be excess over any other valid and collectible insurance available to the Additional Insured whether primary, excess, contingent or on any other basis.
5. Where no coverage under this policy shall apply for the Named Insured, no coverage or defense shall be afforded to the Additional Insured.
6. This insurance does not apply to "bodily injury" or "property damage" arising out of the sole negligence of the Additional Insured.

**ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.**



## BOARD AGENDA ITEM

**Date:** April 22, 2025

**Submitted by:** Brett Redd, Information Technology Director 

**Area Administrator:** Dr. Xiaohong Li, VP Information and Institutional Effectiveness

**Subject:** Request for Approval

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**Board Meeting Date:**

May 14, 2025

**Title of Board Item:**

StormWind Epic Live Order Agreement  
Professional Development – Information Technology  
Quote: 00115708

**Background:**

With rapidly evolving technology and increasing cybersecurity threats, it is essential for our IT staff to remain up to date on the latest developments to better support the College's infrastructure and operations. Additionally, the Information Technology Committee recommends that the College allocate a dedicated budget for ongoing professional training for ITS staff. This training opportunity would provide all ITS technicians with access to unlimited courses over the next three years, including both instructor-led and self-paced options. It will help them become more efficient and proficient in their roles, while keeping them current with new technologies, products, and industry best practices.

**Board Goal/Accreditation Standard:**

Board SAP #2  
Accreditation Standard: 3.2 and 3.9

**Terms (if applicable):**

Enterprise Site Licenses – 36 months

**Expense (if applicable):**

Total Cost: \$8,850.00

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

Included in the IT budget.

**Approved:** 

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

**Order Agreement**

Account Name: Taft College  
Account ID: 0018000001DNH0TAAX  
Address: 29 Cougar Ct. Taft CA 93268  
Contact Name: Brett Redd  
Customer Email: bredd@taftcollege.edu  
Billing Email:

Quote Sent Date: 04/21/2025  
Order Number: 00115708  
Quote Expiration Date: 05/30/2025  
Access Term: 36  
Order Type: New Business

#	SKU	Product	Qty	Order Type	Retail Price	Sale Price	Total
1	AAXMO-ENT-SL	Enterprise Site License	5.00	New Business	\$2970.00	\$1770.00	\$8850.00
							Sub Total: \$ 14850.00
							Discount: \$ 6000.00
							Total Purchase Price: \$8850.00

**Notes and Special Instructions:**

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Purchase Options		
Credit Card <input type="radio"/>	Purchase Order #	Invoice Me <input type="radio"/>

Credit Card Information			
Cardholder Name		Credit Card Number	
Exp Date MM/YY	Security Code		Billing Zip

*\*Credit Card information will be redacted upon final signature*

The information provided in this quote form is confidential and intended solely for the recipient. Any unauthorized use, disclosure, or distribution is prohibited. Prices and terms are subject to change without notice. This quote does not constitute a binding agreement until accepted by both parties in writing. All rights reserved.

StormWind, LLC

17550 N. Perimeter Dr. STE  
300 Scottsdale, AZ 85255



## Terms and Conditions

## Order Agreement

**Agreement & Acceptance:** The person signing this StormWind Epic Live Order Agreement on behalf of Customer hereby confirms that he/she has been duly authorized by Customer to execute it and legally commit Customer to the terms set forth herein. He/she also acknowledges having read and, on behalf of Customer, agreed to the terms and conditions set forth via the link below which governs this Order Agreement.

<http://www.stormwindstudios.com/privacy/>

<http://www.stormwindstudios.com/terms-conditions/>

### Price Lock - Auto Renewal: Opt-Out

**Opt-In:** By selecting Opt-In on the Auto Renewal Price Lock on this Order Agreement, customers not only benefit from continuous access to our training services but also guarantee their exclusive pricing structure. This locks in any promotional rates and ensures protection against any prospective pricing adjustments in the future. Price Lock is applicable both for the duration of this subscription and for any subsequent renewals or additional purchases while the account is active.

Should you wish to discontinue the Auto Renewal, a written notification is required a minimum of thirty (30) days prior to the conclusion of the current term. Please provide this notice (inclusive of the order number and company name as specified in the original order) to [cancellations@stormwindlive.com](mailto:cancellations@stormwindlive.com)

Client Signature:

Signed Date:

Title

StormWind Finance Signature:

Signed Date:

StormWind, LLC

17550 N. Perimeter Dr. STE  
300 Scottsdale, AZ 85255



## BOARD AGENDA ITEM

Date: May 2, 2025

Submitted by: Justin Madding, Director of Facilities & Planning

Area Administrator: Mike Giacomini, Vice President of Administrative Services

Subject: Request for Approval

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Board Meeting Date: May 14, 2025

Title of Board Item: Request for Approval of TC 24-033 Taft College G-1 Carpet Project

Background:

The current Veteran's Center location will be demolished along with the Old Student Center on the future grant funded demolition project associated with the Vocational Center. The Veteran's Center will be moved to G-1, and Distance Education will be moved from G-1 to Library 311. However, the carpet in G-1 is in desperate need of replacement before the Veteran's Center can move in.

This project was broadcast as an informal bid on March 20, 2025, and closed on April 18, 2025. A total of 5 proposals were received, with Rod-West Floor Covering being the low responsive proposer totaling \$7,500.00. It is my recommendation that the Board of Trustees award the Taft College G-1 Carpet Project to Rod-West Floor Covering for the total of \$7,500.00.

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):

Pursuant to the bid documents, and proceed through purchase order.

Expense (if applicable):

\$7,500.00

Fiscal Impact Including Source of Funds (if applicable):

The current source of funds would be the Unrestricted General Fund. However, there is potential for a contribution from a Taft College Foundation donor that may offset these costs in whole or in part.

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

## QUOTE TABULATION



**Project Name:** G-1 Carpet

**Job Walk:** Yes

**Project No:** TC 24-033

**Proposals Rcvd at:** Taft College Facilities

**Owner:** West Kern CCD / Taft College

**Proposals Requested:** 03/20/25

**Architect:** N/A

**Proposals Due:** 04/18/25

Contractor	Base Bid	Alternate	Total Bid	Bid Bond	CSLB#	DIR #	Date RCVD	Remarks
Rod-West Floor Covering, LLC	\$ 7,500.00	\$ -	\$ 7,500.00	N/A	1069444	1000703047	04/18/25	
Stanley Steemer of LA County	\$ 8,346.00	\$ -	\$ 8,346.00	N/A	856264	1000033805	04/18/25	
Casa Renovations, Inc.	\$ 8,879.87	\$ -	\$ 8,879.87	N/A	951814	1001097652	04/18/25	
Lawrence W. Rosine Co.	\$ 13,800.00	\$ -	\$ 13,800.00	N/A	173235	1000011274	04/18/25	
Michael Surface Solutions, Inc.	\$ 16,636.97	\$ -	\$ 16,636.97	N/A	874947	1000877947	04/18/25	

<b>NOTICE CALLING FOR BIDS / PROPOSALS</b>	<b>WEST KERN COMMUNITY COLLEGE DISTRICT TAFT COLLEGE</b>
<b>PROJECT NAME</b>	<b>TC 24-033 Taft College G-1 Carpet</b>
<b>JOB WALK</b>	<b>Non-Mandatory  10:00 a.m. Wednesday, April 9, 2025.</b>
<b>LATEST TIME/DATE FOR SUBMISSION OF BID PROPOSALS</b>	<b>April 18, 2025, AT 3:00 P.M.</b>
<b>LOCATION FOR SUBMISSION OF BID PROPOSALS</b>	<b>Electronic submission only through PlanetBids at the following location: <a href="https://vendors.planetbids.com/portal/66036/bo-bo-search">https://vendors.planetbids.com/portal/66036/bo-bo-search</a></b>
<b>LOCATION FOR OBTAINING BID AND CONTRACT DOCUMENTS</b>	<b>Planet Bids: <a href="https://vendors.planetbids.com/portal/66036/bo-bo-search">https://vendors.planetbids.com/portal/66036/bo-bo-search</a>  Taft College Justin Madding Director of Facilities and Planning 29 Cougar Court Taft, CA 93368 (661) 763-7768 E-mail: <a href="mailto:jmadding@taftcollege.edu">jmadding@taftcollege.edu</a></b>
<b>ATTACHEMENTS IN THIS BID PACKAGE</b>	<b>Subcontractors List Non-Collusion Affidavit Drug-Free Workplace Certification Certificate of Workers Compensation Taft College Project Site Plan Project Site Plan Detail(s)</b>



**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 24-033 Taft College G-1 Carpet**.

**BACKGROUND.** The District is replacing carpet and rubber wall base that is past its useful life in the G-1 building of Taft College.

**BASE BID** – Scope of work to includes, but is not limited to, the following at Taft College G-1 building: Remove and dispose of existing carpet and rubber wall base; install new carpet: Mohawk, Learn & Live Collection, Interplay Stripe GL416, Color 951 Yellow Jacket (or equal), install product per manufacturer recommendations; install new 6" Burke Mercer coved rubber wall base (or equal), provide full range of colors for approval. 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](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-15. 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., April 11, 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, April 9, 2025**. Bidders are to meet at Taft College G-1 Building, 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 24-033 Taft College G-1 Carpet

TO: Taft College / West Kern Community College District

FROM: \_\_\_\_\_  
(Bidder Name)

1. The above identified Bidder submits the following proposed Bid Price for the Taft College TC 24-033 Taft College G-1 Carpet project.

1	Base Bid	\$
	<b>Total Project Bid</b>	\$

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: \_\_\_\_\_

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

Title \_\_\_\_\_

CSLB #: \_\_\_\_\_

DIR Registration #: PWCR \_\_\_\_\_

## SUBCONTRACTORS LIST

Project: TC 24-033 Taft College G-1 Carpet

Name of Bidder \_\_\_\_\_

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

[illegible]



## NON-COLLUSION DECLARATION

PROJECT: TC 24-033 Taft College G-1 Carpet

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_  
(Title) (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 \_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_  
(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: \_\_\_\_\_

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

## CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

PROJECT: TC 24-033 Taft College G-1 Carpet

I, \_\_\_\_\_ 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.

\_\_\_\_\_  
(Contractor Name)

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

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

## DRUG-FREE WORKPLACE CERTIFICATION

PROJECT: TC 24-033 Taft College G-1 Carpet

I, \_\_\_\_\_, am the \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_  
(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 \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 2020.  
(City and State)

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

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

### BID PROPOSAL FORM

RE: TC 24-033 Taft College G-1 Carpet  
TO: Taft College / West Kern Community College District  
FROM: Rod-West Floor Covering LLC.  
(Bidder Name)

1. The above identified Bidder submits the following proposed Bid Price for the Taft College TC 24-033 Taft College G-1 Carpet project.

1	Base Bid	\$ 7,500.00
	<b>Total Project Bid</b>	<b>\$ 7,500.00</b>

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. 1 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: 04/01/2025

By: Ever Rodriguez  
Ever Rodriguez  
(Name Typed or Printed)

Title Responsible Managing Officer

CSLB #: 1069444

DIR Registration #: PWCR 1000703047

## SUBCONTRACTORS LIST

Project: TC 24-033 Taft College G-1 Carpet

Name of Bidder Rod-West Floor Covering LLC.

Authorized Signature: G. J. Long

[illegible]



## NON-COLLUSION DECLARATION

PROJECT: TC 24-033 Taft College G-1 Carpet

The undersigned declares:

I am the Responsible Managing Officer of Rod-West Floor Covering LLC.  
(Title) (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 01 day of April, 2025 at Santa Fe Springs, Los Angeles, CA.  
(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: 

Title: Responsible Managing Officer

## CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

PROJECT: TC 24-033 Taft College G-1 Carpet

I, Ever Rodriguez 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.

Rod-West Floor Covering LLC.

(Contractor Name)

By: Ever Rodriguez

Title: Responsible Managing Officer

## DRUG-FREE WORKPLACE CERTIFICATION

PROJECT: TC 24-033 Taft College G-1 Carpet

I, Ever Rodriguez, am the Responsible Managing Officer of  
(Name) (Title)  
Rod-West Floor Covering LLC.  
(Contractor Name)

I declare, state and certify to all of the following:

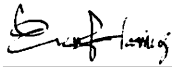
1. I am aware of the provisions and requirements of California Government Code §§8350 et seq., the Drug Free Workplace Act of 1990.
2. I am authorized to certify, and do certify, on behalf of Contractor that a drug free workplace will be provided by Contractor by doing all of the following:
  - (A). 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.

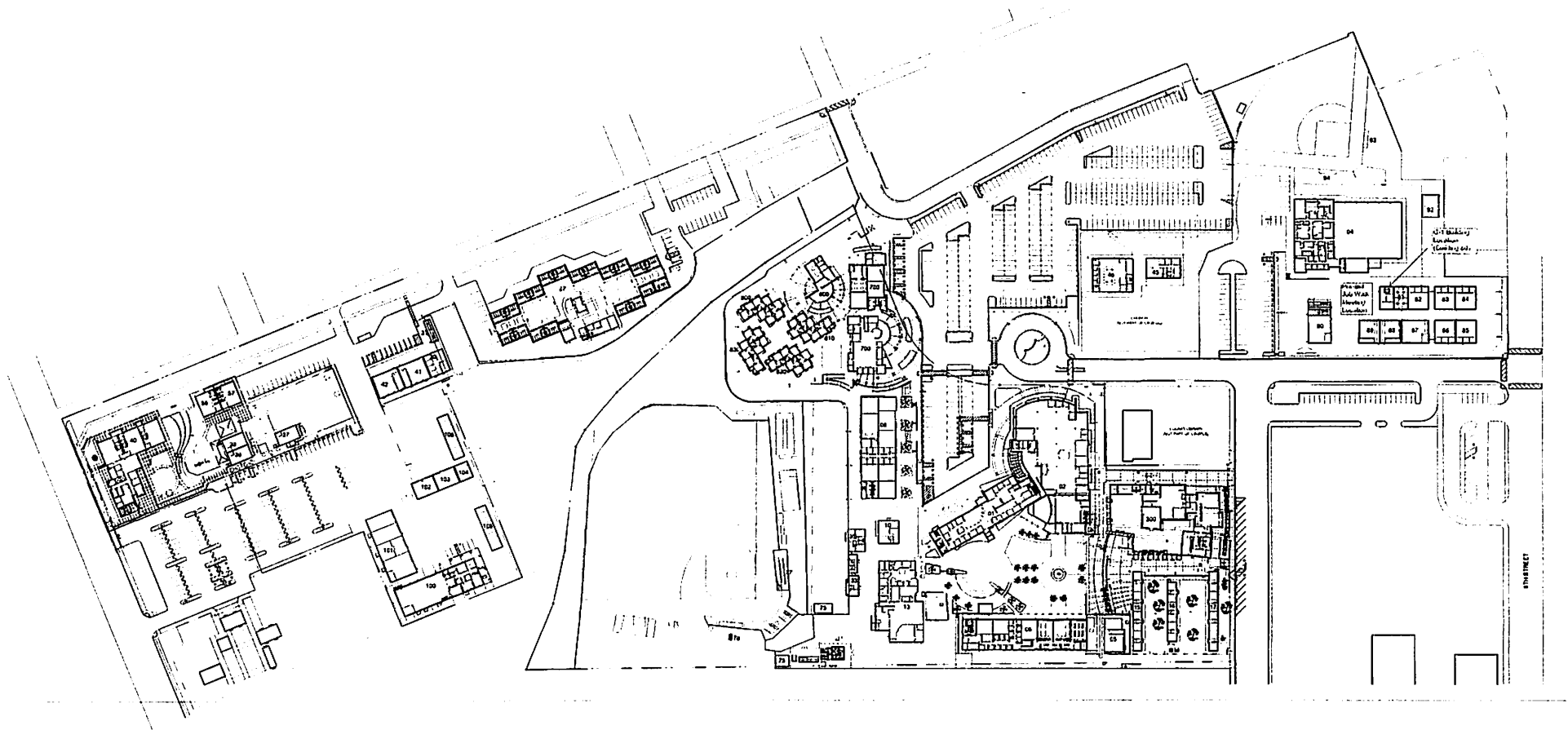
Executed at Santa Fe Springs, CA this 01 day of April 2025, ~~2020~~.  
(City and State)



(Signature)

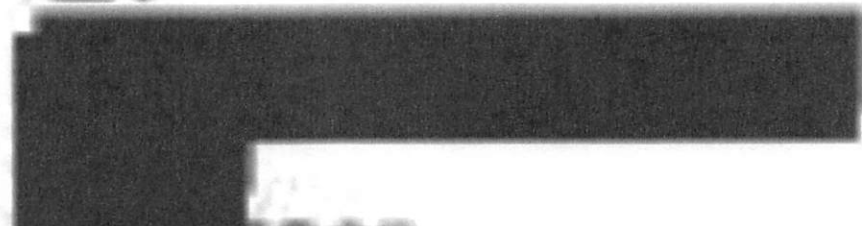
Ever Rodriguez

(Printed or Typed Name)



Overall Site Plan

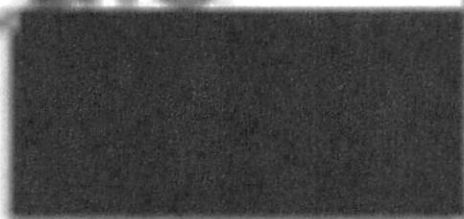
G1



310/0099

303 SF

G1C



G1A



150 SF

310/0099

164 SF

G1B



680/0099

280 SF



# TC 24-033 Taft College G-1 Carpet tc 24-033

*Q&A Deadline April 11, 2025 3:00 PM (PDT)*

Set 1 Released via Addendum 1 03/25/2025 2:02 PM (PDT) – 1 question

1.1 Removal and Installation is for all 4 G-1 rooms? ( G-1, G-1A, G-1B and G-1C )

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Set 2 Released via Addendum 2 04/04/2025 10:48 AM (PDT) – 1 question

2.1 Would you please confirm how many unites are in this project.

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Date: 4/8/25 @ 10:00 pm  
Job #: **TC 24-033 G-1 Carpet**  
Location: Taft College  
Pre-Bib Walk: Non-Mandatory

[illegible]

## BOARD AGENDA ITEM

**Date:** April 15, 2025

**Submitted by:** Brett Redd, Information Technology Director

**Area Administrator:** Dr. Xiaohong Li, VP Information and Institutional Effectiveness

KV

**Subject:** Request for Approval

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**Board Meeting Date:**

May 14, 2025

**Title of Board Item:**

CCS Disaster Recovery Services Annual Subscription Renewal 2025-2026

**Background:**

In the event of a disaster, CCS provides an auditor approved recovery program that guarantees replacement of all District Data Center hardware.

**Board Goal/Accreditation Standard:**

Board SAP Goal #9

**Terms (if applicable):** \_\_\_\_\_

Annual Subscription: 7/1/2025 to 6/30/2026

**Expense (if applicable):**

Total cost of the annual subscription: \$3,420.00

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

Included in the IT budget.

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

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



3197 Airport Loop Drive, Suite B  
Costa Mesa, CA. 92626  
(800) 274-0042

4/16/2025

Dr. Xiaohong Li  
VP of Information and Institutional Effectiveness  
Taft College  
29 Cougar Court  
Taft, CA 93268

Dear Xiaohong,

CCS, an IBM Premier Business Partner, and a full-service IT supplier, offers an auditor approved disaster recovery program. The program guarantees with penalty (\$250,000) to deliver replacement hardware to the site of your choice within a 1-5 business day period. All hardware is covered. Additions and deletions may be made to your hardware configuration on file and your monthly subscription will not change.

