

WEST KERN COMMUNITY COLLEGE DISTRICT  
AGENDA FOR REGULAR MEETING

August 11, 2021

**Cougar Room**  
(Access Through the Library Entrance)

*In accordance with COVID-19 protocol masks will be required.*

5:00 p.m.

29 Cougar Court  
Taft, California 93268

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

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

**C. Language Assistance.** *The District welcomes Spanish and other language speakers to Board meetings. Anyone planning to attend and needing an interpreter should call Sarah Criss at (661) 763-7711 forty-eight (48) hours in advance of the meeting so that arrangements can be made for an interpreter. El Distrito da la bienvenida a las personas de 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. 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. 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. PUBLIC COMMENT ON CLOSED SESSION ITEMS
3. ADJOURN TO CLOSED SESSION

- A. Public Employee Appointment/Employment, Government Code Section 54957
  - B. Public Employee Performance Evaluations, Government Code Section 54957
  - C. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
  - D. Conference with Labor Negotiators (Government Code section 54957.6)  
Agency Designated Representative: Superintendent/President  
Employee Organizations: TC Faculty Association, CSEA Chapter #543 & Management/Supervisory/Classified Confidential Employees
  - E. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
  - F. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)
4. RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTION
  5. FLAG SALUTE
  6. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
  7. GENERAL COMMUNICATIONS
  8. PRESENTATION – Child Development Program Self-Evaluation
  9. APPROVAL OF MINUTES – Regular Meeting Held July 14, 2021
  10. NEW BUSINESS:
    - A. Second Presentation and Request for Approval – Tentative Agreement Between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District – Dual Enrollment Pilot Program High School Instruction
    - B. First Reading – Board Policy Revision
      - BP #2200 Board Duties and Responsibilities
      - BP #2220 Committees of the Board
      - BP #2435 Evaluation of the CEO
      - BP #2745 Board Self-Evaluation
    - C. Information Item – Annual List of Board Policies and Administrative Procedures Action for 2020-2021
  11. CONSENT AGENDA (Items A – I)
    - A. Request for Ratification – 2021-22 Contract Education Agreement between WESTEC and WKCCD; 7/1/21 – 6/30/22

- B. Request for Approval – WKCCD Equal Employment Opportunity Plan for 2021-2024
- C. Request for Ratification – Facilities Use & Activities Request Form for Use of Taft Union High School Soccer Field for Summer/Fall 2021 Classes, Practices, & Seasonal Games; 8/2/21 – 12/17/21; \$5,000.00 plus repair costs
- D. Request for Ratification – Retainer Agreement with Public Agency Law Group; See Fee Schedule
- E. Request for Ratification – Agreement with Absolute Mitigation Services; \$39,332.69
- F. Request for Approval – ITSavvy LLC – CommVault Software Support Renewal, Quote #3487959; 9/1/21 – 8/31/22; \$11,687.10
- G. Request for Approval – Renewal of Turnitin (Plagiarism Detection) Account; 8/1/21 – 7/31/22; \$9,703.68
- H. Request for Approval – Adaptigent (Formerly GT Software) NetCOBOL Maintenance Renewal, Quote #0001533; 9/1/21 – 8/31/22; \$2,376.00
- I. Ratification of the July 2021 Vendor Check & Purchase Order Registers

12. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST

13. EMPLOYMENT (Action)

- A. Academic Employment (Appendix I)
- B. Classified/Management Employment (Appendix II)
- C. Resignations/Retirements (Appendix II)

14. REPORTS:

- A. Financial Reports (For Information)
  - 1. Revenue Accounts (Account Level 1) FY 2021/22
  - 2. Expenditure Accounts (Account Level 1) FY 2021/22
  - 3. Expenditure Detail of \$10,000.00 or Greater, July 2021
  - 4. Student Organization and Special Accounts, July 2021
  - 5. Funds Deposited in County Treasury, July 2021
  - 6. Employee Travel Report – July 2021
  - 7. Report of Investments as of the Quarter Ended June 30, 2021 Held at U.S. Bank Global Corporate Trust
- B. Trustee Reports
- C. Academic Senate Report
- D. Reports from Staff and Student Organizations

15. REPORT OF THE SUPERINTENDENT/PRESIDENT

16. NEXT MEETING DATE

The next regular meeting is tentatively scheduled for Wednesday, September 8, 2021, at 5:00 p.m.

17. ADJOURNMENT

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

**REGULAR MEETING**

**July 14, 2021**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:02 p.m. by President Dawn Cole. Secretary Emmanuel Campos and trustees Michael Long, Dr. Kathy Orrin and Billy White were present. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were in attendance.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were heard.

**CLOSED SESSION**

At 5:03 p.m. it was moved by Trustee Orrin, seconded by Secretary Campos and unanimously carried, that the Board convene in Closed Session to discuss the District's position regarding the following matters:

- A. Public Employee Appointment/Employment, Government Code Section 54957
- B. Public Employee Performance Evaluations, Government Code Section 54957
- C. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
- D. Conference with Labor Negotiators (Government Code section 54957.6)  
Agency Designated Representative: Superintendent/President  
Employee Organizations: TC Faculty Association, CSEA Chapter #543 &  
Management/Supervisory/Classified Confidential Employees
- E. Conference with Legal Counsel - Potential Litigation, Pursuant to Paragraph (4) of  
Subdivision (d) of Government Code Section 54956.9
- F. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146,  
48900 et. Seq. and 48912(b)

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

At 6:00 p.m., it was moved by Secretary Campos, seconded by Trustee Long and unanimously carried, to reconvene in Public Session. President Cole reported that no action was taken.

**PLEDGE OF ALLEGIANCE**

President Cole led the pledge of allegiance.

**PUBLIC COMMENT ON OPEN SESSION ITEMS**

No comments were heard.

## GENERAL COMMUNICATIONS

Dr. Daniels introduced Student Trustee Desirae Salas.

## APPROVAL OF MINUTES

On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held June 9, 2021 and the Special Meeting held June 3, 2021 were approved.

## NEW BUSINESS

### **Collective Bargaining - Public Hearing and Request for Approval (A-D):**

President Cole requested a public hearing be opened as mandated for Items A-D to allow for public participation. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the public hearing opened at 6:11 p.m.

President Cole called for public comment on items A-D. There were none.

On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the public hearing was closed at 6:13 p.m.

### **Second Presentation and Request for Approval - Taft College Faculty Association CTA/NEA, Reopener for FY 2021/22**

On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the request was approved (copy attached to official minutes).

### **Second Presentation and Request for Approval - Taft College CSEA Chapter #543, Reopener for FY 2021/22**

On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the request was approved (copy attached to official minutes).

### **Second Presentation and Request for Approval - Taft College Faculty Association CTA/NEA Reopener with WKCCD for FY 2021/22**

On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the request was approved (copy attached to official minutes).

### **Second Presentation and Request for Approval - Taft College CSEA Chapter #543 Reopener with WKCCD for FY 2021/22**

On a motion by Trustee Orrin, seconded by Trustee Long and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval – Resolution 2021/22-01 – Declaring a State of Emergency and Delegating Authority to the Superintendent/President to Close District Centers, Campus, and Offices, and to Otherwise Respond to the Novel Coronavirus (COVID-19)**

Dr. Daniels explained that the resolution language is the same used previously. This resolution would extend the authority due to the continued COVID-19 response. Trustee Long inquired as the status of required vaccination for students. Dr. Daniels stated that only students who live in district facilities will be required to vaccinate. On a motion by Trustee Long, seconded by Secretary Campos and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Ratification – Interim Administrative Employment Agreement with Dr. Damon Bell**

Dr. Daniels said that Dr. Bell’s assistance will help to smoothly transition during the recruitment for a permanent Vice President of Student Services. On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the agreement was approved (copy attached to official minutes).

**Request for Approval – Final Project Proposal (FPP) – Taft College Vocational Center**

Brock McMurray, Executive Vice President of Administrative Services, explained that this is the annual action required to participate in the potential funding from the state for facility improvement. On a motion by Secretary Campos, seconded by Trustee Long and unanimously carried, the request was approved (copy attached to official minutes).

**Request for Approval – WKCCD 2023-2027 Five Year Capital Outlay Plan**

Mr. McMurray told the Board this is similar to the FPP. This plan is a long term plan for District facility projects that will allow the District to participate in potential state funding. On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

**First Presentation – Tentative Agreement Between Taft College Faculty Association (TCFA/CTA/NEA) and West Kern Community College District – Dual Enrollment Pilot Program High School Instruction**

Dr. Daniels said that this agreement allows for College faculty to instruct on the Taft Union High School campus if a need arises for a dual enrollment course.