Pricing is as follows: (Same as last year)

\$3420.00 – Annual subscription 7/1/2025 – 7/1/2026

**Same discount for a 2 year or 3-year price quote.**

\$3420.00 Annual Coverage 7/1/2025 – 7/1/2026

\$3420.00 Annual Coverage 7/1/2026 – 7/1/2027

\$3420.00 Annual Coverage 7/1/2027 – 7/1/2028

All hardware is certified for the manufacturer's maintenance and all pricing is guaranteed to be at Fair Market Value (FMV). Subscriber may rent, lease, or purchase replacement hardware for any amount of time that is needed. Subscription fees, up to one year prior to a disaster (\$3420), may be applied to the cost of replacement hardware.

A handwritten signature in black ink, appearing to read "Michael Nemiroff".

Michael Nemiroff  
Disaster Recovery Manager  
MNemiroff@ccs4it.com

*The ultimate protection in proactive contingency planning*

## BOARD AGENDA ITEM

Date: April 23, 2025

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

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

Subject: Request for Approval

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Board Meeting Date: May 14, 2025

Title of Board Item:  
Agreement with Lozano Smith, LLP for Legal Services

Background:  
The firm of Lozano Smith has provided legal services for the West Kern Community College District for a number of years and has an in-depth understanding of the District's Mission and Goals. Lozano Smith has consistently provided quality legal services and has demonstrated it has the necessary qualifications and expertise in the Education Code, human resources, property law and general law to meet the District's needs.

Board Goal/Accreditation Standard:  
Accreditation Standard 4

Terms (if applicable):  
Effective July 1, 2025

Expense (if applicable):  
Fee Rate Per Contract

Fiscal Impact Including Source of Funds (if applicable):  
Legal fees are included in the District budget.

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





## AGREEMENT FOR LEGAL SERVICES

THIS AGREEMENT ("Agreement") is effective July 1, 2025 ("Effective Date"), between the WEST KERN COMMUNITY COLLEGE DISTRICT ("Client") and the law firm of LOZANO SMITH, LLP ("Attorney") (each a "Party" and collectively the "Parties"). Attorney shall provide legal services as requested by Client on the following terms and conditions:

1. **ENGAGEMENT.** Client hires Attorney on an as-requested basis as its legal counsel with respect to matters the Client refers to Attorney. When Client refers a matter to Attorney, Attorney shall confirm availability and ability to perform legal services regarding the matter. After Attorney has completed services for the specific matter referred by Client, then no continuing attorney-client relationship exists unless Client requests further services and Attorney accepts a new engagement. If Attorney undertakes to provide legal services to represent Client in such matters, Attorney shall keep Client informed of significant developments and respond to Client's inquiries regarding those matters. Client understands that Attorney cannot guarantee any particular results, including the costs and expenses of representation. Client agrees to be forthcoming with Attorney, to cooperate with Attorney in protecting Client's interests, to keep Attorney fully informed of developments material to Attorney's representation of client, and to abide by this Agreement. Client is hereby advised of the right to seek independent legal advice regarding this Agreement.
2. **RATES TO BE CHARGED.** Client agrees to pay Attorney for services rendered based on the attached rate schedule. Agreements for legal fees on other-than-an-hourly basis may be made by mutual agreement for special projects (including as set forth in future addenda to this Agreement).
3. **REIMBURSEMENT.** Client agrees to reimburse Attorney for actual and necessary expenses and costs incurred in the course of providing legal services to Client, including but not limited to expert, consultant, mediation, arbitration fees and e-discovery service fees. Attorney shall not be required to advance costs on behalf of Client over the amount of \$1,000 unless otherwise agreed to in writing by Attorney. Typical expenses advanced for Client, without prior authorization, include messenger fees, witness fees, expedited delivery charges, travel expenses, court reporter fees and transcript fees. Client authorizes Attorney to retain experts or consultants to perform services necessary to represent Client for a specific matter.
4. **MONTHLY INVOICES.** Attorney shall send Client a statement for fees and costs incurred every calendar month (the "Statement"). Statements shall set forth the amount, rate and description of services provided. Client shall pay Attorney's Statements within thirty (30) calendar days after receipt. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) calendar days past due, not to exceed 10% per annum.
5. **COMMUNICATIONS BETWEEN ATTORNEY AND CLIENT.** The Parties recognize that all legal advice provided by Attorney is protected by the Attorney-Client and Work Product



Privileges. In addition to regular telephone, mail and other common business communication methods, Client hereby authorizes Attorney to use facsimile transmissions, cellular telephone calls and text, unencrypted email, and other electronic transmissions in communicating with Client. Unless otherwise instructed by Client, any such communications may include confidential information.

6. **POTENTIAL AND ACTUAL CONFLICTS OF INTEREST.** If Attorney becomes aware of any potential or actual conflict of interest between Client and one or more other clients represented by Attorney, Attorney will comply with applicable laws and rules of professional conduct.

7. **INDEPENDENT CONTRACTOR.** Attorney is an independent contractor and not an employee of Client.

8. **TERMINATION.**

a. Termination by Client. Client may discharge Attorney at any time, with or without cause, by written notice to Attorney.

b. Termination by Mutual Consent or by Attorney. Attorney may terminate its services at any time with Client's consent or for good cause. Good cause exists if (a) Client fails to pay Attorney's Statement within sixty (60) calendar days of its date; (b) Client fails to comply with other terms and conditions of this Agreement, including Client's duty to cooperate with Attorney in protecting Client's interests; (c) Client has failed to disclose material facts to Attorney; or (d) any other circumstance exists that requires termination of this engagement under the ethical rules applicable to Attorney. Additionally, to the extent allowed by law, Attorney may decline to provide services on new matters or may terminate the Agreement without cause upon written notice to Client if Attorney is not then providing any legal services to Client. Even if this Agreement is not terminated, under paragraph 1, an attorney-client relationship exists only when Attorney is providing legal services to Client.

c. Following Termination. Upon termination by either Party: (i) Client shall promptly pay all unpaid fees and costs for services provided or costs incurred pursuant to this Agreement up to the date of termination; (ii) unless otherwise required by law or agreed to by the Parties, Attorney will provide no legal services following notice of termination; (iii) Client will cooperate with Attorney in facilitating the orderly transfer of any outstanding matters to new counsel, including promptly signing a substitution of counsel form at Attorney's request; and (iv) Client shall, upon request, be provided the Client's file documents maintained for the Client by Attorney and shall sign acknowledgment of receipt upon delivery of that file. For all Statements received by Client from Attorney prior to the date of termination, Client's failure to notify Attorney in writing of any disagreement with either the services performed or the charges for those services as shown in the Statement within thirty (30) calendar days of the date of termination shall be deemed Client's acceptance of and agreement with the Statement. For any billing appearing for the first time on a Statement received by Client

from Attorney after the date of termination, failure to notify Attorney in writing of any disagreement with either the services performed or the charges for those services within thirty (30) calendar days from receipt of the Statement shall be deemed to signify Client's acceptance of and agreement with the Statement.

9. **MAINTENANCE OF INSURANCE.** Attorney agrees that, during the term of this Agreement, Attorney shall maintain commercial liability and professional errors and omissions insurance.

10. **CONSULTANT SERVICES.** Attorney works with professional consultants that provide services, including but not limited to, investigations, public relations, educational consulting, leadership mentoring and development, financial, budgeting, management auditing, board/superintendent/chancellor relations, administrator evaluation and best practices, and intergovernmental relations. Attorney does not share its legal fees with such consultants. Attorney may offer these services to Client upon request.

11. **DISPUTE RESOLUTION.**

a. **Mediation.** Except as otherwise set forth in this section, Client and Attorney agree to make a good faith effort to settle any dispute or claim that arises under this Agreement through discussions and negotiations and in compliance with applicable law. In the event of a claim or dispute, either Party may request, in writing to the other Party, to refer the dispute to mediation. This request shall be made within thirty (30) calendar days of the action giving rise to the dispute. Upon receipt of a request for mediation, both Parties shall make a good faith effort to select a mediator and complete the mediation process within sixty (60) calendar days. The mediator's fee shall be shared equally between Client and Attorney. Each Party shall bear its own attorney fees and costs. Whenever possible, any mediator selected shall have expertise in the area of the dispute and any selected mediator must be knowledgeable regarding the mediation process. No person shall serve as mediator in any dispute in which that person has any financial or personal interest in the outcome of the mediation. The mediator's recommendation for settlement, if any, is non-binding on the Parties. Mediation pursuant to this provision shall be private and confidential. Only the Parties and their representatives may attend any mediation session. Other persons may attend only with the written permission of both Parties. All persons who attend any mediation session shall be bound by the confidentiality requirements of California Evidence Code section 1115, et seq., and shall sign an agreement to that effect. Completion of mediation shall be a condition precedent to arbitration, unless the other Party refuses to cooperate in the setting of mediation.

b. **Dispute Regarding Fees.** Any dispute as to attorney fees and/or costs charged under this Agreement shall to the extent required by law be resolved under the California Mandatory Fee Arbitration Act (Bus. & Prof. Code §§ 6200, et seq.).

c. **Binding Arbitration.** Except as otherwise set forth in section (b) above, Client and Attorney agree to submit all disputes to final and binding arbitration, either

following mediation which fails to resolve all disputes or in lieu of mediation as may be agreed by the Parties in writing. Either Party may make a written request to the other for arbitration. If made in lieu of mediation, the request must be made within sixty (60) calendar days of the action giving rise to the dispute. If the request for arbitration is made following an unsuccessful attempt to mediate the Parties' disputes, the request must be made within ten (10) calendar days of termination of the mediation. The Parties shall make a good faith attempt to select an arbitrator and complete the arbitration within ninety (90) calendar days. If there is no agreement on an arbitrator, the Parties shall use the Judicial Arbitration and Mediation Service (JAMS). The arbitrator's qualifications must meet the criteria set forth above for a mediator, except, in addition, the arbitrator shall be an attorney or a retired judge, unless otherwise agreed by the Parties. The arbitrator's fee shall be shared equally by both Parties. Each Party shall bear its own attorney fees and other costs. The arbitrator shall render a written decision and provide it to both Parties. The arbitrator may award any remedy or relief otherwise available in court and the decision shall set forth the reasons for the award. The arbitrator shall not have any authority to amend or modify this agreement. Any arbitration conducted pursuant to this paragraph shall be governed by California Code of Civil Procedure sections 1281, et seq. By signing this Agreement, Client acknowledges that this agreement to arbitrate results in a waiver of Client's right to a court or jury trial for any fee dispute or malpractice claim. This also means that Client is giving up Client's right to discovery and appeal. If Client later refuses to submit to arbitration after agreeing to do so, Client may be ordered to arbitrate pursuant to the provisions of California law. Client acknowledges that before signing this Agreement and agreeing to binding arbitration, Client is entitled, and has been given a reasonable opportunity, to seek the advice of independent counsel.

d. Effect of Termination. The terms and conditions of this section shall survive the termination of the Agreement.

12. **ENTIRE AGREEMENT.** This Agreement with its Professional Rate Schedule attached supersedes any and all other prior or contemporaneous oral or written agreements between the Parties. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. Furthermore, any modification of this Agreement shall only be effective if in writing signed by the Parties.

13. **SEVERABILITY.** Should any provision of this Agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, but the remainder of the Agreement can be enforced without failure of material consideration to any Party, then this Agreement shall not be affected and it shall remain in full force and effect, unless amended or modified by mutual consent of the Parties; provided, however, that if the invalidity or unenforceability of any provision of this Agreement results in a material failure of consideration, then, to the extent allowed by law, the Party adversely affected thereby shall have the right in its sole discretion to terminate this Agreement upon providing written notice of such termination to the other Party.


14. NON-WAIVER. None of the provisions of this Agreement shall be considered waived by either Party unless such waiver is specified in writing.

15. NO THIRD PARTY RIGHTS. This Agreement shall not create any rights in, or inure to the benefit of, any third party.

16. ASSIGNMENT. The terms and conditions of this Agreement may not be assigned to any third party. Neither Party may assign any right of recovery under or related to the Agreement to any third party.

17. EXECUTION IN COUNTERPARTS; SIGNATURES. This Agreement may be executed in counterparts with signatures appearing on separate signature pages. A copy, or an original, with all signatures appended together shall be deemed a fully executed Agreement. Signatures transmitted by facsimile or electronic image shall be deemed original signatures and binding on the Parties.

WHEREFORE, the Parties hereto, by their signatures below, enter into this Agreement pursuant to the above terms and conditions as of the Effective Date.

CLIENT SIGNATURE	ATTORNEY SIGNATURE
West Kern Community College District	Lozano Smith, LLP
BY (Authorized Signature)	BY (Authorized Signature) 
PRINTED NAME AND TITLE OF PERSON SIGNING	PRINTED NAME AND TITLE OF PERSON SIGNING Karen M. Rezendes, Managing Partner
DATE EXECUTED	DATE EXECUTED 04/11/2025



## PROFESSIONAL RATE SCHEDULE FOR WEST KERN COMMUNITY COLLEGE DISTRICT

### HOURLY PROFESSIONAL RATES

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Client agrees to pay Attorney by the following standard hourly rate\*:

Partner**/ Senior Counsel/ Of Counsel	\$ 350 - \$ 410 per hour
Associate	\$ 275 - \$ 340 per hour
Paralegal/ Law Clerk	\$ 225 - \$ 300 per hour
Consultant	\$ 125 - \$ 395 per hour

\* Rates for individual attorneys within each category above vary based upon years of experience. Specific rates for each attorney are available upon request. \*\* Rates for work performed by Senior Partners with 20 years of experience or more may range from \$395 - \$450 per hour.

### SALE OR LEASE OF REAL PROPERTY WORK

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Partner/ Senior Counsel/ Of Counsel	\$ 450 per hour
Associate	\$ 375 per hour
Paralegal/ Law Clerk	\$ 225 per hour

### BILLING PRACTICE

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Lozano Smith will provide a monthly, itemized Statement for services rendered. Time billed is broken into 1/10 (.10) hour increments, allowing for maximum efficiency in the use of attorney time. Invoices will clearly indicate the department or individuals for whom services were rendered.

Written responses to audit letter inquiries will be charged to Client on an hourly basis, with the minimum charge for such responses equaling .5 hours. Travel time shall be prorated if the assigned attorney travels for two or more clients on the same trip.

### COSTS AND EXPENSES

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Facsimile	No Charge
Copying and Printing	\$0.25 per page
Postage	Actual Usage
Mileage	IRS Standard

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

### LEADERSHIP COACHING AND CONSULTING

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As part of Lozano Smith's Concierge Consulting Services (CCS), clients have the option of receiving up to five (5) hours of complimentary services which can be utilized each fiscal year. These services may include coaching, mentoring, or strategic planning guidance from a CCS Consultant.

## BOARD AGENDA ITEM

**Date:** April 15, 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:**

May 14, 2025

**Title of Board Item:**

Removal of Obsolete Electronic Devices for Recycle

**Background:**

The Information Technology department has identified several electronic devices that have become obsolete. Computers that are on the list are all over 10 years old and are not compatible with newer operating systems and programs. Network equipment on the list are outdated and will not update to current firmware versions. Other devices are inoperable and/or broken. All devices will be removed and recycled using appropriate protocols.

**Board Goal/Accreditation Standard:**

ACCJC Standard 3.9

**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



<b>ASSET NAME</b>	<b>TYPE</b>	<b>ASSET TAG</b>
recycle-Lenovo Thinkpad 4061	Windows laptop	4061CT0
recycle-HP EliteOne 800	Windows desktop	T03227
recycle-MacBook Pro Mid 2010	Apple laptop	5959
recycle-TIL_SurfacePro #2	Windows Surface	T04701
recycle-T03249 HP EliteOne 800	Windows desktop	T03249
TSP-03542 - Recycle	Windows Surface	T03542
recycle-BKSTR-T02305	Windows desktop	T02305
recycle-T03271	Apple iPad	T03271
recycled-LIB311-T02654	Windows desktop	T02654
recycled - ADM101J-T02459	Windows desktop	T02459
recycled -T02643	Windows desktop	T02643
STU-BFK1-T02833 - recycle	Windows desktop	T02833
recycled--T02404	Apple iPad	T02404
recycled -T02010-ADM-BM	Windows laptop	T02010
recycled -DH02-T02046	Windows desktop	T02046
recycled-ADM101E-T01815	Monitor	T01815
recycled-T01841-SURFACE	Windows Surface	T01841
recycled-T01842-SURFACE	Windows Surface	T01842
recycled. T01066-SCI5J	Apple laptops	T01066
5733 (VS11661 VX2255WMB-2)	Monitor	5733
recycled-CALSCI196-T04644	Calculator	T04644
recycle-T02676-HP EliteOne 800	Windows desktop	T02676
recycle-BOARD4-T01846	Windows Surface	T01846
recycle-STF-ITST-T03141	Windows Surface	T03141
recycled - 1JF73UT#ABA	Windows desktop	T02969
recycled-ITS-T02921	Windows desktop	T02921
recycled-LPT-T05557	Windows laptop	T05557
recycled-T02683	Windows desktop	T02683
recycled -T01190-Apple Monitor	Apple Monitor	T01190
recycle-DHALL-MBAIR-W7	Apple laptops	T00087
recycle-BOARD5-T01847	Windows Surface	T01847
recycle-T01393-MBA-DH	Apple laptops	T01393
recycle-G6A-T02671	Apple desktops	T02671
recycle-T01844	Windows Surface	T01844
Recycle Lenovo Laptop	Windows laptop	T01564
Recycle Lenovo Laptop	Windows laptop	T01571
Recycle Lenovo Laptop	Windows laptop	T01572
Recycle Lenovo Laptop	Windows laptop	T01573
Recycle Lenovo Laptop	Windows laptop	T01574
Recycle Lenovo Laptop	Windows laptop	T01575
DJ11140500084	battery	
Lenovo tHINKCENTRE	Windows desktop	T02921
recycled-LPT-T05557	Windows laptop	T05557

recycle-CIL720-A0531-LJ3005	printer	A 0531
recycle-ADM101E-T01831- CLP-680ND	printer	T01831
8SSS50G79693A1DG5A400N5	Windows desktop	T02972
FCH15148YVF	Cisco IP Phone	
1JF73UT#ABA	Windows desktop	T02654
55C807	TV	
EB104164257	at&t phone	
NS0607016844	ups	
11S69Y2893YJ11GP28KF40	ups	
BE650G1	ups	
2751AY0BP855700200	ups	
AS1305243965	ups	
P4014n	printer	6378
recycle-G5-12-T00764	Windows laptop	T00764
recycle-G5-07-T00150	Windows laptop	T00150
recycle-DESKTOP-MTF8C94	Windows laptop	T00130
recycle-G5-10-T00144	Windows laptop	T00144
recycle-G5-29-T00128	Windows laptop	T00128
recycle-TABLET149	Windows laptop	A 0453
recycle-TAB-128-T00186	Windows laptop	T00186
recycle-G5-15-T00769	Windows laptop	T00769
recycle-TABLET95	Windows laptop	T00187
recycle-TABLET140	Windows laptop	A 0403
recycle-G5-14-T00767	Windows laptop	T00767
recycle-G5-17-T00773	Windows laptop	T00773
recycle-G5-08-T00148	Windows laptop	T00148
recycle-G5-09-T01638	Windows laptop	T01638
recycle-G5-02-T00125	Windows laptop	T00125
recycle-G5-18-T00774	Windows laptop	T00774
recycle-G5-20-T00783	Windows laptop	T00783
recycle-G5-05-T00145	Windows laptop	T00145
Lenovo	Windows laptop	A0402
05231-TABLET32	Windows laptop	5231
recycle-TABLET63	Windows laptop	6511
recycle-G5-11-T00763	Windows laptop	T00763
recycle-G5-04-T01096	Windows laptop	T01096
recycle-G5-13-T00766	Windows laptop	T00766
recycle-G5-06-T00142	Windows laptop	T00142
recycle-G5-16-T00772	Windows laptop	T00772
recycle-ITLOANER-06067	Windows laptop	6067
recycle-ITLOANER-05325	Windows laptop	5325
lenovo	Windows laptop	5858
recycle-TABLET141	Windows laptop	A0404
recycled-TABLET172	Windows laptop	A0434

recycle-TABLET148	Windows laptop	A 0411
recycle-TABLET171	Windows laptop	A 0433
recycle-TABLET142	Windows laptop	A 0405
recycle-TABLET163	Windows laptop	A 0425
recycle-TAB144-A0407	Windows laptop	A 0407
recycle-TABLET151	Windows laptop	A 0413
recycle-TAB135-A0398	Windows laptop	A 0398
recycle-TABLET158	Windows laptop	A 0420
recycle-TABLET150	Windows laptop	A 0412
recycle-TAB-64-05447	Windows laptop	5447
recycle-TAB138-A0401	Windows laptop	A 0401
recycled-T9INST-T02674	Apple desktops	T02674
CP-X430WA	projector	4287
Recycle-05889-TABLET82	Windows laptop	5889
Recycle-05882-TABLET176	Windows laptop	5882
Recycle-05881-TABLET177	Windows laptop	5881