**CONSENT AGENDA:**

- A. Request for Approval – Declaration of Surplus Personal Property and Authorization for Sale
- B. Request for Ratification – Strong Workforce Program and Regional Allocation Round 5 Agreement; 7/1/21 – 6/30/22; Allocation of \$413,541.00

- C. Request for Approval – Resolution No. 2021/22-02 and Agreement with California Department of Education to Provide Services Under the Migrant Child Care Program, Contract #CMIG-1005; 7/1/21 – 6/30/22; Allocation of \$781,197.00
- D. Request for Approval – Resolution No. 2021/22-03 and Agreement with California Department of Education to Provide Services Under the Migrant Specialized Services, Contract #CMSS-1005; 7/1/21 – 6/30/22; Allocation of \$110,580.00
- E. Request for Approval – Resolution No. 2021/22-04 and Agreement with California Department of Education to Provide Services Under the General Child Care and Development Programs, Contract #CCTR-1057; 7/1/21 – 6/30/22; Allocation of \$3,535,022.00
- F. Request for Approval – Off Campus Rentals for TIL Program
- G. Request for Approval – WESTEC Cabling Project; \$69,155.00
- H. Request for Approval – WKCCD 2021-2022 Accident Insurance Renewal for Students/Intercollegiate Athletes; 8/1/21 – 7/31/22; \$53,052.00
- I. Request for Approval – CCCApply Process Review Project; \$25,000.00
- J. Request for Ratification – Purchase of Taft College Centennial Logo Banners; \$26,945.49
- K. Request for Approval – AMS.Net Annual Support Coverage Quote #Q-00053192, Cisco Network Hardware; \$16,952.27
- L. Request for Ratification – Master Service Order Form Master Licensing Agreement with UKG, Inc.; 36 Months; \$10,000.00 Implementation Fee and \$7.00 per Employee Monthly Subscription
- M. Request for Approval – Cisco Umbrella Insights Annual License Renewal; 7/26/21 – 7/25/22; \$4,212.00
- N. Request for Ratification – ChildPilot Agreement; Effective 6/2/21; \$180.00 per Month and \$200.00 Activation/Training Fee
- O. Request for Approval – SSD Alarm Burglar Alarm Monitoring Agreement for Taft College Bookstore; 6/28/21 – 6/28/26; \$99.00 Installation Fee and \$59.95 per Month
- P. Ratification of the June 2021 Vendor Check & Purchase Order Registers

President Cole noted that Item 10.E needed to be amended to reflect the correct contract with the California Department of Education. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the Consent Agenda was amended. The amended version will



be included with the official minutes. On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, Consent Agenda Items A – Y as amended were approved as presented (materials related to the items are attached to official minutes).

## **PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST**

Dr. Daniels introduced Dr. Damon Bell, Interim Vice President of Student Services.

## **EMPLOYMENT**

On a motion by Trustee White and seconded by Trustee Long, Employment Items A-C were approved by the following vote (Employment Items (*Appendix I and II*) are attached to official minutes):

Yes: Dawn Cole, Emmanuel Campos, Billy White, Michael Long and Dr. Kathy Orrin

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 2020/21
2. Expenditure Accounts (Account Level 1) FY 2020/21
3. Expenditure Detail of \$10,000.00 or Greater, June 2021
4. Student Organization and Special Accounts, June 2021
5. Funds Deposited in County Treasury, June 2021
6. Employee Travel Report – June 2021

### **Trustee Reports**

Trustee Orrin reported that she spoke with an alumni who commended faculty for holding content quality as a high standard in courses. The alumni said that while taking courses at the College as well as other institutions that Taft College stood out with this characteristic.

### **Associated Student Organization**

Desirae Salas, Student Trustee, shared a similar praise for faculty delivering valuable instruction. Ms. Salas shared upcoming ASO activities that include Welcome Week to support students and Club rush to increase engagement. The ASO is also working with staff to complete last fiscal year's budget reporting as well as building the budget for the current academic year.

### **Administrative Services**

Mr. McMurray, Executive Vice President of Fiscal Services, told the Board that the Bookstore has moved and is operating in the new Student Center. The Student Center is in the final phase and should be completed soon.