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78073724	04/02/2025	A002000164Imprint	I0080460	13598149	12682	223	4310	60103	6,748.82
78073725	04/02/2025	A00200017A.P.I. Plumbing	I0080480	29464	35827	357	4310	69700	16.25
					11000	431	4310	65100	25.98
78073726	04/02/2025	A00306660Advanced Data Storage, Inc.	I0080499	0201872	11000	207	5990	49999	25.30
78073727	04/02/2025	Voided Check							
78073728	04/02/2025	A00201875Amazon Capital Services	I0080451	1KYV-LC6H-GYLV	12620	227	4310	61900	841.44
			I0080452	1F9W-FYWC-QXWL	12477	203	6310	61200	24.66
			I0080453	1JVD-M6T1-Q7J3	12477	203	6310	61200	442.15
			I0080454	1199-LVXN-1FJP	11000	211	4310	49999	45.44
			I0080457	1PM1-9DC1-YT6X	12000	303	4323	64300	122.22
					12000	303	4410	64300	14.99
			I0080462	1YYG-XM4C-3PK3	11000	431	4310	65100	74.25
			I0080463	1DJP-4PCT-4C1M	12679	320	4410	64900	15.15
			I0080464	1FCF-KKCX-THQG	12679	320	4410	64900	60.60
			I0080465	1199-LVXN-J9LP	12477	203	6310	61200	177.73
			I0080467	17KD-NLD4-JHR6	12477	203	6310	61200	34.64
			I0080474	1XND-JTDV-44HD	12477	203	6310	61200	29.22
			I0080475	1WP9-TJDM-3QN9	11000	431	4310	65100	112.97
			I0080476	1T9J-4613-PLVF	11000	401	4310	67200	74.34
			I0080477	16KV-LTRT-KKYC	12477	203	6310	61200	292.23
78073728	04/02/2025	A00201875Amazon Capital Services	I0080478	1DTF-YP93-M11J	12681	223	4310	09565	1,082.49
			I0080492	1T3T-QTPL-4FT3	12620	227	4310	61900	102.69
			I0080493	17GW-JDXK-GNRQ	12620	227	4310	61900	373.32
78073729	04/02/2025	A00269441Atkinson, Andelson, Loya, Ru	I0080487	743910	11000	401	5510	67200	1,800.00
78073730	04/02/2025	A00200065B & H Photo-Video, Inc.	I0080442	23170711	12620	227	4323	61900	699.57
78073731	04/02/2025	A00320892Barnes Welding	I0080483	0063548075	12560	223	4311	09565	285.37
			I0080484	0063547602	12682	223	4311	09565	389.70
78073732	04/02/2025	A00261766Benco Dental Supply Co.	I0080500	1V482507	11000	205	4311	12042	1,351.90
78073733	04/02/2025	A00200093Black/Hall Construction	I0080438	430-0080	41400	000	6121	71002	80,534.10
			I0080439	430-0080 PAY RE	41400	000	6121	71002	67,265.13
78073734	04/02/2025	A00200109Brown & Reich Petroleum, Inc	I0080469	52572	11000	432	4316	65300	56.34
			I0080470	52572.	11000	352	4316	69610	81.31
			I0080472	52573	39000	314	4316	64991	139.00
					12433	314	4316	69800	139.00
78073735	04/02/2025	A00200388Capital Industrial Medical S	I0080466	110131	11000	301	4310	64900	79.42
78073736	04/02/2025	A00200161CDW-G	I0080501	AD12X5N	12495	319	6415	61100	88.77
78073737	04/02/2025	A00200302Eveland, Sharyn L.	I0080440	031425	11000	202	5510	60100	11,325.00
78073738	04/02/2025	A00200307Farmer Bros. Company	I0080508	90198088	32000	422	4410	69400	1,409.97
78073739	04/02/2025	A00200645Hardy Diagnostics	I0080488	515415	11000	209	4311	04012	479.38
			I0080489	517975	11000	209	4311	04012	108.79
			I0080509	518947	11000	209	4311	04012	293.66
78073740	04/02/2025	A00200655Henry Schein, Inc.	I0080498	38465320	11000	205	4311	12042	1,319.90
78073741	04/02/2025	A00337089HOWIES HOCKEY, INC.	I0080494	INV000302680	11000	352	6412	69610	319.72
78073742	04/02/2025	A00200680J & L Locksmithing	I0080502	018226	39000	314	5631	64991	19.49
78073743	04/02/2025	A00337165Lopez, Jaime	I0080444	FEB 25	11000	202	5710	60100	175.00
78073744	04/02/2025	A00200795NASFAA	I0080482	80266-250701	12000	353	5210	64600	2,561.00
78073745	04/02/2025	A00200498Office Depot	I0080458	412313247001	11000	209	4310	17013	93.19
			I0080459	411949053001	11000	205	4310	12042	111.24
			I0080461	416418347001	11000	421	4310	67200	71.67
			I0080473	412317298001	11000	209	4310	04013	34.49
			I0080485	414111264001	11000	213	4311	10021	391.82

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78073745	04/02/2025	A00200498Office Depot	I0080486 411474733001	11000	202	4310	60100	68.49	
			I0080503 414419580001	12000	303	7605	73200	249.15	
			I0080510 414246151001	11000	209	4310	17016	58.43	
			I0080511 414039764001	11000	209	4310	17016	151.30	
78073746	04/02/2025	A00354094Omega Visuals	I0080468 120327	12620	227	5641	61900	9,850.75	
78073747	04/02/2025	A00288637Otis Elevator Company	I0080481 100401881683	11000	431	5641	65100	784.08	
78073748	04/02/2025	A00200522Pepsi-Cola Company	I0080505 66564004	31000	423	4310	69100	112.72	
			I0080507 66564003	32000	422	4410	69400	1,521.35	
78073749	04/02/2025	A00317367Quadient Leasing USA, Inc.	I0080506 Q1768022	11000	423	5610	69100	1,025.83	
78073750	04/02/2025	A00292796Safe 1 Credit Union	I0080504 0300031325	31000	423	4321	69100	38.50	
78073751	04/02/2025	A00337933Sorenson Communications, LLC	I0080441 PI-000013344	12000	311	5641	64200	4,350.00	
78073752	04/02/2025	A00330155Strautman, James A.	I0080471 250324	11000	115	5510	67100	7,500.00	
78073753	04/02/2025	A00277399Sundgren, Lori A.	I0080448 03/21/25	12920	201	5710	61900	641.83	
78073754	04/02/2025	A00200417Sysco Food Service of Ventur	I0080496 379946652	33429	310	4410	69200	2,388.84	
			I0080497 379953899	33429	310	4411	69250	303.35	
			I0080512 379953999	32000	422	4410	69400	9,858.50	
78073754	04/02/2025	A00200417Sysco Food Service of Ventur	I0080513 379954001	32000	422	4411	69400	2,113.80	
				32000	422	4411	69400	983.58	
78073755	04/02/2025	A00319064T-Mobile USA Inc.	I0080445 041925	12679	320	6412	64900	82.00	
78073756	04/02/2025	A00200419T.C. Clearing Account	I0080479 010125	11000	421	5912	67200	4,564.34	
78073757	04/02/2025	A00200425Taft College	I0080490 031725	31000	423	7130	69100	2,220.00	
78073758	04/02/2025	A00200425Taft College	I0080491 031125	31000	423	7130	69100	150.00	
78073759	04/02/2025	A00200832Taft College Foundation	I0080495 737	12375	310	4310	69200	761.44	
78073760	04/02/2025	A00336205TPx Communications	I0080449 031625	11000	431	5840	65700	628.43	
78073761	04/02/2025	A00255644U.S. Bank Equipment Finance	I0080443 500-0583994-002	12560	223	5612	60103	244.78	
				11000	205	5612	12042	244.78	
				11000	203	5612	61200	244.78	
				11000	203	5612	61200	244.78	
				12000	318	5612	64800	244.78	
				11000	202	5612	60100	244.78	
				11000	113	5612	67801	244.78	
				11000	431	5612	65100	244.78	
				33428	310	5612	69200	61.19	
				33528	310	5612	69200	61.19	
				33588	310	5612	69200	61.19	
				33591	310	5612	69200	61.19	
				11000	207	5612	49999	244.78	
				11000	202	5612	60100	244.78	
				11000	110	5612	66003	81.59	
				11000	202	5612	60100	81.59	
				11000	114	5612	66005	81.59	
				11000	202	5612	60100	244.78	
				11000	421	5612	67200	110.10	
78073761	04/02/2025	A00255644U.S. Bank Equipment Finance	I0080443 500-0583994-002	11000	401	5612	67200	24.48	
				11000	411	5612	67300	110.15	
				39000	314	5612	64991	244.78	
				12551	353	5612	64600	61.19	
				11000	301	5612	64500	61.19	
				11000	302	5612	63100	61.19	
				11000	358	5612	62100	61.19	
				11000	421	5612	67200	244.78	

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					11000	401	5612	67200	244.78
					11000	401	5612	67200	244.78
					31000	423	5612	69100	244.78
					31000	423	5612	69100	154.61
					12495	319	5612	61900	56.05
78073762	04/02/2025	A00200309United Refrigeration, Inc.	I0080455 11400447-00		11000	431	4312	65100	701.93
78073763	04/02/2025	A00202272VWR International	I0080456 8818532773		11000	209	4311	19051	568.01
78073764	04/02/2025	A00200355West Kern Water District	I0080446 03-13-25		33428	310	5810	69200	19.66
					33528	310	5810	69200	19.66
					33588	310	5810	69200	39.32
78073765	04/02/2025	A00200355West Kern Water District	I0080447 032025		11000	431	5810	65700	702.84
					39000	314	5810	64991	129.56
					12433	314	5810	69800	14.39
78073766	04/02/2025	A00200355West Kern Water District	I0080450 03/20/25		33428	310	5810	69200	27.02
					33528	310	5810	69200	27.02
					33588	310	5810	69200	54.04
78073767	04/04/2025	A00200017A.P.I. Plumbing	I0080566 29561		35819	357	4310	69700	32.50
			I0080567 29515		41400	000	6221	71002	502.28
78073768	04/04/2025	A00222771Academic Senate for Communit	I0080560 13919		12912	202	5990	61900	6,000.00
78073769	04/04/2025	A00292936Albertson's Safeway LLC	I0080544 177689032825		39000	314	4311	64991	140.70
					12433	314	4311	69800	140.70
			I0080545 17768903/28/25		12433	314	4310	69800	166.69
78073770	04/04/2025	A00201875Amazon Capital Services	I0080539 1XM3-MRWQ-TMXD		11000	209	4311	19051	519.75
			I0080540 1WF6-PTCJ-TQDD		12477	203	6310	61200	18.32
			I0080541 1FN6-3WFV-GVYC		12433	314	4310	69800	77.27
			I0080542 13F7-YKQR-L1L9		12433	314	4310	69800	225.66
			I0080543 1YJW-VWG7-K6TY		12681	223	4310	09565	20.55
78073771	04/04/2025	A00200042American Dental Association	I0080532 INA020740		11000	205	5415	12042	2,150.00
78073772	04/04/2025	A00269441Atkinson, Andelson, Loya, Ru	I0080565 741113		11000	401	5510	67200	450.00
78073773	04/04/2025	A00200063Austin's Pest Control, Inc.	I0080568 MAR 25		11000	435	5860	65190	40.00
			I0080569 MAR. 25		11000	431	5860	65100	530.00
78073773	04/04/2025	A00200063Austin's Pest Control, Inc.	I0080570 MAR '25		11000	435	5860	65192	60.00
			I0080576 0325		39000	314	5860	64991	100.00
78073774	04/04/2025	A00200069Bakersfield Californian	I0080549 040125		11000	401	5430	67200	478.56
78073775	04/04/2025	A00062076Barnachia, Kristy L.	I0080517 032525		12000	318	4410	64800	110.58
78073776	04/04/2025	A00015850Berry, Wendy J.	I0080519 051425		11000	209	5740	04014	94.62
			I0080521 032825		11000	209	4311	04014	76.98
78073777	04/04/2025	A00353691Bimbo Bakeries USA, Inc.	I0080571 83016790006362		32000	422	4410	69400	245.56
78073778	04/04/2025	A00334819Brady Industries	I0080564 9901388		33428	310	4310	69200	40.87
					33528	310	4310	69200	40.87
					33588	310	4310	69200	81.74
78073779	04/04/2025	A00200108Broadcast Music, Inc.	I0080557 58202159		11000	301	5641	64500	1,055.21
78073780	04/04/2025	A00234659Cahoon, Nathan E.	I0080515 032825		12920	201	5710	61900	173.60
78073781	04/04/2025	A00200122Calif. Dept. of Health Servi	I0080577 063025		11000	205	5641	12042	236.00
78073782	04/04/2025	A00200153CCCCIO	I0080516 1743016586		11000	202	5710	60100	675.00
78073783	04/04/2025	A00264649Convergint Technologies, LLC	I0080553 IN00308077		11000	431	6211	65100	5,945.01
78073784	04/04/2025	A00265309Daikin Applied	I0080552 3514834		11000	431	5632	65100	11,065.47
78073785	04/04/2025	A00300396del Rosario, Heather R.	I0080531 031825		11000	411	4310	67300	25.30
78073786	04/04/2025	A00200238Department of Justice	I0080580 800209		39000	314	5985	64991	32.00
					33528	310	5985	69200	10.56
					33428	310	5985	69200	10.56



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				33588	310	5985	69200	10.88
				11000	401	5985	67200	14.40
				11000	401	5985	71005	11.20
				11000	401	5985	70999	3.20
				11000	401	5985	69400	1.60
				31000	423	5985	69100	1.60
78073787	04/04/2025	A00200308Federal Express Corporation	I0080529 8-812-43820	11000	401	5940	67705	79.40
78073788	04/04/2025	A00040528Gardner, Gina L.	I0080524 060625	11000	205	5710	12042	762.00
78073789	04/04/2025	A00202913Getty, Shelley M.	I0080534 032825	12920	201	5710	61900	173.60
78073790	04/04/2025	A00200680J & L Locksmithing	I0080520 018224	35815	314	4310	69700	12.99
78073791	04/04/2025	A00310598Li, Xiaohong	I0080536 032025	11000	120	5710	67801	38.00
78073792	04/04/2025	A00262851Lytile, Steve	I0080533 020125	11000	209	4311	04011	25.44
78073793	04/04/2025	A00354244Mariachi Mi Ciudad	I0080538 1	12620	227	5641	61900	1,750.00
78073794	04/04/2025	A00353556Maxient LLC	I0080537 16257	11000	411	5641	67300	10,000.00
78073795	04/04/2025	A00348329Nicholas Consulting LLC	I0080535 7	11000	353	5510	64600	4,172.96
78073796	04/04/2025	A00318539Paycor, Inc.	I0080555 INV00070268	12571	411	5985	67300	370.00
78073797	04/04/2025	A00200545Quad Knopf, Inc.	I0080546 127039	11000	431	5510	71002	7,651.50
78073798	04/04/2025	A00200393Sparkletts	I0080551 032125	12560	223	4310	09565	10.00
78073799	04/04/2025	A00277399Sundgren, Lori A.	I0080514 032825	12920	201	5710	61900	147.00
78073800	04/04/2025	A00200417Sysco Food Service of Ventur	I0080558 379961989	12679	320	4410	64900	741.30
			I0080559 379963869	39000	314	4311	64991	28.75
				12433	314	4311	69800	28.76
			I0080563 379961651	33429	310	4410	69200	1,589.22
			I0080575 379962699	39000	314	4311	64991	22.39
				12433	314	4311	69800	22.40
78073801	04/04/2025	A00319064T-Mobile USA Inc.	I0080525 04/19/25	35000	360	6412	67701	29.53
			I0080526 04-19-25	39000	314	5840	64991	243.86
			I0080527 04.19.25	12679	320	6412	64900	147.65
			I0080528 41925	11000	431	5840	65100	108.72
78073802	04/04/2025	A00200423Taft City School District	I0080554 25-94	39000	314	4312	69800	134.30
				39000	431	5632	69800	82.00
				11000	432	4312	65300	260.00
78073803	04/04/2025	A00200425Taft College	I0080572 032025	31000	423	7130	69100	5,250.00
78073804	04/04/2025	A00200425Taft College	I0080573 032525	31000	423	7130	69100	330.00
78073805	04/04/2025	A00200425Taft College	I0080574 032225	31000	423	7130	69100	30.00
78073806	04/04/2025	A00200862Taft College Bookstore	I0080548 5975	11000	421	5425	67200	85.07
78073807	04/04/2025	A00200862Taft College Bookstore	I0080550 032525	11000	000	9161	00000	4,756.98
78073808	04/04/2025	A00200862Taft College Bookstore	I0080562 7128	33528	310	4110	69200	1,667.27
78073809	04/04/2025	A00200862Taft College Bookstore	I0080579 7239	11000	110	4310	66003	37.89
78073810	04/04/2025	A00252942TC Federal Financial Aid Cle	I0080556 032525	11000	353	7130	64600	1,277.00
78073811	04/04/2025	A00200282True Value Home Center	I0080518 493076	11000	431	4310	65100	136.25
				11000	431	4310	69610	143.14
				35827	357	4310	69700	20.69
				35819	357	4310	69700	29.22
				35815	314	4310	69700	375.03
			I0080578 492614	35819	357	4310	69700	21.63
78073812	04/04/2025	A00210209ULINE	I0080561 190823706	12375	310	4310	69200	915.44
78073813	04/04/2025	A00336843Valadez, Jose A.	I0080530 040625	12620	227	5710	61900	2,000.00
78073814	04/04/2025	A00200355West Kern Water District	I0080522 032725	11000	435	5810	65191	41.19
78073815	04/04/2025	A00200355West Kern Water District	I0080523 03/27/25	11000	431	5810	65700	1,719.89
				39000	314	5810	64991	317.04

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					12433	314	5810	69800	35.23
78073816	04/04/2025	A00329149WEX Bank	I0080547	103720163	11000	432	4316	67703	2,970.62
78073817	04/08/2025	A002000164Imprint	I0080638	13627703	31000	423	4310	69100	2,802.37
					31000	423	5940	69100	309.51
			I0080639	13596527	12682	223	4310	60103	8,076.14
78073818	04/08/2025	A00200017A.P.I. Plumbing	I0080610	29689	35827	357	4310	69700	6.50
78073819	04/08/2025	A00327115ABC Occupational Medical Cen	I0080589	EM021944	11000	401	5985	67200	6.75
					11000	401	5985	71005	5.25
					11000	401	5985	70999	1.50
					11000	401	5985	69400	0.75
					31000	423	5985	69100	0.75
					39000	314	5980	64991	116.00
					39000	312	5980	64991	29.00
					33428	310	5980	69200	76.56
					33528	310	5980	69200	76.56
					33588	310	5980	69200	78.88
					11000	202	5985	04010	15.00
78073820	04/08/2025	A00292936Albertson's Safeway LLC	I0080600	177691032825	32000	422	4410	69400	452.93
78073821	04/08/2025	A00329902AM-TECH INSPECTION SERVICES	I0080634	4106	11000	431	6121	65127	4,300.00
78073822	04/08/2025	A00288646Amazon Web Services, Inc.	I0080633	2103184601	11000	113	5644	67801	1,560.20
78073823	04/08/2025	A00200044American General Media	I0080640	541-4	12676	115	5970	67100	20,000.00
			I0080641	513-19	12676	115	5970	67100	240.00
			I0080642	512-14	12676	115	5970	67100	125.00
			I0080643	514-10	12676	115	5970	67100	120.00
			I0080644	511-8	12755	115	5970	67100	1,750.00
78073824	04/08/2025	A00353254Andrew Love-Backflow Testing	I0080598	4112	11000	431	5631	65100	2,305.00
78073825	04/08/2025	A00200053Apple Computer Inc.	I0080631	MB63465492	11000	209	6415	17013	1,626.67
			I0080632	MB59982612	11000	209	6415	04014	1,626.67
78073826	04/08/2025	A00200063Austin's Pest Control, Inc.	I0080628	03/25	12560	223	5860	09565	55.00
78073827	04/08/2025	A00200076Bandy, Ingrun K.	I0080586	032425	11000	352	5710	69610	546.40
78073828	04/08/2025	A00320892Barnes Welding	I0080627	0091699806	12560	223	4311	09565	109.08
			I0080629	0063544517	12560	223	4311	09565	182.35
			I0080630	0063551672	12560	223	4311	09565	201.70
78073829	04/08/2025	A00337532Bautista-Gutierrez, Alberto	S0061831	78073155	11000		9526		377.57
78073830	04/08/2025	A00261766Benco Dental Supply Co.	I0080626	1V601365	11000	205	4311	12042	1,077.10
78073831	04/08/2025	A00200146Carolina Biological Supply C	I0080599	52907086RI	11000	209	4311	04012	262.68
78073832	04/08/2025	A00200161CDW-G	I0080622	AD4A22P	11000	209	6415	17018	2,493.67
78073833	04/08/2025	A00200167Central Valley Conference	I0080607	2430C	11000	352	5750	69613	744.00
			I0080608	2430D	11000	352	5750	69612	833.00
					11000	352	5750	69613	0.00
78073834	04/08/2025	A00265229DK&M Property	I0080647	MAY 25	39000	314	5610	64991	1,854.55
78073835	04/08/2025	A00325532Executive Express Lines Inc.	I0080591	12184	11000	352	5750	69610	1,000.00
			I0080592	12128	11000	352	5750	69610	2,600.00
78073836	04/08/2025	A00202335Fastenal Industrial & Constr	I0080650	CATAF55046	11000	431	4310	65100	524.16
78073837	04/08/2025	A00319544FFP Fund V Lessee1, LLC	I0080584	2025-F5L1-00002	11000	431	5830	65700	18,144.62
78073838	04/08/2025	A00329125Foundation Properties Inc	I0080646	MAY 25	39000	314	5610	64991	2,181.82
78073839	04/08/2025	A00283264Frontier California Inc.	I0080588	4770040225	11000	431	5840	65700	78.48
78073840	04/08/2025	A00274675Guevara, Cinthya G.	I0080585	MAR 25	12676	351	5710	64900	145.60
78073841	04/08/2025	A00200645Hardy Diagnostics	I0080593	528828	11000	209	4311	04100	230.28
78073842	04/08/2025	A00325895Linde Gas & Equipment Inc.	I0080625	49008343	11000	205	5641	12042	290.59

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78073843	04/08/2025	A00329896Living Water Treatment, Inc.	I0080604 12737	11000	431	5641	65100	890.00
78073844	04/08/2025	A00213701MCM Group	I0080605 538630	31000	423	4310	69100	312.24
				31000	423	5940	69100	21.86
78073845	04/08/2025	A00200498Office Depot	I0080601 415814617001	11000	202	4310	60100	63.72
			I0080603 416843520001	11000	209	4310	19111	132.14
			I0080615 415933214001	39000	314	4310	64991	192.17
				12433	314	4310	69800	192.17
			I0080616 416721575001	11000	208	4310	15011	31.29
78073846	04/08/2025	A00354350PAPE' MATERIAL HANDLING, INC	I0080649 14159032	11000	431	5632	65100	586.59
78073847	04/08/2025	A00324842Payne, Kenneth E.	I0080645 MAY 25	39000	314	5610	64991	2,110.92
78073848	04/08/2025	A00200522Pepsi-Cola Company	I0080636 15729010	32000	422	4410	69400	1,021.48
78073849	04/08/2025	A00307141Ruiz, Christopher J.	I0080594 2125-68	11000	352	5510	69610	500.00
78073850	04/08/2025	A00285838Sammy's Detail	I0080595 3136	11000	431	5632	65700	395.00
78073850	04/08/2025	A00285838Sammy's Detail	I0080596 3136.	39000	314	5632	64991	195.00
			I0080597 .3136	12560	223	5632	09565	135.00
78073851	04/08/2025	A00349909Sign Solutions of California	I0080587 6110	12050	431	6121	65115	37,489.18
78073852	04/08/2025	A00337933Sorenson Communications, LLC	I0080590 PI-000013446	12000	311	5641	64200	6,675.00
78073853	04/08/2025	A00237176SSD Systems	I0080583 R-00577069	11000	113	5641	67801	776.37
				11000	205	5641	12042	151.77
78073854	04/08/2025	A00200417Sysco Food Service of Ventur	I0080620 379961650	39000	314	4311	64991	713.87
				12433	314	4311	69800	713.87
			I0080652 379964250	32000	422	4410	69400	11,710.46
			I0080653 379964251	32000	422	4411	69400	2,433.05
				32000	422	4411	69400	841.73
78073855	04/08/2025	A00200862Taft College Bookstore	I0080606 2131	12573	353	4310	64600	3,586.18
78073856	04/08/2025	Cancelled Check						
78073857	04/08/2025	A00200862Taft College Bookstore	I0080611 03/18/25	11000	000	9161	00000	1,992.42
78073858	04/08/2025	A00200862Taft College Bookstore	I0080619 7299	12433	314	4310	69800	49.20
78073859	04/08/2025	A00200862Taft College Bookstore	I0080623 6869	11000	211	4110	49999	21.64
				11000	210	4110	22081	28.79
78073860	04/08/2025	A00200862Taft College Bookstore	I0080624 5623	11000	209	4311	17013	200.25
78073861	04/08/2025	A00200862Taft College Bookstore	I0080635 6896	12551	353	4310	64600	3,409.33
78073862	04/08/2025	A00200862Taft College Bookstore	I0080637 7219	12375	301	4310	64500	535.84
78073863	04/08/2025	A00200862Taft College Bookstore	I0080648 6645	39000	314	4310	64991	243.04
78073864	04/08/2025	A00200862Taft College Bookstore	I0080651 6431	32000	422	4310	69400	606.20
78073865	04/08/2025	A00200282True Value Home Center	I0080612 493929	11000	435	5631	65190	18.39
			I0080613 493866	11000	431	4310	65500	155.79
			I0080614 493399	11000	431	4310	69200	44.90
78073866	04/08/2025	A00344817VIA ADVENTURES, INC.	I0080582 40938	11000	352	5750	69613	2,040.00
78073867	04/08/2025	A00312920Vital Source	I0080602 VST-11479-R-MAR	31000	423	4110	69100	258.24
78073868	04/08/2025	A00279084Watts, Cliff H.	I0080617 MAR 25	11000	421	5710	67200	31.36
78073869	04/08/2025	A00275443WestAir Gases & Equipment In	I0080621 0080656515	31000	423	4321	69100	53.12
78073870	04/08/2025	A00250711White, Alexcia R.	I0080581 03/12/25	12000	303	5730	64300	0.00
				12000	303	5710	64300	59.00
78073871	04/08/2025	A00264391YBP Library Services	I0080618 366773	12477	203	6310	61200	8.39
78073872	04/10/2025	A00200017A.P.I. Plumbing	I0080694 29516	41400	000	6221	71002	105.27
78073873	04/10/2025	A00336094Acosta, Saul A.	I0080715 040325	72000	354	5710	69600	94.00
78073874	04/10/2025	A00306660Advanced Data Storage, Inc.	I0080708 0202821	11000	411	5990	67300	195.50
78073875	04/10/2025	A00292936Albertson's Safeway LLC	I0080679 177690032825	33428	310	4310	69200	11.90
				33528	310	4310	69200	11.90

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					33588	310	4310	69200	23.79
78073876	04/10/2025	A00237174Allikas, Krystal A.	I0080658	040125	11000	120	5710	66002	1,783.94
78073877	04/10/2025	A00201875Amazon Capital Services	I0080660	1QKX-74GH-HKJK	12477	203	6310	61200	224.99
			I0080670	1R7V-PH3W-FC74	12477	203	6310	61200	748.28
			I0080671	1N3H-YFP3-JGV7	12477	203	6310	61200	1,298.64
			I0080672	1VYD-JGDN-MF6N	12477	203	6310	61200	34.64
			I0080681	1WPT-KY3Y-47VW	12920	201	4311	61900	82.56
			I0080685	11T6-KG3P-KJFX	11000	113	4310	67801	101.26
			I0080691	11T6-KG3P-9JRP	11000	202	4318	60100	98.50
			I0080692	16QH-T9FH-9J9T	11000	113	4310	67801	72.83
			I0080693	1XJQ-4GPP-9DFK	11000	113	4310	67801	195.15
78073877	04/10/2025	A00201875Amazon Capital Services	I0080699	14RF-NRGT-CDLL	12620	227	4310	61900	307.38
			I0080705	11C7-RJR3-444F	12477	203	6310	61200	88.21
			I0080709	1JHJ-L6LJ-14KD	12477	203	6310	61200	622.07
			I0080728	1TG3-LGXP-1NYT	12477	203	6310	61200	224.15
78073878	04/10/2025	A00200044American General Media	I0080662	511-119	12755	115	5970	67100	1,750.00
78073879	04/10/2025	A00353254Andrew Love-Backflow Testing	I0080697	4121	11000	434	5631	65100	201.90
			I0080698	4122	11000	434	5631	65100	987.15
78073880	04/10/2025	A00200066Bacsc0	I0080677	5820722	35827	357	4312	69700	4,032.54
78073881	04/10/2025	A00340286Benites Vasquez, Luis E.	I0080718	040325	72000	354	5710	69600	94.00
78073882	04/10/2025	A00353691Bimbo Bakeries USA, Inc.	I0080669	83016790006412	32000	422	4410	69400	472.10
78073883	04/10/2025	A00334819Brady Industries	I0080701	9928152	33428	310	4310	69200	85.70
					33528	310	4310	69200	85.70
					33588	310	4310	69200	171.40
78073884	04/10/2025	A00200109Brown & Reich Petroleum, Inc	I0080675	52888	39000	314	4316	64991	34.57
					12433	314	4316	69800	34.57
			I0080686	52887	11000	352	4316	69610	92.20
78073884	04/10/2025	A00200109Brown & Reich Petroleum, Inc	I0080687	52887.	11000	432	4316	65500	193.39
					11000	431	4316	65500	113.41
					11000	432	4316	65300	59.28
78073885	04/10/2025	A00200146Carolina Biological Supply C	I0080704	52849580RI	11000	209	4311	04012	61.32
78073886	04/10/2025	A00200161CDW-G	I0080683	AD4Q17K	11000	202	6424	60100	388.93
78073887	04/10/2025	A00200200Computerland of Silicon Vall	I0080684	013563	12913	113	5643	66002	7.22
78073888	04/10/2025	A00264649Convergint Technologies, LLC	I0080676	IN00308109	11000	431	6211	65100	5,129.00
78073889	04/10/2025	A00334411Cuevas, Jay J.	I0080719	040325	72000	354	5710	69600	94.00
78073890	04/10/2025	A00201737Duran, Diana	I0080659	MAR 25	11000	421	5710	67200	44.24
78073891	04/10/2025	A00201247Duron, Candace A.	I0080711	042425	11000	225	5710	60300	425.00
78073892	04/10/2025	A00327988Eveland-Rea, Olivia	I0080721	040325	72000	354	5710	69600	94.00
78073893	04/10/2025	A00323702Farewell, Julia R.	I0080717	040325	72000	354	5710	69600	266.20
78073894	04/10/2025	A00200307Farmer Bros. Company	I0080667	90198168	32000	422	4410	69400	596.12
78073895	04/10/2025	A00284319Fertile Earth Nursery and Ga	I0080663	066725	11000	431	4310	65500	50.00
78073896	04/10/2025	A00341731Gonzalez de la Llata, Bellar	I0080720	040325	72000	354	5710	69600	94.00
78073897	04/10/2025	A00323735Guzman, Natalia	I0080716	040325	72000	354	5710	69600	266.20
78073898	04/10/2025	A00200645Hardy Diagnostics	I0080680	529474	11000	209	4311	04012	395.41
78073899	04/10/2025	A00200655Henry Schein, Inc.	I0080727	39410488	11000	205	4311	12042	1,016.62
78073900	04/10/2025	A00335410Hernandez, Adalberto C.	I0080725	031225	12000	303	7606	73200	100.99
78073901	04/10/2025	A00200712Kern County Supt. of Schools	I0080664	503213	11000	421	5911	67200	586.50
78073902	04/10/2025	A00325895Linde Gas & Equipment Inc.	I0079906	47611804	11000	205	5641	12042	439.52
78073903	04/10/2025	A00334993MatterHackers, Inc.	I0080700	MH242825	12620	227	4310	61900	511.42
78073904	04/10/2025	A00307058Minor, Leslie B.	I0080712	031225	11000	110	5710	66003	352.40
			I0080713	040625	11000	110	5710	66003	411.60

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78073905	04/10/2025	A00354383New Management Inc.	I0080661	7690	35000	360	4310	67701	140.73
					35000	360	4310	67701	8.66
78073906	04/10/2025	A00200498Office Depot	I0080654	415221274001	12682	223	4310	60103	65.89
			I0080665	412793342001	11000	209	4310	19011	146.84
78073907	04/10/2025	A00200508P. G. & E.	I0080657	040125	11000	431	5820	65700	860.33
78073908	04/10/2025	A00250056Pedrazzini, Linette M.	I0080724	031225	12000	303	7606	73200	169.19
78073909	04/10/2025	A00200522Pepsi-Cola Company	I0080668	34278007	32000	422	4410	69400	1,369.80
78073910	04/10/2025	A00270674Public Agency Law Group	I0080678	033025	11000	401	5430	67200	4,114.00
78073911	04/10/2025	A00333324Robles, Luz	I0080723	040325	72000	354	5710	69600	94.00
78073912	04/10/2025	A00337933Sorenson Communications, LLC	I0080674	PI-000013578	12000	311	5641	64200	3,600.00
78073913	04/10/2025	A00211077Strata Information Group	I0080695	59324	12569	353	5510	64600	1,620.00
78073914	04/10/2025	A00342292Sutter's Mill Specialties	I0080710	1873935	31000	423	4310	69100	247.50
78073915	04/10/2025	A00200417Sysco Food Service of Ventur	I0080673	379971521	32000	422	4411	69400	1,749.45
					32000	422	4411	69400	508.88
			I0080702	379971441	33429	310	4411	69250	770.34
			I0080703	379971442	33429	310	4410	69200	976.11
78073916	04/10/2025	A00259618Taft College ASB General	I0080730	ASO25273	12433	314	4310	69800	115.00
78073917	04/10/2025	A00200862Taft College Bookstore	I0080688	7348	12433	314	5970	69800	49.20
78073918	04/10/2025	A00200862Taft College Bookstore	I0080689	7347	12433	314	5970	69800	39.49
78073919	04/10/2025	A00200862Taft College Bookstore	I0080690	7347.	12433	314	4310	69800	11.34
78073920	04/10/2025	A00200862Taft College Bookstore	I0080731	7520	12433	314	4310	69800	419.47
78073921	04/10/2025	A00202770Townsend, Terry D.	I0080706	0011	12929	201	5510	60100	4,275.00
			I0080707	0010	12929	201	5510	60100	5,000.00
78073922	04/10/2025	A00200282True Value Home Center	I0080666	492837	12682	223	4311	09565	69.23
			I0080682	493058	11000	113	4310	67801	12.98
78073923	04/10/2025	A00333368Uribe, Mariana J.	I0080722	040325	72000	354	5710	69600	94.00
78073924	04/10/2025	A00294733West Kern Adult Education Ne	I0080714	03312025-A	12603	125	7410	73100	83,305.53
78073925	04/10/2025	A00201081Westside Waste Management Co	I0080655	71461	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
			I0080656	71455	39000	314	5850	64991	79.55
78073926	04/10/2025	A00271089Zermeno, Mireya C.	I0080726	032825	12909	351	4410	64900	104.86
			I0080729	040125	12375	301	4310	64500	140.90
78073927	04/10/2025	A00354156zyBooks	I0080696	INV-13920	31000	423	4110	69100	115.20
78073928	04/11/2025	A00200026Accrediting Commission for C	I0080740	5101	11000	110	5415	66003	18,065.00
78073929	04/11/2025	A00201875Amazon Capital Services	I0080733	1VPN-FFD4-K1VR	12620	227	4310	61900	93.02
78073930	04/11/2025	Cancelled Check							
78073931	04/11/2025	A00300396del Rosario, Heather R.	I0080748	040225	12010	411	5710	67300	791.39
78073932	04/11/2025	A00304876Ingram Book Group LLC	I0080737	87519683	31000	423	4310	69100	60.42
					31000	423	5940	69100	18.00
78073933	04/11/2025	A00307058Minor, Leslie B.	I0080739	040225	11000	110	5710	66003	203.20
78073934	04/11/2025	A00315942Oildorado, Inc.	I0080746	0056	11000	110	5970	66003	5,000.00
78073935	04/11/2025	A00342456Rosales Tree & Lawn Services	I0080735	APR 25	11000	435	5633	65192	600.00
			I0080736	APR. 25	11000	435	5633	65191	200.00
78073936	04/11/2025	A00200417Sysco Food Service of Ventur	I0080745	379974224	32000	422	4410	69400	13,200.37
78073937	04/11/2025	A00200862Taft College Bookstore	I0080743	6061	12573	353	4310	64600	3,991.18
78073938	04/11/2025	A00200832Taft College Foundation	I0080732	031025	11000	000	7211	00000	2,425.00
78073939	04/11/2025	A00252942TC Federal Financial Aid Cle	I0080741	1371	12000	353	4310	64600	38.46
			I0080744	040725	11000	353	7130	64600	264.00