### **Marketing and Community Relations**

Susan Groveman, Director of Marketing and Community Relations, shared a sample of the Centennial banner that will be displayed on campus and in the community. Work with the committee for the celebration continues. The call for web design consultant work is nearing the final step. She also shared that work to promote the upcoming Cougar Day is underway.

### **Foundation**

Sheri Horn-Bunk, Executive Director of the Foundation, reported that events are returning this fall and planning is ongoing for the Cougar Cookout. Three honor flight recipients have been sponsored so far and feedback shows support for the return of the annual event.

### **Institutional Research/Information Services**

Xiaohong Li, Vice President of Information and Institutional Effectiveness, said that the ITS staff continue to assist the Bookstore with the transition to the new building. The Institutional Research staff is assisting in the completion of the accreditation self-report that is in final editing.

### **Career Technology Education**

Dr. Jessica Grimes, Dean of Instruction and Career Technical Education, told the Board that the campaign with channel 23 news is going well. Filming is now complete.

### **Campus Safety and Security**

Kevin Altenhofel, Director of Campus Safety and Security, informed the Board that the department is actively moving on recommendations from the third-party assessment of the campus. He added that work to set up safety measures in the Student Center is also beginning.

### **REPORT OF THE SUPERINTENDENT/PRESIDENT**

Dr. Daniels shared that the Student Center is nearing completion and will host the annual Convocation breakfast for staff during the inservice. There will also be a guest speaker at the annual meeting. Work continues on the Centennial celebration to include campus and community in marking the anniversary. She added that while event preparation is again underway that staff continue to make enrollment recruitment the priority.

Dr. Daniels also informed the Board that the ACCJC Institutional Self-Evaluation Report will be mailed out after final edits are completed this week.

### **NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, August 11, 2021.

### **ADJOURNMENT**

At 6:40 p.m., on a motion by Trustee Long, seconded by Trustee White and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Emmanuel Campos, Secretary

**Date:** June 22, 2021  
**Submitted by:** Heather del Rosario, Vice President of Human Resources  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** August 11, 2021

**Title of Board Item:**

Second Presentation: Dual Enrollment Pilot Program High School Instruction

**Background:**

As part of the continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus on the details of instruction within the Dual Enrollment Program with Taft Union High School in the event that Taft College instructors are needed to teach a Dual Enrollment course on the Taft Union High School campus.

**Terms (if applicable):**


Agreement would become effective after ratification by the TCFA/CTA/NEA and once approved by the WKCCD Board of Trustees.

**Expense (if applicable):**

N/A

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

N/A

**Approved:**   
\_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President

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

**DUAL ENROLLMENT PILOT PROGRAM H.S. INSTRUCTION**

This Tentative Agreement (“Agreement”) is made by and between the Taft College Faculty Association (“TCFA/CTA/NEA”) and the West Kern Community College District (“District”) (collectively referenced as the “parties”) for the 21-22 academic year and can be renewed annually with respect to the following recitals:

As part of continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus on the details of instruction within the Dual Enrollment Program.

Now, therefore, TCFA/CTA/NEA and the District hereby agree as follows:

1. The above recitals are true and correct.
2. Instructors who teach classes for Taft College (TC) in the Taft Union High School (TUHS) facility may be adjunct instructors, or full-time instructors.
3. Instructors will not be mandated or compelled to accept a teaching assignment at TUHS; this assignment is voluntary.
4. Instructors will meet the Course Outline of Record (COR) for the TC course taught at TUHS.
5. Hours related to DE course that fall outside of the TC academic calendar required due to TUHS schedules will be compensated at the adjunct rate.
6. Dual Enrollment assignments will count towards Taft College’s 67% unit load if assigned to an adjunct instructor.
7. Except as set forth in this Agreement, as with all TC courses all other terms and conditions of the CBA shall remain unchanged, including evaluation procedures. Similarly, all board policies will be followed, and all federal regulations, including FERPA, will be maintained.
8. Faculty members will be held harmless for any inadvertent violation of this agreement.
9. This Agreement will become effective after ratification by the TCFA/CTA/NEA members and the District’s Governing Board.