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78073940	04/11/2025	A00312691TC State Financial Aid Clear	I0080742 101	12000	353	4310	64600	24.78
78073941	04/11/2025	A00324752UKG INC	I0080738 300182766	11000	411	5510	67300	6,500.00
78073942	04/11/2025	A00200309United Refrigeration, Inc.	I0080734 11648155-00	11000	431	4312	69400	155.86
78073943	04/11/2025	A00271089Zermeno, Mireya C.	I0080747 040725	12909	351	4310	64900	209.21
78073944	04/22/2025	A00342859Alcarazcortez, Guadalupe F.	S0062082	11000		9526		465.48
78073945	04/22/2025	A00338666Angeles, Tyson J.	S0062083	11000		9526		450.00
78073946	04/22/2025	A00330665Ayala, Lisa M.	S0062084	11000		9526		620.64
78073947	04/22/2025	A00331025Bailey, Breanna N.	S0062085	11000		9526		368.00
78073948	04/22/2025	A00344258Barrientos, Mari C.	S0062086	11000		9526		517.20
78073949	04/22/2025	A00340304Bautista, Yair O.	S0062087	11000		9526		450.00
78073950	04/22/2025	A00335261Benitez Maltez, Kenya A.	S0062088	11000		9526		620.64
78073951	04/22/2025	A00341155Bueno, Sebastian A.	S0062089	11000		9526		450.00
78073952	04/22/2025	A00337136Camaddo, Christina M.	S0062090	11000		9526		620.64
78073953	04/22/2025	A00250658Carabajal, Sara	S0062091	11000		9526		155.16
78073954	04/22/2025	A00330960Carrillo, Alondra	S0062092	11000		9526		775.80
78073955	04/22/2025	A00314198Chavez, Iris M.	S0062093	11000		9526		310.32
78073956	04/22/2025	A00313184Corona, Lorena	S0062094	11000		9526		801.66
78073957	04/22/2025	A00338180Cruz, Ashley	S0062095	11000		9526		310.32
78073958	04/22/2025	A00267217Dominguez Torres, Rosalba L.	S0062096	11000		9526		310.32
78073959	04/22/2025	A00340560Duran Bravo, Carina I.	S0062097	11000		9526		724.08
78073960	04/22/2025	A00285861Enciso, Araceli	S0062098	11000		9526		775.80
78073961	04/22/2025	A00328060Fernandez-Renteria, Destiny	S0062099	11000		9526		450.00
78073962	04/22/2025	A00343653Figuerroa, Joanne	S0062101	11000		9526		465.48
78073963	04/22/2025	A00340403Figuerroa Zepeda, Maribel	S0062100	11000		9526		310.32
78073964	04/22/2025	A00334019Galindo Rodriguez, Guadalupe	S0062078	11000		9526		450.00
78073965	04/22/2025	A00203128Gallegos, Anais	S0062102	11000		9526		724.08
78073966	04/22/2025	A00297275Gallegos, Stephanie A.	S0062103	11000		9526		310.32
78073967	04/22/2025	A00354417Garcia, Karina L.	S0062104	11000		9526		230.00
78073968	04/22/2025	A00354435Ghio, Jenny B.	S0062138	11000		9526		184.00
78073969	04/22/2025	A00335468Gomez, Isaac A.	S0062076	11000		9526		450.00
78073970	04/22/2025	A00334999Gonzalez, Giselle F.	S0062105	11000		9526		547.28
78073971	04/22/2025	A00349867Gutierrez, Brandon	S0062077	11000		9526		450.00
78073972	04/22/2025	A00323735Guzman, Natalia	S0062106	11000		9526		450.00
78073973	04/22/2025	A00343922Holefield, Mickensie N.	S0062107	11000		9526		155.16
78073974	04/22/2025	A00341779Jackson, Tiara N.	S0062108	11000		9526		450.00
78073975	04/22/2025	A00344445Johnson, Alyssa M.	S0062109	11000		9526		450.00
78073976	04/22/2025	A00320463Juarez, Samantha N.	S0062110	11000		9526		450.00
78073977	04/22/2025	A00334203Lopez, Cristian E.	S0062111	11000		9526		368.00
78073978	04/22/2025	A00337214Maldonado, Cindy M.	S0062112	11000		9526		465.48
78073979	04/22/2025	A00343715Mejicano, Marines	S0062113	11000		9526		237.00
78073980	04/22/2025	A00339037Melendez, Ashley M.	S0062114	11000		9526		450.00
78073981	04/22/2025	A00327305Mendoza, Dayanara C.	S0062115	11000		9526		28.00
78073982	04/22/2025	A00275173Mesa, Sabrina	S0062116	11000		9526		775.80
78073983	04/22/2025	A00334183Moncada, Jesus R.	S0062117	11000		9526		450.00
78073984	04/22/2025	A00343026Montoya Orduno, Sebastian	S0062118	11000		9526		380.76
78073985	04/22/2025	A00338630Moore, Aerial R.	S0062119	11000		9526		450.00
78073986	04/22/2025	A00309540Morales, Sabrina A.	S0062081	11000		9526		138.00
78073987	04/22/2025	A00341300Neel, Jaysi-Mae J.	S0062120	11000		9526		450.00
78073988	04/22/2025	A00274943Pablolua, Diana L.	S0062121	11000		9526		310.32
78073989	04/22/2025	A00340632Pacheco, Erick F.	S0062123	11000		9526		450.00
78073990	04/22/2025	A00336866Pahukoa, Mary	S0062122	11000		9526		450.00



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78073991	04/22/2025	A00347926Peifer, Jeremy D.	S0062074		11000		9526		361.28
78073992	04/22/2025	A00333301Pelton, Chaz R.	S0062079		11000		9526		450.00
78073993	04/22/2025	A00319741Pena Lopez, Dianey	S0062125		11000		9526		620.64
78073994	04/22/2025	A00340615Pimentel, Valeria	S0062126		11000		9526		450.00
78073995	04/22/2025	A00202858Price, Ashlee J.	S0062127		11000		9526		552.00
78073996	04/22/2025	A00249896Ramos, Luz E.	S0062129		11000		9526		15.16
78073997	04/22/2025	A00329903Ramos, Vanessa M.	S0062128		11000		9526		206.88
78073998	04/22/2025	A00334600Reedy, Jocelyn A.	S0062130		11000		9526		450.00
78073999	04/22/2025	A00328405Reyes, Benjamin D.	S0062131		11000		9526		450.00
78074000	04/22/2025	A00334577Rivera Melendez, Odnal J.	S0062073		11000		9526		98.18
78074001	04/22/2025	A00252551Romero, Chelsea L.	S0062132		11000		9526		450.00
78074002	04/22/2025	A00306923Rosales Peregrina, Alejandra	S0062133		11000		9526		155.16
78074003	04/22/2025	A00327173Sandoval, Raven	S0062080		11000		9526		450.00
78074004	04/22/2025	A00108989Soto Acosta, Anselma	S0062072		11000		9526		450.00
78074005	04/22/2025	A00340396Torres Perez, Elvia	S0062124		11000		9526		450.00
78074006	04/22/2025	A00330130Valadez, Cecilia	S0062134		11000		9526		672.36
78074007	04/22/2025	A00330129Valadez, Sabrina	S0062135		11000		9526		827.52
78074008	04/22/2025	A00336426Villanueva, Mischellia M.	S0062075		11000		9526		448.00
78074009	04/22/2025	A00265943Waldie, Amber D.	S0062136		11000		9526		618.64
78074010	04/22/2025	A00347393Weeks, Susan S.	S0062137		11000		9526		203.50
78074011	04/22/2025	A00327554Wiyninger, Catriona T.	S0062139		11000		9526		125.00
78074012	04/24/2025	A002000164Imprint	I0080831	13698241	31000	423	4310	69100	1,249.92
					31000	423	5940	69100	54.48
78074013	04/24/2025	A00243588AARP Health Care Options	I0080786	1217	11000	412	3350	59100	21,750.35
78074014	04/24/2025	A00238497All-Tech Fire & Security, In	I0080777	3102	35827	357	4310	69700	1,006.92
78074015	04/24/2025	A00339371Alvarez, Maximiliano	I0080765	04/11/25	12620	227	5740	61900	97.00
			I0080768	041525	12620	227	5740	61900	36.00
78074016	04/24/2025	A00201875Amazon Capital Services	I0080815	1QH6-MVVX-Q1PV	12682	223	4311	09565	207.49
			I0080820	1QX1-WM1V-LVWJ	11000	212	4310	61100	58.36
			I0080821	1D9W-1XNK-DVN1	11000	212	4310	61100	28.56
			I0080825	11QQ-XTWD-DD19	11000	110	4310	66003	162.97
			I0080827	1KLH-6N4Q-QVW6	12931	353	6415	64600	3,829.60
			I0080828	1QHP-3NM9-TTQT	12433	314	4310	69800	197.00
78074017	04/24/2025	A00200044American General Media	I0080794	511-40	12755	115	5970	67100	1,400.00
			I0080795	514-35	12676	115	5970	67100	215.00
			I0080796	514-35.	12755	115	5970	67100	665.00
			I0080800	512-47	12755	115	5970	67100	1,125.00
			I0080801	513-44	12755	115	5970	67100	2,760.00
78074018	04/24/2025	A00353254Andrew Love-Backflow Testing	I0080797	E1702	11000	434	5631	65100	976.95
			I0080816	4113	11000	431	5631	65100	880.35
78074019	04/24/2025	A00269441Atkinson, Andelson, Loya, Ru	I0080784	746765	11000	401	5510	67200	1,012.50
78074020	04/24/2025	A00315810Barber & Gonzales LLC	I0080754	1392	11000	110	5510	66003	4,326.77
78074021	04/24/2025	A00353691Bimbo Bakeries USA, Inc.	I0080785	83016790006471	32000	422	4410	69400	396.67
78074022	04/24/2025	A00354118Bormann, Gregory	I0080757	040825	11000	202	5710	60100	1,085.07
78074023	04/24/2025	A00200119C.A. Reding Company, Inc.	I0080817	740207	31000	423	5971	69100	10.83
78074024	04/24/2025	A00328288Cal Pro Specialties	I0080805	12927	12573	353	4310	64600	4,734.13
78074025	04/24/2025	A00200146Carolina Biological Supply C	I0080779	52924866RI	11000	209	4311	04011	95.86
78074026	04/24/2025	A00200161CDW-G	I0080799	AD52F3J	12000	303	6412	64300	363.25
78074027	04/24/2025	A00258703College House	I0080809	98265	31000	423	4310	69100	1,336.80
					31000	423	5940	69100	183.78
78074028	04/24/2025	A00264649Convergint Technologies, LLC	I0080826	IN00328842	11000	113	5641	67801	500.00

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78074029	04/24/2025	A00201174Crestline Specialties Co., I	I0080802	5863795	12000	303	4323	64300	3,173.31
78074030	04/24/2025	A00277845Double D Cleaning Service	I0080753	118	12682	223	5875	09565	480.00
78074031	04/24/2025	A00338652Faulconer, Lauren M.	S0061970		11000		9526		125.00
78074032	04/24/2025	A00200308Federal Express Corporation	I0080750	9-693-32901	11000	401	5940	67705	8.79
78074033	04/24/2025	A00354187GCI Equipment Rental	I0080798	181262-1	41400	000	6221	71002	617.02
78074034	04/24/2025	A00307514Great River Learning	I0080819	5816417	31000	423	4110	69100	1,356.60
78074035	04/24/2025	A00280910Independent Living Center of	I0080782	14939	12433	314	5710	69800	300.00
78074036	04/24/2025	A00320018Integrated DNA Technologies,	I0080783	9004431038	11000	209	4311	04012	273.81
78074037	04/24/2025	A00325895Linde Gas & Equipment Inc.	I0080823	49283805	11000	205	5641	12042	1,108.70
			I0080829	48920298	11000	205	5641	12042	8.24
78074038	04/24/2025	A00259082Lozano Smith, LLP	I0080755	04212025	11000	110	5430	66003	10,000.00
			I0080756	04212025.	11000	110	5430	66003	5,000.00
78074039	04/24/2025	A00262851Lytle, Steve	I0080760	040925	11000	209	4311	04011	36.55
78074040	04/24/2025	A00200763Martinez, Maria	I0080758	032825	12920	201	5710	61900	161.70
78074041	04/24/2025	A00327810Minuteman Press Panorama Cit	I0080807	81627	31000	423	5971	69100	347.68
			I0080808	81525	31000	423	5971	69100	635.21
					31000	423	5940	69100	0.01
78074042	04/24/2025	A00354739NV Catering Inc.	I0080759	3786	12000	303	4410	64300	500.00
78074043	04/24/2025	A00200498Office Depot	I0080791	417741979001	11000	202	4310	60100	36.97
			I0080792	414771745001	32000	422	4310	69400	97.76
					11000	202	4310	60100	0.01
			I0080813	414959573001	11000	209	4310	17016	88.54
			I0080824	419513380001	11000	212	4311	61100	55.24
78074043	04/24/2025	A00200498Office Depot	I0080830	418671660001	11000	431	4310	65100	112.91
78074044	04/24/2025	A00200508P. G. & E.	I0080762	040625	11000	435	5830	65192	152.82
					11000	435	5820	65192	14.81
78074045	04/24/2025	A00343254Panama-Buena Vista Union Sch	I0080772	29871	12648	223	5730	12042	8,000.00
			I0080773	29872	12648	223	5730	12042	2,938.25
78074046	04/24/2025	A00257591Parallax Inc.	I0080793	1534058	11000	209	4311	19111	1,078.17
					11000	209	4311	19111	56.25
					11000	209	4311	19111	64.84
78074047	04/24/2025	A00200522Pepsi-Cola Company	I0080787	52091009	32000	422	4410	69400	1,642.54
78074048	04/24/2025	A00273618Redrock Software Corp.	I0080814	994674	12620	227	5643	61900	1,220.00
78074049	04/24/2025	A00292796Safe 1 Credit Union	I0080812	0300041325	31000	423	4321	69100	0.51
78074050	04/24/2025	A00347449Solis Engineering, Inc.	I0080822	37674	11000	431	6121	65127	3,218.58
78074051	04/24/2025	A00337933Sorenson Communications, LLC	I0080818	PI-000013640	12000	311	5641	64200	2,400.00
78074052	04/24/2025	A00200417Sysco Food Service of Ventur	I0080789	379981216	32000	422	4410	69400	9,325.13
			I0080790	379981217	32000	422	4411	69400	2,971.63
					32000	422	4411	69400	1,199.84
78074052	04/24/2025	A00200417Sysco Food Service of Ventur	I0080790	379981217	32000	422	5940	69400	0.01
			I0080804	379984375	12679	320	4410	64900	808.43
78074053	04/24/2025	A00200423Taft City School District	I0080781	25-100	11000	432	4312	67703	643.56
					11000	432	5632	67703	205.00
					35819	357	4312	69700	256.00
					11000	432	5632	65300	355.61
78074054	04/24/2025	A00200425Taft College	I0080780	040225	31000	423	7130	69100	30.00
78074055	04/24/2025	A00200862Taft College Bookstore	I0080778	031725	11000	000	9161	00000	61,293.75
78074056	04/24/2025	A00200862Taft College Bookstore	I0080788	6360	11000	202	4310	60100	37.89
78074057	04/24/2025	A00200862Taft College Bookstore	I0080803	6364	12000	303	4323	64300	260.03
78074058	04/24/2025	A00252942TC Federal Financial Aid Cle	I0080763	041125	11000	353	7130	64600	762.00
78074059	04/24/2025	A00256341Terminix Commercial	I0080771	458122012	33428	310	5860	69200	99.50

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				33528	310	5860	69200	99.50
				33588	310	5860	69200	199.00
78074060	04/24/2025	A00234708The RP Group, Inc.	I0080806 C202526-3	11000	120	5210	66002	610.00
78074061	04/24/2025	Cancelled Check						
78074062	04/24/2025	A00336843Valadez, Jose A.	I0080764 021125	12620	227	4310	61900	1,391.30
78074062	04/24/2025	A00336843Valadez, Jose A.	I0080766 04/06/25	12620	227	5710	61900	406.60
			I0080767 032925	12620	227	5740	61900	60.00
			I0080769 04/15/25	12620	227	5740	61900	36.00
			I0080770 04-15-25	12620	227	5740	61900	439.00
			I0080810 04/04/25	12620	227	5740	61900	45.00
			I0080811 04-04-25	12620	227	5740	61900	234.87
78074063	04/24/2025	A00056599Walters, Daniel	I0080832 033025	11000	352	5750	69618	444.42
			I0080833 040625	11000	352	5750	69618	628.83

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USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER		CL	C	A
		NUMBER	NAME	NUMBER	DATE	REQ. DATE	AMOUNT			
BYOUNG	04/07/2025	A00237176	SSD Systems	P0066655	03/14/2025	03/14/2025				\$928.14
	04/09/2025	A00200040	American Business Machines	P0066828	04/08/2025	04/08/2025				\$2,650.00
		A00200862	Taft College Bookstore	P0066832	04/08/2025	04/08/2025				\$562.86
	04/15/2025	A00201875	Amazon Capital Services	P0066863	04/14/2025	04/14/2025				\$300.00
	04/17/2025	A00248932	Abtech Technologies, Inc.	P0066870	04/15/2025	04/15/2025				\$8,695.66
		A00264649	Convergint Technologies, LLC	P0066871	04/15/2025	04/15/2025				\$500.00
	04/21/2025	A00234708	The RP Group, Inc.	P0066879	04/16/2025	04/16/2025				\$610.00
	04/22/2025	A00331655	Dell Marketing LP	P0066893	04/21/2025	04/21/2025				\$4,712.21
	04/28/2025	A00200134	Canon Financial Services, In	P0066914	04/23/2025	04/23/2025				\$11,130.45
		A00200393	Sparkletts	P0066908	04/22/2025	04/22/2025				\$200.00
	04/29/2025	A00237174	Allikas, Krystal Anne.	P0066945	04/28/2025	04/28/2025				\$134.00
		A00310598	Li, Xiaohong	P0066944	04/28/2025	04/28/2025				\$134.00
										-----
							TOTAL USER			\$30,557.32
DDURAN	04/02/2025	A00200428	Taft District Chamber of Com	P0066727	03/25/2025	03/25/2025				\$750.00
		A00200161	CDW-G	P0066710	03/20/2025	03/20/2025				\$2,493.71
		A00200498	Office Depot	P0066787	04/02/2025	04/02/2025				\$144.57
		A00200862	Taft College Bookstore	P0066768	04/01/2025	04/01/2025				\$200.25
				P0066769	04/01/2025	04/01/2025				\$50.44
		A00241384	PASCO scientific	P0066776	04/01/2025	04/01/2025				\$1,173.46
		A00257591	Parallax Inc.	P0066775	04/01/2025	04/01/2025				\$1,226.00
	04/07/2025	A00200498	Office Depot	P0066796	04/03/2025	04/03/2025				\$176.10
	04/09/2025	A00200862	Taft College Bookstore	P0066824	04/08/2025	04/08/2025				\$37.89
	04/10/2025	A00307058	Minor, Leslie B.	P0066847	04/10/2025	04/10/2025				\$203.00
		A00200026	Accrediting Commission for C	P0066842	04/09/2025	04/09/2025				\$18,065.00
		A00200417	Sysco FoodService of Ventur	P0066835	04/08/2025	04/08/2025				\$50,000.00
		A00315942	Oildorado, Inc.	P0066839	04/09/2025	04/09/2025				\$5,000.00
	04/13/2025	A00336843	Valadez, Jose A.	P0066848	04/10/2025	04/10/2025				\$800.00
	04/15/2025	A00343254	Panama-Buena Vista Union Sch	P0066865	04/14/2025	04/14/2025				\$2,938.25
				P0066866	04/14/2025	04/14/2025				\$8,000.00
	04/17/2025	A00200161	CDW-G	P0066845	04/09/2025	04/09/2025				\$16,424.05
	04/21/2025	A00315810	Barber & Gonzales LLC	P0066803	04/04/2025	04/04/2025				\$4,326.77
		A00259082	Lozano Smith, LLP	P0066897	04/21/2025	04/21/2025				\$30,000.00
	04/23/2025	A00200302	Eveland, Sharyn L.	P0066850	04/10/2025	04/10/2025				\$63,675.00
		A00200763	Martinez, Maria	P0066904	04/22/2025	04/22/2025				\$119.88
		A00294296	Reed, Nyoka Lynne.	P0066895	04/21/2025	04/21/2025				\$120.82
		A00329883	Cahoon, Marni	P0066891	04/21/2025	04/21/2025				\$252.00
		A00200487	Sierra School Equipment Co.	P0066913	04/23/2025	04/23/2025				\$1,665.97
		A00200498	Office Depot	P0066911	04/23/2025	04/23/2025				\$112.53
		A00266014	World Institute for Nurturin	P0066912	04/23/2025	04/23/2025				\$240.00