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Dawn Cole, President  
Board of Trustees  
West Kern Community College District

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Ruby Payne, President  
Taft College Faculty Association/CTA/NEA

Dated: August \_\_\_\_\_, 2021

Dated: August \_\_\_\_\_, 2021

Board Approval:  
First Presentation: July 14, 2021  
Second Presentation/Approval: August 11, 2021

# BOARD AGENDA ITEM

Date: August 3, 2021  
Submitted by: Dr. Debra Daniels, Superintendent/President  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Information Item

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**Board Meeting Date:** August 11, 2021

**Title of Board Item:**  
First Reading – Board Policy Revisions


**Background:**  
The Board Policies listed 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.

- BP #2200 Board Duties and Responsibilities
- BP #2220 Committees of the Board
- BP #2435 Evaluation of the CEO
- BP #2745 Board Self-Evaluation

**Terms (if applicable):**  
N/A

**Expense (if applicable):**  
N/A

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

Approved:   
\_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President

## BP 2200 Board Duties and Responsibilities

Reference:

*ACCJC Accreditation Standard IV*

The Board of Trustees governs on behalf of the citizens of the West Kern Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

1. Represent the public interest.
  - a. Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations.
  - b. Assure the Board operates in an open, accessible, welcoming spirit, and maintains an anti-racist culture
  - c. Establish policies that ensure the District operates in anti-racist manner
  - d. Hire and evaluate the Superintendent/President.
- 4.2. Delegate power and authority to the Superintendent/President to effectively lead the District.
- 5.3. Assure fiscal health and stability.
- 6.4. Monitor institutional performance and educational quality.
- 7.5. Advocate for and protect the District.

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## **BP 2220 Committees of the Board**

**Reference:**

*Government Code Section 54952*

The Board may by action establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the Brown Act and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory, are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.



## BP 2435 Evaluation of Superintendent/President

Reference:

*Education Code Section 87663;*  
*ACCJC Accreditation Standard IV.C.3*

The Board shall conduct an evaluation of the Superintendent/President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment of the Superintendent/President as well as this policy.

The Board shall evaluate the Superintendent/President using an evaluation process developed and jointly agreed to by the Board and the Superintendent/President.

The criteria for evaluation shall be based on board policy, the Superintendent/President job description, and performance goals and objectives developed in accordance with Board Policy 2430 titled Delegation of Authority to the Superintendent/President. The criteria for evaluation of the Superintendent/President shall also include performance goals and objectives related to the District's commitment to diversity, equity, and inclusion.

See Administrative Procedures AP 2435

Working Copy 5/5/21

## BP 2745 Board Self-Evaluation

Reference:

*ACCJC Accreditation Standard IV.C.10 (Formerly IV.B.1.e & g)*

The Board is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board will conduct a self-evaluation annually. Any evaluation instrument shall incorporate criteria contained in these Board policies regarding board operations, as well as criteria defining board effectiveness promulgated by recognized practioners in the field. The criteria for the Board's self-evaluation shall also include performance goals and objectives related to the District's and the Board's commitment to anti-racism, diversity, equity, and inclusion. The self-evaluationA summary of the evaluations will be presented and discussed at a board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

# BOARD AGENDA ITEM

Date: August 2, 2021  
Submitted by: Dr. Debra Daniels, Superintendent/President  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Information Item

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Board Meeting Date: August 11, 2020

Title of Board Item:

Annual list of Board Policies and Administrative Procedures Action for 2020-2021

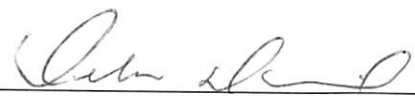
Background:

The purpose of this document is to inform which Board Policies and Administrative Procedures have been reviewed, revised and implemented on campus and posted onto our Taft College website.

Terms (if applicable):

Expense (if applicable):

Fiscal Impact Including Source of Funds (if applicable):

Approved:   
Dr. Debra Daniels, Superintendent/President

West Kern Community College District  
 Administrative Procedures and Board Policies  
 Reviewed, Revised, and Implemented  
 7/1/20 through 6/30/21

<b>Administrative Procedures</b>		
<b>Number</b>	<b>Title</b>	<b>Implemented Revised Reviewed</b>
AP 2110	Vacancies on Board	7/21/20
AP 2410	Board Policies and Administrative Procedures	7/23/20
AP 2360	Minutes	7/21/20
AP 2365	Recording	7/21/20
AP 2430	Delegation of Authority	7/22/20
AP 2435	Evaluation of Superintendent/President	4/26/21
AP 2510	Participation in Local Decision-Making	7/22/20
AP 2610	Presentation of Initial Collective Bargaining Proposals	7/22/20
AP 2735	Board Member Travel	5/3/21
AP 3100	Organizational Structure	7/14/20
AP 3200	Accreditation	7/21/20
AP 3250	Institutional Planning	7/21/20
AP 3280	Grants	9/23/20
AP 3410	Nondiscrimination	4/26/21
AP 3420	Equal Employment Opportunity	4/26/21
AP 3434	Responding to Harassment Based on Sex Under Title IX	4/26/21
AP 3435	Discrimination, Harassment, Bullying, or Retaliation Complaint Investigation Procedure	4/14/21
AP 3430	Prohibition of Harassment	8/10/20
AP 3433	Prohibition of Sexual Harassment under Title IX	8/10/20
AP 3502	Campus Security Cameras	7/19/20
AP 3503	Missing Student Notification	9/23/20
AP 3515	Reporting of Crimes	9/30/20
AP 3516	Registered Sex Offender Information	7/21/20
AP 3518	Child Abuse Reporting	4/14/21
AP 3540	Sexual and Other Assaults on Campus	8/10/20
AP 3560	Alcoholic Beverages	9/30/20
AP 3720	Computer and Network Use Procedure – District Employees	4/14/21
AP 3725	Information and Communications Technology Accessibility and Acceptable Use	4/14/21
AP 3811	General Complaints and Complaints Concerning District Employees	7/30/20
AP 4010	Academic Calendar	7/21/20
AP 4020	Program and Curriculum Development	11/4/20
AP 4022	Course Approval	9/30/20
AP 4030	Academic Freedom	7/30/20
AP 4040	Library and Learning Support Services	9/30/20
AP 4060	Delineation of Functions	7/30/20
AP 4070	Auditing and Auditing Fees	9/30/20
AP 4100	Graduation Requirements for Degrees and Certificates	7/30/20
AP 4101	Independent Study	12/14/20
AP 4102	Occupational/Vocational/Technical Programs	9/30/20
AP 4103	Work Experience	12/14/20
AP 4105	Distance Education	12/14/20
AP 4115	Award of Emeritus	7/30/20
AP 4222	Remedial Coursework	11/4/20

AP 4226	Multiple and Overlapping Enrollments	9/30/20
AP 4231	Grade Changes	11/4/20
AP 4232	Pass/No Pass	7/30/20
AP 4235	Credit for Prior Learning	11/4/20
AP 4255	Disqualification and Readmission	12/14/20
AP 4300	Field Trips and Excursions	1/11/21
AP 4400	Continuing Education and Workplace Training	9/30/20
AP 5011	Admission and Concurrent Enrollment of High School and Other Young Adults	11/4/20
AP 5030	Fees	2/24/21
AP 5031	Instructional Material Fees	9/30/20
AP 5035	Withholding of Student Records	2/24/21
AP 5040	Student Records, Directory Information, and Privacy	4/14/21
AP 5055	Enrollment Priorities	9/30/20
AP 5110	Counseling	7/30/20
AP 5500	Standards of Student Conduct	4/14/21
AP 5520	Student Discipline Procedures	4/14/21
AP 5530	Student Rights and Grievances	3/23/21
AP 4610	Instructional Service Agreements	7/21/20
AP 6350	District Fundraising	12/14/20
AP 6370	Contracts – Personal Service	5/5/21
AP 6400	Financial Audits	1/11/21
AP 6530	District Vehicles	7/30/20
AP 7150	Administrator and Confidential Employees	9/22/20
AP 7234	Overtime	9/30/20
AP 7336	Certification of Freedom from Tuberculosis	11/4/20
AP 7348	Accommodations	4/26/21
AP 7362	Classified Administrators and Confidential Employees	9/22/20
AP 7500	Volunteers	7/21/20
AP 7600	College Campus Safety & Security	12/14/20
	<b>Board Policies</b>	
<b>Number</b>	<b>Title</b>	<b>Implemented Revised Reviewed</b>
BP 1200	District Mission	2/10/21
BP 2435	Evaluation of the CEO	4/14/21
BP 2510	Participation in Local Decision-Making	9/22/20
BP 2610	Presentation of Initial Collective Bargaining Proposals	9/22/20
BP 2716	Political Activity	9/22/20
BP 2717	Personal Use of Public Resources	9/22/20
BP 2720	Communications Among Board Members	9/15/20
BP 2730	Board Member Health Benefits	11/11/20
BP 2735	Board Member Travel	4/14/21
BP 2725	Board Member Compensation	9/22/20
BP 2750	Board Member Absence from the State	9/22/20
BP 2355	Decorum	9/15/20
BP 3050	Institutional Code of Ethics	9/15/20
BP 3250	Institutional Planning	9/15/20
BP 3410	Nondiscrimination	4/14/21
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BP 3433	Prohibition of Sexual Harassment under Title IX	8/13/20
BP 3505	Emergency Response Plan	9/22/20
BP 3515	Reporting of Crimes	9/15/20
BP 3518	Child Abuse Reporting	4/14/21
BP 3540	Sexual and Other Assaults on Campus	8/13/20