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USER ID	ACTIVITY DATE	VENDOR NUMBER	NAME	PURCHASE ORDER NUMBER	DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
	04/25/2025	A00200323	Flinn Scientific, Inc.	P0066923	04/24/2025	04/24/2025	\$3,746.81			
	04/29/2025	A00015850	Berry, Wendy Jade.	P0066958	04/29/2025	04/29/2025	\$800.00			
		A00200146	Carolina Biological Supply C	P0066946	04/28/2025	04/28/2025	\$3,697.83			
		A00200498	Office Depot	P0066950	04/28/2025	04/28/2025	\$93.09			
		A00200862	Taft College Bookstore	P0066959	04/29/2025	04/29/2025	\$37.89			
		A00310304	Jimenez Murguia, Salvador	P0066956	04/29/2025	04/29/2025	\$398.99			
		A00010573	Ellis, Jessica R.	P0066933	04/28/2025	04/28/2025	\$100.00			
		A00072599	Bledsoe, Adam Wesley.	P0066943	04/28/2025	04/28/2025	\$133.00			
		A00327706	Modern Campus USA, Inc.	P0066892	04/21/2025	04/21/2025	\$36,556.56			
	04/30/2025	A00200243	Blick Art Materials	P0066980	04/30/2025	04/30/2025	\$2,487.26			
		A00200498	Office Depot	P0066977	04/30/2025	04/30/2025	\$9.99			
				P0066979	04/30/2025	04/30/2025	\$134.15			
							-----			
							TOTAL USER			\$256,391.26
DNAVARRO	04/09/2025	A00201875	Amazon Capital Services	P0066820	04/08/2025	04/08/2025	\$22.27			
				P0066821	04/08/2025	04/08/2025	\$86.92			
		A00200498	Office Depot	P0066822	04/08/2025	04/08/2025	\$55.25			
				P0066823	04/08/2025	04/08/2025	\$59.27			
	04/28/2025	A00277399	Sundgren, Lori Anne.	P0066951	04/28/2025	04/28/2025	\$1,111.08			
							-----			
							TOTAL USER			\$1,334.79
DRIOS	04/02/2025	A00259618	Taft College ASB General	P0066754	03/31/2025	03/31/2025	\$115.00			
		A00336148	Hernandez, Giovanni Jose.	P0066723	03/24/2025	03/24/2025	\$250.00			
	04/10/2025	A00200487	Sierra School Equipment Co.	P0066846	04/10/2025	04/10/2025	\$27,854.80			
		A00280910	Independent Living Center of	P0066771	04/01/2025	04/01/2025	\$300.00			
		A00281160	BSN Sports, LLC	P0066782	04/02/2025	04/02/2025	\$953.66			
		A00319584	Therap Services LLC	P0066815	04/08/2025	04/08/2025	\$5,854.75			
	04/21/2025	A00201875	Amazon Capital Services	P0066875	04/15/2025	04/15/2025	\$2,000.00			
	04/29/2025	A00352187	Dewar's Candy Shop	P0066935	04/28/2025	04/28/2025	\$375.00			
	04/30/2025	A00200505	OT Cookhouse & Saloon	P0066968	04/30/2025	04/30/2025	\$1,500.00			
		A00354889	Mobility Works of California	P0066967	04/30/2025	04/30/2025	\$84,650.75			
							-----			
							TOTAL USER			\$123,853.96
DVOHNOUT	04/02/2025	A00200153	CCCCIO	P0066739	03/26/2025	03/26/2025	\$675.00			
		A00200763	Martinez, Maria	P0066733	03/26/2025	03/26/2025	\$159.60			
		A00201875	Amazon Capital Services	P0066759	03/31/2025	03/31/2025	\$94.06			
		A00337165	Lopez, Jaime	P0066734	03/26/2025	03/26/2025	\$984.92			
		A00354118	Bormann, Gregory	P0066740	03/26/2025	03/26/2025	\$1,742.85			

## Taft College Purchase Order Activity Report

1-April-2025 through 30-April-2025

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USER ID	ACTIVITY DATE	VENDOR NUMBER	NAME	PURCHASE ORDER NUMBER	DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00201247	Duron, Candace A.	P0066764	03/31/2025	03/31/2025	\$700.00			
				P0066790	04/02/2025	04/02/2025	\$147.61			
				P0066791	04/02/2025	04/02/2025	\$425.00			
	04/09/2025	A00202770	Townsend, Terry D.	P0066816	04/08/2025	04/08/2025	\$5,000.00			
				P0066817	04/08/2025	04/08/2025	\$4,275.00			
		A00277399	Sundgren, Lori Anne.	P0066812	04/07/2025	04/07/2025	\$173.60			
		A00349327	Norris, Jason	P0066825	04/08/2025	04/08/2025	\$1,684.00			
	04/23/2025	A00251929	Oja, Michelle Elizabeth.	P0066907	04/22/2025	04/22/2025	\$779.19			
				P0066910	04/22/2025	04/22/2025	\$13.00			
	04/25/2025	A00234659	Cahoon, Nathan Earl.	P0066916	04/23/2025	04/23/2025	\$193.20			
							-----			
							TOTAL USER			\$17,047.03
GRUIZ	04/02/2025	A00271089	Zermeno, Mireya C.	P0066777	04/01/2025	04/01/2025	\$102.14			
				P0066778	04/01/2025	04/01/2025	\$156.90			
		A00354244	Mariachi Mi Ciudad	P0066747	03/27/2025	03/27/2025	\$1,750.00			
	04/10/2025	A00271089	Zermeno, Mireya C.	P0066795	04/03/2025	04/03/2025	\$209.21			
	04/11/2025	A00201875	Amazon Capital Services	P0066743	03/26/2025	03/26/2025	\$257.60			
	04/21/2025	A00201875	Amazon Capital Services	P0066853	04/10/2025	04/10/2025	\$385.24			
	04/30/2025	A00200161	CDW-G	P0066969	04/30/2025	04/30/2025	\$423.58			
		A00331655	Dell Marketing LP	P0066876	04/15/2025	04/15/2025	\$3,822.79			
							-----			
							TOTAL USER			\$7,107.46
HCASH	04/30/2025	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	04/02/2025	A00353556	Maxient LLC	P0066696	03/19/2025	03/19/2025	\$10,000.00			
	04/03/2025	A00354383	New Management Inc.	P0066766	04/01/2025	04/01/2025	\$149.39			
	04/04/2025	A00200238	Department of Justice	P0066758	03/31/2025	03/31/2025	\$96.00			
	04/07/2025	A00327115	ABC Occupational Medical Cen	P0066761	03/31/2025	03/31/2025	\$407.00			
	04/10/2025	A00200054	Applied Technology Group, In	P0066836	04/09/2025	04/09/2025	\$428.06			
		A00300396	del Rosario, Heather Renee.	P0066748	03/27/2025	03/27/2025	\$800.00			
		A00324752	UKG INC	P0066834	04/08/2025	04/08/2025	\$6,500.00			
	04/24/2025	A00200238	Department of Justice	P0066909	04/22/2025	04/22/2025	\$96.00			
	04/28/2025	A00319064	T-Mobile USA Inc.	P0066947	04/28/2025	04/28/2025	\$53.03			
		A00200182	City of Taft Police Departme	P0066899	04/22/2025	04/22/2025	\$120.00			



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1-April-2025 through 30-April-2025

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USER ID	ACTIVITY DATE	VENDOR NUMBER	NAME	PURCHASE ORDER NUMBER	DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
	04/30/2025	A00335192	McKinney, Drake Douglas.	P0066970	04/30/2025	04/30/2025				\$294.03
							TOTAL USER			\$18,943.51
KSTEARMAN	04/02/2025	A00286901	WinCraft, Incorporated	P0066770	04/01/2025	04/01/2025				\$3,800.00
		A00354156	zyBooks	P0066772	04/01/2025	04/01/2025				\$115.20
	04/08/2025	A00200764	Martinez, Julian	P0066807	04/07/2025	04/07/2025				\$400.00
		A00279103	Yabla, Inc.	P0066809	04/07/2025	04/07/2025				\$400.00
		A00344496	L2 Brands, LLC	P0066808	04/07/2025	04/07/2025				\$2,200.00
							TOTAL USER			\$6,915.20
LMURPHY	04/02/2025	A00200167	Central Valley Conference	P0066698	03/19/2025	03/19/2025				\$744.00
				P0066701	03/19/2025	03/19/2025				\$833.00
		A00344817	VIA ADVENTURES, INC.	P0066718	03/24/2025	03/24/2025				\$5,000.00
	04/17/2025	A00056599	Walters, Daniel	P0066849	04/10/2025	04/10/2025				\$680.71
				P0066852	04/10/2025	04/10/2025				\$481.09
		A00289399	Milner, Travis D.	P0066851	04/10/2025	04/10/2025				\$509.78
		A00293918	A&B Athletics	P0066779	04/01/2025	04/01/2025				\$585.91
	04/28/2025	A00293918	A&B Athletics	P0066942	04/28/2025	04/28/2025				\$4,106.14
	04/29/2025	A00200076	Bandy, Ingrun K.	P0066960	04/29/2025	04/29/2025				\$929.00
				P0066962	04/29/2025	04/29/2025				\$340.00
		A00306660	Advanced Data Storage, Inc.	P0066961	04/29/2025	04/29/2025				\$60.00
							TOTAL USER			\$14,269.63
LWHITE	04/21/2025	A00200862	Taft College Bookstore	P0066353	01/27/2025	01/27/2025				\$10,000.00
							TOTAL USER			\$10,000.00
MALVAREZ	04/02/2025	A00273618	Redrock Software Corp.	P0066719	03/24/2025	03/24/2025				\$1,220.00
		A00336843	Valadez, Jose A.	P0066728	03/25/2025	03/25/2025				\$2,000.00
				P0066729	03/25/2025	03/25/2025				\$406.60
		A00339371	Alvarez, Maximiliano	P0066720	03/24/2025	03/24/2025				\$36.00
		A00336843	Valadez, Jose A.	P0066730	03/25/2025	03/25/2025				\$60.00
				P0066737	03/26/2025	03/26/2025				\$338.53
	04/07/2025	A00200498	Office Depot	P0066806	04/07/2025	04/07/2025				\$67.87
		A00277845	Double D Cleaning Service	P0066797	04/03/2025	04/03/2025				\$2,500.00
	04/09/2025	A00201875	Amazon Capital Services	P0066826	04/08/2025	04/08/2025				\$1,623.75
		A00320892	Barnes Welding	P0066827	04/08/2025	04/08/2025				\$600.14
	04/23/2025	A00200432	Taft Union High School	P0066901	04/22/2025	04/22/2025				\$4,500.00

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# Taft College Purchase Order Activity Report

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USER ID	ACTIVITY DATE	VENDOR NUMBER	NAME	PURCHASE ORDER NUMBER	DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL C A
MMATTHEWS	04/02/2025	A00200655	Henry Schein, Inc.	P0066732	03/25/2025	03/28/2025	\$1,016.61	
		A00261766	Benco Dental Supply Co.	P0066731	03/25/2025	03/28/2025	\$1,077.10	
	04/16/2025	A00200655	Henry Schein, Inc.	P0066869	04/14/2025	04/17/2025	\$1,635.70	
		A00261766	Benco Dental Supply Co.	P0066867	04/14/2025	04/22/2025	\$1,000.00	
				P0066868	04/14/2025	04/17/2025	\$1,513.43	
	04/29/2025	A00200655	Henry Schein, Inc.	P0066937	04/28/2025	05/02/2025	\$1,090.41	
		A00261766	Benco Dental Supply Co.	P0066941	04/28/2025	05/02/2025	\$270.86	
				P0066955	04/29/2025	05/02/2025	\$273.37	
							-----	
							TOTAL USER	\$7,877.48
MPAYNE	04/02/2025	A00200042	American Dental Association	P0066716	03/24/2025	03/24/2025	\$2,150.00	
		A00200122	Calif. Dept.of Health Servi	P0066738	03/26/2025	03/26/2025	\$236.00	
	04/28/2025	A00202979	Health First Corporation	P0066898	04/22/2025	04/22/2025	\$454.96	
							-----	
							TOTAL USER	\$2,840.96
MSANCHEZ	04/02/2025	A00200161	CDW-G	P0066756	03/31/2025	06/30/2025	\$363.25	
		A00200862	Taft College Bookstore	P0066711	03/21/2025	03/31/2025	\$60,000.00	
		A00250056	Pedrazzini, Linette Marie.	P0066785	04/02/2025	06/30/2025	\$169.19	
		A00335410	Hernandez, Adalberto Cruz.	P0066783	04/02/2025	06/30/2025	\$100.99	
	04/11/2025	A00354739	NV Catering Inc.	P0066857	04/11/2025	05/16/2025	\$4,774.09	
	04/30/2025	A00200862	Taft College Bookstore	P0066954	04/29/2025	05/23/2025	\$207.71	
							-----	
							TOTAL USER	\$65,615.23
MTOFTE	04/02/2025	A00264391	YBP Library Services	P0066755	03/31/2025	03/31/2025	\$8.39	
		A00331655	Dell Marketing LP	P0066781	04/02/2025	04/02/2025	\$1,340.20	
	04/09/2025	A00200236	Demco	P0066818	04/08/2025	04/08/2025	\$1,101.35	
	04/13/2025	A00261588	Smith, Terri Lynn.	P0066854	04/11/2025	04/11/2025	\$223.37	
							-----	
							TOTAL USER	\$2,673.31
NFIGUEROA	04/02/2025	A00200862	Taft College Bookstore	P0066767	04/01/2025	04/01/2025	\$85.07	
	04/10/2025	A00241442	De Avila-Figueroa, Nancy	P0066840	04/09/2025	04/09/2025	\$49.98	
	04/11/2025	A00200832	Taft College Foundation	P0066625	03/10/2025	03/10/2025	\$2,425.00	
	04/29/2025	A00200406	Student Aid Commission	P0066936	04/28/2025	04/28/2025	\$117.89	
							-----	
							TOTAL USER	\$2,677.94

## Taft College Purchase Order Activity Report

1-April-2025 through 30-April-2025

FY 24-25

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		REQ. DATE	PURCHASE ORDER AMOUNT	CL C A		
		NUMBER	NAME	NUMBER	DATE					
SGOMEZ	04/01/2025	A00200309	United Refrigeration, Inc.	P0066753	03/31/2025	03/31/2025				\$155.96
	04/02/2025	A00200282	True Value Home Center	P0066702	03/20/2025	03/20/2025				\$704.33
		A00200680	J & L Locksmithing	P0066715	03/24/2025	03/24/2025				\$12.99
		A00200498	Office Depot	P0066788	04/02/2025	04/02/2025				\$112.91
		A00200862	Taft College Bookstore	P0066774	04/01/2025	04/01/2025				\$1,605.56
		A00285838	Sammy's Detail	P0066603	03/10/2025	03/10/2025				\$675.00
		A00329149	WEX Bank	P0066765	04/01/2025	04/01/2025				\$2,993.45
		A00354187	GCI Equipment Rental	P0066786	04/02/2025	04/02/2025				\$600.00
		A00334171	Blindman's Daughter	P0066789	04/02/2025	04/02/2025				\$1,017.34
	04/03/2025	A00200423	Taft City School District	P0066752	03/31/2025	03/31/2025				\$476.30
		A00200017	A.P.I. Plumbing	P0066799	04/03/2025	04/03/2025				\$6.50
		A00200282	True Value Home Center	P0066793	04/03/2025	04/03/2025				\$44.90
				P0066794	04/03/2025	04/03/2025				\$155.79
				P0066798	04/03/2025	04/03/2025				\$18.39
	04/04/2025	A00203579	Alcorn Aire, Inc.	P0066800	04/03/2025	04/03/2025				\$3,420.00
		A00200508	P. G. & E.	P0066713	03/24/2025	03/24/2025				\$153,000.00
	04/08/2025	A00200109	Brown & Reich Petroleum, Inc	P0066819	04/08/2025	04/08/2025				\$1,500.00
		A00200017	A.P.I. Plumbing	P0066813	04/08/2025	04/08/2025				\$105.27
		A00334278	Superclean Fire Prevention	P0066811	04/07/2025	04/07/2025				\$1,000.00
		A00340483	SiteOne Landscape Supply, LL	P0066810	04/07/2025	04/07/2025				\$1,470.81
		A00353254	Andrew Love-Backflow Testing	P0066802	04/04/2025	04/04/2025				\$330.00
				P0066804	04/07/2025	04/07/2025				\$987.15
				P0066805	04/07/2025	04/07/2025				\$976.95
	04/10/2025	A00294733	West Kern Adult Education Ne	P0066814	04/08/2025	04/08/2025				\$60,000.00
		A00354402	S&B Sons, Inc.	P0066784	04/02/2025	04/02/2025				\$85,300.00
	04/14/2025	A00342456	Rosales Tree & Lawn Services	P0066855	04/11/2025	04/11/2025				\$1,200.00
		A00200423	Taft City School District	P0066858	04/11/2025	04/11/2025				\$1,460.17
		A00238497	All-Tech Fire & Security, In	P0066859	04/14/2025	04/14/2025				\$1,006.92
		A00200282	True Value Home Center	P0066861	04/14/2025	04/14/2025				\$150.66
				P0066862	04/14/2025	04/14/2025				\$167.80
	04/15/2025	A00325893	West Coast Energy Systems LL	P0066864	04/14/2025	04/14/2025				\$1,000.00
	04/21/2025	A00200352	Waxie Sanitary Supply	P0066884	04/17/2025	04/17/2025				\$2,484.88
		A00201875	Amazon Capital Services	P0066877	04/15/2025	04/15/2025				\$100.31
		A00337763	HD SUPPLY, INC	P0066885	04/17/2025	04/17/2025				\$130.00
		A00200282	True Value Home Center	P0066860	04/14/2025	04/14/2025				\$21.47
		A00354382	GIANT CHEVROLET CADILLAC	P0066856	04/11/2025	04/11/2025				\$62,516.21
	04/22/2025	A00200282	True Value Home Center	P0066890	04/21/2025	04/21/2025				\$26.60
				P0066896	04/21/2025	04/21/2025				\$1,387.39
		A00228756	Country Auto & Truck Taft	P0066889	04/21/2025	04/21/2025				\$240.14
		A00325893	West Coast Energy Systems LL	P0066888	04/21/2025	04/21/2025				\$2,419.00
	04/24/2025	A00200309	United Refrigeration, Inc.	P0066915	04/23/2025	04/23/2025				\$318.08

# Taft College Purchase Order Activity Report

1-April-2025 through 30-April-2025

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USER ID	ACTIVITY DATE	VENDOR NUMBER	NAME	PURCHASE ORDER NUMBER	DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
	04/28/2025	A00315032	Bakersfield Decals	P0066925	04/25/2025	04/25/2025				\$199.20
	04/30/2025	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
										-----
							TOTAL USER			\$395,901.25
TBLANCO	04/02/2025	A00200862	Taft College Bookstore	P0066762	03/31/2025	03/31/2025				\$1,992.42
				P0066763	03/31/2025	03/31/2025				\$1,284.38
	04/04/2025	A00270674	Public Agency Law Group	P0066801	04/03/2025	04/03/2025				\$4,114.00
	04/10/2025	A00200043	American Express	P0066757	03/31/2025	03/31/2025				\$31,906.96
		A00200862	Taft College Bookstore	P0066760	03/31/2025	03/31/2025				\$61,293.75
	04/22/2025	A00350750	Giacomini, Michael	P0066900	04/22/2025	04/22/2025				\$518.60
		A00352916	LSA Associates, Inc.	P0066894	04/21/2025	04/21/2025				\$128,490.00
	04/24/2025	A00200272	Total Compensation Systems I	P0066886	04/17/2025	04/17/2025				\$3,700.00
		A00200862	Taft College Bookstore	P0066878	04/15/2025	04/15/2025				\$1,494.95
				P0066887	04/17/2025	04/17/2025				\$1,254.38
		A00241442	De Avila-Figueroa, Nancy	P0066872	04/15/2025	04/15/2025				\$49.98
	04/28/2025	A00200360	Westec	P0066940	04/28/2025	04/28/2025				\$112,927.50
	04/29/2025	A00200043	American Express	P0066953	04/29/2025	04/29/2025				\$14,159.88
										-----
							TOTAL USER			\$363,186.80

West Kern Community College District  
Board of Trustees Meeting  
May 14, 2025

A. Academic Employment

1. Faculty Development Assignments

Item	Name	Assignment	Hourly Rate	Total Amount Not to Exceed	Effective Date

2. Faculty Extra Duty Assignments

Item	Name	Assignment	Stipend	Effective Date
a.	Duron, Candace	Faculty Extra Duty: AB928 - Coordinating Single General Ed and ADT	\$90.50/hour	4/29/2025
b.	Jacobi, Victoria	Faculty Extra Duty: AB928 - Coordinating Single General Ed and ADT	\$90.50/hour	3/27/2025
c.	Mendoza, Tina	Extra Duty: ZTC Acceleration- OER Content Exploration (Gen Ed)	\$1,000.00	5/5/2025
d.	Oja, Michelle	Extra Duty: ZTC Implementation- Psychology OER Textbook (PSYC 2200)	\$3,000.00	5/5/2025
e.	Oja, Michelle	Extra Duty: ZTC Implementation- Psychology OER (PSYC 2205)	\$6,000.00	5/5/2025
f.	Raber, Tabitha	Extra Duty: ZTC Acceleration and Implementation	\$300.00	4/29/2025
g.	Rangel-Escobedo, Juana	Extra Duty: ZTC Implementation- Psychology OER Ancillary (PSYC 2200)	\$3,000.00	5/5/2025
h.	Richards, Kristi	Faculty Extra Duty: AB928 - Coordinating Single General Ed and ADT	\$90.50/hour	4/10/2025
i.	Rodenhauser, Deborah	Extra Duty: ZTC Acceleration and Implementation	\$300.00	4/11/2025
j.	Taylor, Christopher	Extra Duty: ZTC Acceleration- OER Content Exploration (Gen Ed)	\$2,000.00	5/5/2025

3. Faculty and Adjunct Assignments

Item	Name	Assignment	Hourly Rate	Effective Date
a.	Cotto, Apolonia	NTT 10-Month Faculty: EOPS/CalWORKS Counselor	\$8,984.40/Monthly	7/1/2025
b.	Richards, Kristi	NTT 10-Month Faculty: CTE & Career Transitions Counselor	\$11,563.50/Monthly	7/1/2025

4. Coaching Assignments

Item	Name	Assignment	Stipend Amount	Effective Date

**West Kern Community College District  
Board of Trustees Meeting  
May 14, 2025**

**B. Non-Academic Employment**

**1. Classified**

Item	Name	Assignment	Range/ Step	FTE	Hourly Rate	Effective Date
a.	Callison, Travis	Part-Time Custodian	13/A	47.5%	\$21.95	5/19/2025
b.	Curry, Sarah	Part-Time Custodian	13/A	47.5%	\$21.95	5/19/2025

**2. Administration**

Item	Name	Assignment	Range/ Step	FTE	Rate	Effective Date
a.	Brown-Elize, Rashitta	Interim Vice President of Student Services	26/5	100.0%	\$17,058.66	5/12/2025

**3. Confidential**

Item	Name	Assignment	Range/ Step	FTE	Rate	Effective Date



**West Kern Community College District  
Board of Trustees Meeting  
May 14, 2025**

**C. Separations**

**1. Academic**

Item	Name	Assignment	Retired?	Effective Date

**2. Classified**

Item	Name	Position	Retired?	Effective Date

**3. Administration**

Item	Name	Position	Retired?	Effective Date

**4. Confidential**

Item	Name	Position	Status	Effective Date

**WEST KERN COMMUNITY COLLEGE DISTRICT GENERAL FUND UNRESTRICTED  
BUDGETED SOURCES OF FUNDS AT ACCOUNT LEVEL 1  
REVENUE ACCOUNTS FISCAL YEAR 2024-2025**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
8600	State Revenues	28,451,850	28,451,850	26,994,602	0	1,457,248
8800	Local Revenues	8,359,925	8,360,025	2,911,116	0	5,448,909
8900	Other Financing Sources	0	0	296	0	-296
<b>Summary</b>		<b>\$ 36,811,775</b>	<b>\$ 36,811,875</b>	<b>\$ 29,906,015</b>	<b>\$ -</b>	<b>\$ 6,905,860</b>

**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 April 30, 2025**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
1000	Academic Salaries	11,767,887	11,606,806	9,729,795	0	1,877,011
2000	Classified & Other Nonacademic Sala	7,141,066	7,322,194	5,552,390	0	1,769,804
3000	Employee Benefits	10,658,488	10,594,551	7,520,704	75,362	2,998,485
4000	Supplies and Materials	502,002	494,898	261,718	69,096	164,085
5000	Other Operating Expenses & Services	5,156,591	5,210,111	3,012,456	644,235	1,553,420
6000	Capital Outlay	567,107	564,582	93,808	136,460	334,314
7000	Other Outgo	111,000	111,000	41,512	52,190	17,298
7200	Transfers	1,120,931	1,120,931	482,754	26	638,151
		<b>\$ 37,025,072</b>	<b>\$ 37,025,072</b>	<b>\$ 26,695,137</b>	<b>\$ 977,369</b>	<b>\$ 9,352,568</b>

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

Check Number	Check Date	Vendor Name	Description	Net Amount
78073737	04/02/2025	Sharyn L Eveland	Open Po for Consulting in Instruction	11,325.00
78073733	04/02/2025	Black/Hall Construction	Black Hall Construction - ASO Park Monument	67,265.13
78073733	04/02/2025	Black/Hall Construction	Black Hall Construction - ASO Park Monument	80,534.10
78073794	04/04/2025	Maxient LLC	Maxient-Annual Service Fee & Setup Fee	10,000.00
78073784	04/04/2025	Daikin Applied	Daikin - Chiller BACnet Communication Cards	11,065.47
78073854	04/08/2025	Sysco Food Service of Ventura	Open PO for food only	11,710.46
78073837	04/08/2025	FFP Fund V Lessee1, LLC	Fore Front Power - Solar Energy	18,144.62
78073823	04/08/2025	American General Media	AGM Digital Agreement 9/1/24 - 1/31/2025	20,000.00
78073851	04/08/2025	Sign Solutions of California	Marquee Sign Project - Correct Vendor	37,489.18
78073924	04/10/2025	West Kern Adult Education Network JPA	2024-25 AEBG Pass-through to WKAEN	83,305.53
78073936	04/11/2025	Sysco Food Service of Ventura	Open PO for Food thru June 30, 2025	13,200.37
78073928	04/11/2025	Accrediting Commission for Community & Jr. Colleges	ACCJC Annual Dues 2025-2026	18,065.00
78073930	04/11/2025	American Express	March 2025 District Charges	31,906.96
78074038	04/24/2025	Lozano Smith, LLP	Open PO to last through June 30, 2025	10,000.00
78074013	04/24/2025	AARP Health Care Options	2024-25 AARP District Paid Retiree Health Supplem	21,750.35
78074055	04/24/2025	Taft College Bookstore	Book Voucher Reimb-Pell Grant Awards-Spring 2025	61,293.75
				<b>507,055.92</b>

**WEST KERN COMMUNITY COLLEGE DISTRICT**

**Travel Period: 04/01/25-04/30/25**

<b>Employee</b>	<b>Event/Purpose</b>	<b>Location</b>	<b>Travel Start Date</b>	<b>Travel End Date</b>	<b>Estimated Cost</b>	<b>Processing Date</b>
Minor, Leslie	AACC Annual Conference	Nashville, TN	4/12/2025	4/16/2025	\$ 4,343.00	1/15/2025
Criss, Sarah	Bakersfield Women's Conference	Bakersfield, CA	4/24/2025	4/24/2025	\$ -	1/17/2025
Garza, Danielle	Bakersfield Women's Conference	Bakersfield, CA	4/24/2025	4/24/2025	\$ -	1/31/2025
Daugherty, Devin	2025 Spring CCCAOE Conference	Sacramento, CA	4/8/2025	4/11/2025	\$ 2,856.19	1/31/2025
Tweedy, Allisa	CCCAOE Spring Conference	Sacramento, CA	4/8/2025	4/11/2025	\$ 3,715.02	1/31/2025
Beasley, Michelle	ASCCC 2025 Spring Plenary Session	Irvine, CA	4/23/2025	4/26/2025	\$ 1,672.98	2/13/2025
Berry, Wendy	Field Trip	Carrizo Plains	4/23/2025	4/23/2025	\$ 40.00	2/26/2025
Alvarez, Maximiliano	UC Irvine Campus and Lab Tours	Irvine, CA	4/11/2025	4/11/2025	\$ 583.00	2/26/2025
May, James	Gardner Field Road and Aqueduct	Taft, CA	4/9/2025	4/9/2025	\$ 100.00	3/5/2025
Valadez, Jose	CCAMD MESA Student Leadership Retreat	Santa Cruz, CA	4/4/2025	4/6/2025	\$ 2,537.74	3/5/2025
Valadez, Jose	Disney Physics Workshop	Anaheim, CA	4/15/2025	4/15/2025	\$ 3,706.00	3/5/2025
Hernandez, Jovanni	Transition Resource Fair for Outreach	San Luis Obispo, CA	4/2/2025	4/2/2025	\$ 23.00	3/5/2025
Ambrose, Brooke	Transition Resource Fair for Outreach	San Luis Obispo, CA	4/2/2025	4/2/2025	\$ 23.00	3/5/2025
Jacobi, Victoria	Spring Plenary Academic Senate	Irvine, CA	4/23/2025	4/26/2025	\$ 1,756.78	3/5/2025
Minor, Leslie	UC Davis Wheelhouse Convening	Davis, CA	4/6/2025	4/8/2025	\$ 942.60	3/5/2025
Roth, Rebecca	CSU Dialogue Meeting - Discuss CC and CSU Role in Pk-3 Credential	Long Beach, CA	4/3/2025	4/4/2025	\$ -	3/14/2025
Rowden, Tiffany	ACHRO/EEO Academy	Norwalk, CA	4/23/2025	4/25/2025	\$ 1,835.00	3/14/2025
White, Jessica	ACHRO/EEO Academy	Norwalk, CA	4/23/2025	4/25/2025	\$ 1,831.00	3/14/2025
Robles, Luz	SSCCC General Assembly, Leadership Opportunity and Voting	Los Angeles, CA	4/3/2025	4/6/2025	\$ 167.00	3/17/2025
Eveland, Olivia	SSCCC General Assembly, Leadership Opportunity and Voting	Los Angeles, CA	4/3/2025	4/6/2025	\$ 525.00	3/17/2025
Acosta, Saul	SSCCC General Assembly, Leadership Opportunity and Voting	Los Angeles, CA	4/3/2025	4/6/2025	\$ 692.00	3/17/2025
Cuevas, Jay	SSCCC General Assembly, Leadership Opportunity and Voting	Los Angeles, CA	4/3/2025	4/6/2025	\$ 692.00	3/17/2025
Uribe, Mariana	SSCCC General Assembly, Leadership Opportunity and Voting	Los Angeles, CA	4/3/2025	4/6/2025	\$ 692.00	3/17/2025
Benites, Luis	SSCCC General Assembly, Leadership Opportunity and Voting	Los Angeles, CA	4/3/2025	4/6/2025	\$ 692.00	3/17/2025
Farewell, Julia	SSCCC General Assembly, Leadership Opportunity and Voting	Los Angeles, CA	4/3/2025	4/6/2025	\$ 864.20	3/17/2025
Gonzalez, Monserrat	SSCCC General Assembly, Leadership Opportunity and Voting	Los Angeles, CA	4/3/2025	4/6/2025	\$ 692.00	3/17/2025
Guzman, Natalie	SSCCC General Assembly, Leadership Opportunity and Voting	Los Angeles, CA	4/3/2025	4/6/2025	\$ 864.20	3/17/2025
Allikas, Krystal	RP Conference 2025	San Francisco, CA	4/1/2025	4/3/2025	\$ 1,803.92	3/20/2025
Lytle, Steve	Field Trip	Carrizo Plains	4/8/2025	4/8/2025	\$ 65.38	3/25/2025
Mickelberry, Gracie	CalWORKS Conference-Sacramento	Sacramento, CA	4/28/2025	5/2/2025	\$ 2,126.44	3/25/2025
White, Lexi	CalWORKS Conference-Sacramento	Sacramento, CA	4/28/2025	5/2/2025	\$ 2,262.72	3/25/2025
Alvarez, Maximiliano	Disney Physics Workshop	Anaheim, CA	4/15/2025	4/15/2025	\$ 36.00	4/11/2025
Valadez, Jose	MESA+HEPP cal Poly SLO Campus Tour	San Luis Obispo, CA	4/29/2025	4/29/2025	\$ -	4/11/2025
Alvarez, Maximiliano	MESA+HEPP cal Poly SLO Campus Tour	San Luis Obispo, CA	4/29/2025	4/29/2025	\$ -	4/11/2025
Hernandez, Jovanni	Opportunities for Potential Students for the Program	Porterville, CA	4/9/2025	4/9/2025	\$ 33.00	4/11/2025
Romero, Megan	Sierra College LIFE Program Visit	Rocklin, CA	4/11/2025	4/12/2025	\$ 587.00	4/11/2025
Lopez, Jaime	CCCIO ALIVE Academy	Burlingame, CA	4/8/2025	4/9/2025	\$ 984.92	4/11/2025
Minor, Leslie	AALRR Higher Education Legal Conference	Pismo Beach, CA	4/2/2025	4/4/2025	\$ 1,302.20	4/11/2025
Blanco, Trudi	Bakersfield Women's Conference	Bakersfield, CA	4/24/2025	4/24/2025	\$ 149.00	4/11/2025

**WEST KERN COMMUNITY COLLEGE DISTRICT****Travel Period: 04/01/25-04/30/25**

<b>Employee</b>	<b>Event/Purpose</b>	<b>Location</b>	<b>Travel Start Date</b>	<b>Travel End Date</b>	<b>Estimated Cost</b>	<b>Processing Date</b>
Bormann, Greg	Blanket Travel for Meetings/Trainings	Various	4/1/2025	6/30/2025	\$ 700.00	4/11/2025
del Rosario, Heather	AALRR Higher Education Legal Conference	Pismo Beach, CA	4/2/2025	4/4/2025	\$ 1,285.00	4/11/2025
Valadez, Jose	ASU+GSV Summit: Learning at the Speed of Light	San Diego, CA	4/6/2025	4/9/2025	\$ 2,406.60	4/11/2025
Bormann, Greg	CCCIO Conference	Burlingame, CA	4/8/2025	4/11/2025	\$ 2,417.85	4/11/2025
Hernandez, Jovanni	Networking and Outreach for the Program	Stockton, CA	4/22/2025	4/23/2025	\$ 222.51	4/11/2025
Duron, Candace	ASCCC 2025 Spring Plenary Session	Virtual	4/24/2025	4/26/2025	\$ 425.00	4/16/2025
Clark, Amanda	State Meeting	San Mateo, CA	4/26/2025	4/26/2025	\$ -	4/23/2025
De Avila Figueroa, Nanci	Bakersfield Women's Conference	Bakersfield, CA	4/26/2025	4/26/2025	\$ 198.98	4/23/2025
Jacobi, Victoria	Spring Plenary Academic Senate	Irvine, CA	4/23/2025	4/26/2025	\$ 1,756.78	4/25/2025

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

USER NAME  
Miriam Dagnino  
SUBMIT DATE  
Apr 01, 2025 11:43:57AM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
657148

DEPT NO.  
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$157,080.88**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$157,080.88	\$157,080.88

TOTAL DEPOSIT: **\$157,080.88**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT:** TTC **ACCOUNT DEPOSITED:** General **CASH:** \$0.00 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$157,080.88 **CREDIT**  
**CARD:** \$0.00  
**NOTES:** Deposit #250106

SECTION 26901 GOVERNMENT CODE  
I HEREBY SWEAR THAT THIS IS A TRUE AND  
CORRECT RECORD OF THE TOTAL AMOUNT  
DUE THE KERN COUNTY TREASURER TO  
AND INCLUDING:

**NOT PROCESSED**

NOT SIGNED  
AUDITOR'S AUTHORIZED SIGNATURE

**NOT PROCESSED**

NOT SIGNED  
TTC AUTHORIZED SIGNATURE



078 WEST KERN COMM. COLLEGE  
WKCCD Deposit

DEPOSIT TRANSACTIONS

J49206 DC0100 L.00.01 04/01/25 PAGE 1

Date last used from: 00/00/0000 To 99/99/9999  
Transaction Number from: 250106 To 250106  
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
250106	04/01/2025	04/01/2025	WKCCD Deposit			
1.	78	Lottery Apportionment		11477-000-8681-00000		
				ENTERED BY: MXDB	UNAPPROVED	
						157,080.88 N
					TOTAL AMOUNT	157,080.88 *
					DISTRICT TOTAL	157,080.88 **
					GRAND TOTAL	157,080.88 ***

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

USER NAME  
Miriam Dagnino  
SUBMIT DATE  
Apr 04, 2025 03:05:01PM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
657504

DEPT NO.  
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$68,985.89

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$58,440.12	\$58,440.12
RESTRICTED FUNDS	84097	0886	5490	\$10,545.77	\$10,545.77

TOTAL DEPOSIT: \$68,985.89

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$68,985.89 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: Deposit #250109

SECTION 26901 GOVERNMENT CODE  
I HEREBY SWEAR THAT THIS IS A TRUE AND  
CORRECT RECORD OF THE TOTAL AMOUNT  
DUE THE KERN COUNTY TREASURER TO  
AND INCLUDING:

NOT PROCESSED

NOT SIGNED  
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED  
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE  
WKCCD Deposit

DEPOSIT TRANSACTIONS  
Date last used from: 00/00/0000 To 99/99/9999  
Transaction Number from: 250109 To 250109  
Date entered from: 00/00/0000 To 99/99/9999

J52255 DC0100 L.00.01 04/04/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
250109	04/04/2025	04/04/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED		
1.	78	Academic Senate	11000-202-1230-60300		6,289.50	N
2.	78	INSURANCE REIMBURSEMENTS	11000-412-8876-67300		732.43	N
3.	78	Reim.-	11000-110-4310-66003		3,111.04	N
4.	78	WEST KERN OPEB	11000-412-5990-73900		47,500.00	N
5.	78	FEES	11000-000-9526-00000		460.00	N
6.	78	TRANSCRIPT FEES	11000-000-8879-00000		347.15	N
7.	78	CAL GRANT INTEREST	12554-353-8861-64600		139.77	N
8.	78	FEDERAL WORK STUDY(FWP)	12401-353-8153-64600		8,482.48	N
9.	78	FWS ADMIN ALLOWANCE	12401-353-8151-64600		1,923.52	N
				TOTAL AMOUNT	68,985.89 *	
				DISTRICT TOTAL	68,985.89 **	
				GRAND TOTAL	68,985.89 ***	

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

USER NAME  
Miriam Dagnino  
SUBMIT DATE  
Apr 04, 2025 02:52:21PM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
657499

DEPT NO.  
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$10,475.19

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$10,475.19	\$10,475.19

TOTAL DEPOSIT: \$10,475.19

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT:** BANK **ACCOUNT DEPOSITED:** General **CASH:** \$10,475.19 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$0.00 **CREDIT**  
**CARD:** \$0.00  
**NOTES:** Deposit #250108

SECTION 26901 GOVERNMENT CODE  
I HEREBY SWEAR THAT THIS IS A TRUE AND  
CORRECT RECORD OF THE TOTAL AMOUNT  
DUE THE KERN COUNTY TREASURER TO  
AND INCLUDING:

NOT PROCESSED

NOT SIGNED  
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED  
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE  
WKCCD Deposit

DEPOSIT TRANSACTIONS  
Date last used from: 00/00/0000 To 99/99/9999  
Transaction Number from: 250108 To 250108  
Date entered from: 00/00/0000 To 99/99/9999

J52240 DC0100 L.00.01 04/04/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
250108	04/04/2025	04/04/2025	WKCCD Deposit			
1.	78	Student Receipts		11000-000-9161-00000		
				ENTERED BY: MXDB UNAPPROVED	10,475.19	N
				TOTAL AMOUNT	10,475.19	*
				DISTRICT TOTAL	10,475.19	**
				GRAND TOTAL	10,475.19	***

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

USER NAME  
Miriam Dagnino  
SUBMIT DATE  
Apr 04, 2025 02:43:05PM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
657497

DEPT NO.  
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$4,157.29

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$4,157.29	\$4,157.29

TOTAL DEPOSIT: \$4,157.29

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT:** BANK **ACCOUNT DEPOSITED:** General **CASH:** \$4,157.29 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$0.00 **CREDIT**  
**CARD:** \$0.00  
**NOTES:** Deposit #250107

SECTION 26901 GOVERNMENT CODE  
I HEREBY SWEAR THAT THIS IS A TRUE AND  
CORRECT RECORD OF THE TOTAL AMOUNT  
DUE THE KERN COUNTY TREASURER TO  
AND INCLUDING:

NOT PROCESSED

NOT SIGNED  
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED  
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE  
WKCCD Deposit

DEPOSIT TRANSACTIONS  
Date last used from: 00/00/0000 To 99/99/9999  
Transaction Number from: 250107 To 250107  
Date entered from: 00/00/0000 To 99/99/9999

J52229 DC0100 L.00.01 04/04/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
250107	04/04/2025	04/04/2025	WKCCD Deposit			
1.	78	Bookstore Sales		31000-423-8841-69100		
					4,157.29	N
TOTAL AMOUNT					4,157.29	*
DISTRICT TOTAL					4,157.29	**
GRAND TOTAL					4,157.29	***

ENTERED BY: MXDB UNAPPROVED



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

USER NAME  
Miriam Dagnino  
SUBMIT DATE  
Apr 11, 2025 02:29:52PM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
658029

DEPT NO.  
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$21,412.05

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$6,340.57	\$6,340.57
RESTRICTED FUNDS	84097	0886	5490	\$12,425.98	\$12,425.98
CAFETERIA	84699	0886	5490	\$2,645.50	\$2,645.50

TOTAL DEPOSIT: \$21,412.05

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$21,412.05 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: Deposit #250112

SECTION 26901 GOVERNMENT CODE  
I HEREBY SWEAR THAT THIS IS A TRUE AND  
CORRECT RECORD OF THE TOTAL AMOUNT  
DUE THE KERN COUNTY TREASURER TO  
AND INCLUDING:

NOT PROCESSED

NOT SIGNED  
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED  
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE                      DEPOSIT TRANSACTIONS                      J56480 DC0100 L.00.01 04/11/25 PAGE    1

WKCCD Deposit                      Date last used from: 00/00/0000 To 99/99/9999

Transaction Number from: 250112    To 250112

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

250112 04/11/2025 04/11/2025 WKCCD Deposit                      ENTERED BY: MXDB    UNAPPROVED

1. 78 INSURANCE REIMBURSEMENTS	11000-412-8876-67300	125.90	N
2. 78 Fees	11000-000-9526-00000	6,179.21	N
3. 78 Court Restitution	11000-000-8985-00000	35.46	N
4. 78 DENTAL HYGIENE CLINIC REVENUE	12650-205-8892-12042	1,025.00	N
5. 78 FOUNDATION SALARIES	12000-114-8892-70999	11,400.98	N
6. 78 CAFETERIA SALES	32000-422-8841-69400	2,645.50	N

TOTAL AMOUNT                      21,412.05 \*

DISTRICT TOTAL                      21,412.05 \*\*

GRAND TOTAL                      21,412.05 \*\*\*

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

USER NAME  
Miriam Dagnino  
SUBMIT DATE  
Apr 11, 2025 01:53:18PM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
658027

DEPT NO.  
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$1,854.20**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$1,854.20	\$1,854.20

TOTAL DEPOSIT: **\$1,854.20**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT:** BANK **ACCOUNT DEPOSITED:** General **CASH:** \$1,854.20 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$0.00 **CREDIT**  
**CARD:** \$0.00  
**NOTES:** Deposit #250111

SECTION 26901 GOVERNMENT CODE  
I HEREBY SWEAR THAT THIS IS A TRUE AND  
CORRECT RECORD OF THE TOTAL AMOUNT  
DUE THE KERN COUNTY TREASURER TO  
AND INCLUDING:

**NOT PROCESSED**

NOT SIGNED  
AUDITOR'S AUTHORIZED SIGNATURE

**NOT PROCESSED**

NOT SIGNED  
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE                      DEPOSIT TRANSACTIONS                      J56423 DC0100 L.00.01 04/11/25 PAGE    1

WKCCD Deposit                      Date last used from: 00/00/0000 To 99/99/9999

Transaction Number from: 250111    To 250111

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

---

250111	04/11/2025	04/11/2025	WKCCD Deposit	ENTERED BY: MXDB	UNAPPROVED	
1.	78		Student Receipts	11000-000-9161-00000		1,854.20    N
			TOTAL AMOUNT	1,854.20	*	
			DISTRICT TOTAL	1,854.20	**	
			GRAND TOTAL	1,854.20	***	

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

USER NAME  
Miriam Dagnino  
SUBMIT DATE  
Apr 11, 2025 01:49:39PM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
DEPT NO.  
0886  
EROD NO.  
658026

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 \$7,485.85

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$7,485.85	\$7,485.85

TOTAL DEPOSIT: \$7,485.85

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT:** BANK **ACCOUNT DEPOSITED:** General **CASH:** \$7,485.85 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$0.00 **CREDIT**  
**CARD:** \$0.00  
**NOTES:** Deposit #250110

SECTION 26901 GOVERNMENT CODE  
I HEREBY SWEAR THAT THIS IS A TRUE AND  
CORRECT RECORD OF THE TOTAL AMOUNT  
DUE THE KERN COUNTY TREASURER TO  
AND INCLUDING:

**NOT PROCESSED**

NOT SIGNED  
AUDITOR'S AUTHORIZED SIGNATURE

**NOT PROCESSED**

NOT SIGNED  
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE                      DEPOSIT TRANSACTIONS                      J56413 DC0100 L.OC  
 WKCCD Deposit                      Date last used from: 00/00/0000 To 99/99/9999  
    Transaction Number from: 250110    To 250110  
    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 /
-----					
250110	04/11/2025	04/11/2025	WKCCD Deposit	ENTERED BY: MXDB	UNAPPROVED
1.	78	Bookstore Sales	31000-423-8841-69100		7,485.85 N
			TOTAL AMOUNT	7,485.85 *	
			DISTRICT TOTAL	7,485.85 **	
			GRAND TOTAL	7,485.85 ***	

A/R



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

USER NAME  
Miriam Dagnino  
SUBMIT DATE  
Apr 25, 2025 03:01:25PM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
659031

DEPT NO.  
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$1,427,421.03**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$1,415.63	\$1,415.63
RESTRICTED FUNDS	84097	0886	5490	\$980,931.58	\$980,931.58
CHILD DEVELOPMENT	84496	0886	5490	\$4,077.91	\$4,077.91
TIL	84697	0886	5490	\$379,631.10	\$379,631.10
CAFETERIA	84699	0886	5490	\$61,364.81	\$61,364.81

TOTAL DEPOSIT: **\$1,427,421.03**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$1,427,421.03 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
**NOTES: Deposit #250115**

SECTION 26901 GOVERNMENT CODE  
I HEREBY SWEAR THAT THIS IS A TRUE AND  
CORRECT RECORD OF THE TOTAL AMOUNT  
DUE THE KERN COUNTY TREASURER TO  
AND INCLUDING:

**NOT PROCESSED**

NOT SIGNED  
AUDITOR'S AUTHORIZED SIGNATURE

**NOT PROCESSED**

NOT SIGNED  
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE  
WKCCD Deposit

DEPOSIT TRANSACTIONS

J62035 DC0100 L.00.01 04/25/25 PAGE 1

Date last used from: 00/00/0000 To 99/99/9999  
Transaction Number from: 250115 To 250115  
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT	A/R
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
250115	04/25/2025	04/25/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED		
1.	78	INSURANCE REIMBURSEMENTS	11000-412-8876-67300		630.63	N
2.	78	DEGREE VERIFY	11000-301-8879-64500		112.00	N
3.	78	Reimbursement-Do Good Be Good	11000-110-4410-66003		20.00	N
4.	78	Restitution	11000-000-8985-00000		500.00	N
5.	78	Unclaimed Property	11000-421-8892-00000		153.00	N
6.	78	FSEOG ADMIN ALLOWANCE	12000-353-8156-64600		989.00	N
7.	78	LIBRARY PROGRAMS	12201-203-8892-61200		322.58	N
8.	78	STRONG WORKFORCE	12561-223-8647-68900		499,435.00	N
9.	78	STRONG WORKFORCE	12906-223-8647-00000		480,185.00	N
10.	78	CAFETERIA SALES	32000-422-8841-69400		61,364.81	N
11.	78	CC CHILD CARE FOOD	33429-310-8159-69200		3,862.56	N
12.	78	CC CHILD CARE FOOD	33429-310-8621-69250		215.35	N
13.	78	TIL REGIONAL CENTERS	39000-314-8699-64991		379,631.10	N
				TOTAL AMOUNT	1,427,421.03	*
				DISTRICT TOTAL	1,427,421.03	**
				GRAND TOTAL	1,427,421.03	***

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

USER NAME  
Miriam Dagnino  
SUBMIT DATE  
Apr 25, 2025 02:41:21PM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
659027

DEPT NO.  
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$21,530.31**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$21,530.31	\$21,530.31

TOTAL DEPOSIT: **\$21,530.31**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT:** BANK **ACCOUNT DEPOSITED:** General **CASH:** \$21,530.31 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$0.00 **CREDIT**  
**CARD:** \$0.00  
**NOTES:** Deposit #2500114

SECTION 26901 GOVERNMENT CODE  
I HEREBY SWEAR THAT THIS IS A TRUE AND  
CORRECT RECORD OF THE TOTAL AMOUNT  
DUE THE KERN COUNTY TREASURER TO  
AND INCLUDING:

**NOT PROCESSED**

NOT SIGNED  
AUDITOR'S AUTHORIZED SIGNATURE

**NOT PROCESSED**

NOT SIGNED  
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE  
WKCCD Deposit

DEPOSIT TRANSACTIONS

J62023 DC0100 L.00.01 04/25/25 PAGE 1

Date last used from: 00/00/0000 To 99/99/9999  
Transaction Number from: 250114 To 250114  
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT	A/R
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
250114	04/25/2025	04/25/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED	21,530.31	N
1.	78	Student Receipts		11000-000-9161-00000	21,530.31 *	
				TOTAL AMOUNT	21,530.31	
				DISTRICT TOTAL	21,530.31 **	
				GRAND TOTAL	21,530.31 ***	

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

USER NAME  
Miriam Dagnino  
SUBMIT DATE  
Apr 25, 2025 02:36:36PM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
659026

DEPT NO.  
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$18,583.28

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$18,583.28	\$18,583.28

TOTAL DEPOSIT: \$18,583.28

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT:** BANK **ACCOUNT DEPOSITED:** General **CASH:** \$18,583.28 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$0.00 **CREDIT**  
**CARD:** \$0.00  
**NOTES:** Deposit #250113

SECTION 26901 GOVERNMENT CODE  
I HEREBY SWEAR THAT THIS IS A TRUE AND  
CORRECT RECORD OF THE TOTAL AMOUNT  
DUE THE KERN COUNTY TREASURER TO  
AND INCLUDING:

NOT PROCESSED

NOT SIGNED  
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED  
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE  
WKCCD Deposit

DEPOSIT TRANSACTIONS

J62015 DC0100 L.00.01 04/25/25 PAGE 1

Date last used from: 00/00/0000 To 99/99/9999  
Transaction Number from: 250113 To 250113  
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT	A/R
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
250113	04/25/2025	04/25/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED	18,583.28	N
1.	78	Bookstore Sales		31000-423-8841-69100	18,583.28 *	
				TOTAL AMOUNT	18,583.28	
				DISTRICT TOTAL	18,583.28 **	
				GRAND TOTAL	18,583.28 ***	

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

USER NAME  
Miriam Dagnino  
SUBMIT DATE  
Apr 29, 2025 12:03:00PM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
659240

DEPT NO.  
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$2,379,628.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$1,817,741.00	\$1,817,741.00
RESTRICTED FUNDS	84097	0886	5490	\$561,887.00	\$561,887.00

TOTAL DEPOSIT: **\$2,379,628.00**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT:** TTC **ACCOUNT DEPOSITED:** General **CASH:** \$0.00 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$2,379,628.00 **CREDIT**  
**CARD:** \$0.00  
**NOTES:** Deposit #250116

SECTION 26901 GOVERNMENT CODE  
I HEREBY SWEAR THAT THIS IS A TRUE AND  
CORRECT RECORD OF THE TOTAL AMOUNT  
DUE THE KERN COUNTY TREASURER TO  
AND INCLUDING:

NOT PROCESSED

NOT SIGNED  
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED  
TTC AUTHORIZED SIGNATURE



078 WEST KERN COMM. COLLEGE  
WKCCD Deposit

DEPOSIT TRANSACTIONS  
Date last used from: 00/00/0000 To 99/99/9999  
Transaction Number from: 250116 To 250116  
Date entered from: 00/00/0000 To 99/99/9999

J63268 DC0100 L.00.01 04/29/25 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
250116	04/29/2025	04/29/2025	WKCCD Deposit	ENTERED BY: MXDB UNAPPROVED		
1.	78	General Apportionment	11000-000-8612-00000		1,753,370.00	N
2.	78	Full Time Faculty Allocation	11000-000-8618-00000		28,339.00	N
3.	78	Part-time Faculty Compensation	11006-201-8633-00000		7,719.00	N
4.	78	BOG Fee Waivers Admin (BFAP 2%	12551-353-8615-64600		2,368.00	N
5.	78	Common Course Numbering System	12929-310-8629-00000		73,043.00	N
6.	78	S.F.A.A.	12551-353-8625-64600		13,609.00	N
7.	78	S.F.A.A. One- Time	12931-353-8625-64600		6,650.00	N
8.	78	E.O.P.S.	12000-303-8622-64300		57,029.00	N
9.	78	NextUP	12916-321-8699-64900		20,320.00	N
10.	78	C.A.R.E.	12000-305-8624-64301		8,453.00	N
11.	78	D.S.P.S.	12000-311-8623-64200		34,199.00	N
12.	78	DSPS - Access tp Print & Elect	12000-311-8660-64200		812.00	N
13.	78	CalWorks	12600-309-8627-64992		11,126.00	N
14.	78	Student Equity & Achievement	12000-319-8644-00000		143,361.00	N
15.	78	Equal Employment Opportunity	12571-411-8628-67300		10,959.00	N
16.	78	Veterans Resource Center	12000-318-8699-64800		2,427.00	N
17.	78	Strong Workforce Program- Loca	12649-223-8647-00000		26,108.00	N
18.	78	Adult Education Block Grant	12603-125-8643-68900		84,148.00	N
19.	78	Mental Health Support	12655-351-8699-64400		13,324.00	N
20.	78	Basic Needs Centers	12677-320-8699-64900		17,276.00	N
21.	78	Undocumented Resources Liasons	12909-351-8699-00000		5,573.00	N
22.	78	LGBTQ+	12910-301-8699-64900		3,502.00	N
23.	78	Zero Textbook Cost Program	12912-202-8699-60100		27,600.00	N
24.	78	ADJUSTMENT: PY EPA	11005-000-8616-00000		28,313.00	N
				TOTAL AMOUNT	2,379,628.00 *	
				DISTRICT TOTAL	2,379,628.00 **	
				GRAND TOTAL	2,379,628.00 ***	

**ASO**  
**Balance Sheet**  
**As of April 30, 2025**

**Apr 30, 25**

**ASSETS**

**Current Assets**

**Checking/Savings**

**ASO Safe1** 112,004.88

**ASO Safe1 - Savings** 144.12

**Total Checking/Savings** 112,149.00

**Total Current Assets** 112,149.00

**TOTAL ASSETS** **112,149.00**

**Restricted Funds**

**ASO General - Operating** 21,803.80

**Athletics** 11,716.98

**Baseball Club** 3,337.58

**Best Buddies** 5,020.63

**Circle K Club** 332.00

**Cougar Pride Club** 1,236.37

**DH Class of 2025** 1,541.57

**DH Class of 2026** 745.12

**DH Club General** 554.04

**ECE** 2,598.99

**Golf Club Mens** 88.65

**Golf Club Womens** 1,121.25

**Intervarsity Club** 1,543.19

**NSLS Club** 3,128.22

**Performing Arts** 2,402.62

**Soccer Club - Mens** 5,852.58

**Soccer Club - Womens** 5,326.83

**Social Science/ Research** 21.47

**Softball Club** 563.07

**STEM** 1,323.31

**TC Cares** 609.00

**TIL Reunion** 1,461.73

**Uniform Replacement** 26,618.94

**Veterans Club** 1,542.41

**Women's Athletic Club** 2,052.35

**Women's Basketball Club** 9,606.30

**Total Restricted Funds** **112,149.00**