BP 3550	Drug Free Environment and Drug Prevention Program	11/11/20
BP 4040	Library Services	11/11/20
BP 4050	Articulation	11/11/20
BP 4070	Auditing and Auditing Fees	10/14/20
BP 4220	Standards of Scholarship	11/11/20
BP 4226	Multiple and Overlapping Enrollments	11/11/20
BP 4235	Credit for Prior Learning	11/11/20
BP 4300	Field Trips and Excursions	3/11/21
BP 4400	Community Services Programs	11/11/20
BP 5010	Admissions and Concurrent Enrollment	11/11/20
BP 5030	Fees	11/11/20
BP 5035	Withholding of Student Records	4/14/21
BP 5130	Financial Aid	9/15/20
BP 5500	Standards of Student Conduct	4/14/21
BP 6350	Foundation and Fundraising	9/15/20
BP 7230	Classified Employees	9/21/20
BP 7260	Classified Administrators	9/15/20
BP 7330	Communicable Diseases	4/14/21
BP 7362	Discipline and Dismissals – Classified, Administrators and Confidential Employees	11/11/20
BP 7385	Salary Deductions	11/11/20
BP 7510	Domestic Partners	11/11/20

**Date:** July 12, 2021  
**Submitted by:** Dr. Leslie Minor, Vice President of Instruction  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Ratification

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**Board Meeting Date:** August 11, 2021

**Title of Board Item:**

2021-22 Contract Education Agreement between WESTEC and WKCCD

**Background:**

This is a continuation of the current agreement with Westside Energy Services Training and Education Center (WESTEC). In the 2020-21 academic year, our partnership with WESTEC generated full-time equivalent students (FTES) and helped us achieve our goals while meeting the needs of students and employers.

**Terms (if applicable):**

July 1, 2021 - June 30, 2022

**Expense (if applicable):**

N/A

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

The college contracts with WESTEC for programs listed in the agreement for 300-400 FTES per year. The cost and revenue outlined with the agreement are reflected in the 2021-2022 budget.

**Approved:**   
\_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President

**WESTEC/WKCCD  
2021-2022 CONTRACT EDUCATION AGREEMENT**

THIS AGREEMENT is made and entered into by and between the WEST KERN COMMUNITY COLLEGE DISTRICT ("WKCCD") and WESTSIDE ENERGY SERVICES TRAINING AND EDUCATION CENTER ("WESTEC").

**1. Authority, Purpose and Scope**

This Agreement is entered into pursuant to Education Code Section 78020, et seq., and relates to the provision of instruction and other services by WKCCD and WESTEC from July 1, 2021 to June 30, 2022.

**2. Instructional Programs and Classes to be Provided**

WESTEC will provide credit instruction and related services for each of the following WKCCD programs and classes:

- a. Occupational Safety & Health (OSH) program – formerly known as Industrial Health and Safety (IHS) program
- b. Criminal Justice Administration (CJA) program
- c. Court Reporting program
- d. Petroleum Technology program (including related Safety programs)
- e. Any other mutually agreed upon classes

**3. Services and Service Locations**

For each of these programs and agreed upon classes:

- a. WESTEC will provide the services of qualified instructors to teach specified courses offered by WKCCD, administrative supervision for that instruction, record keeping and other administrative services pertaining to the granting of college credit to students enrolled in these classes.
- b. WKCCD will provide all instructors with a copy of the Faculty Handbook that outlines instructional processes, such as evaluations, curriculum development activities, departmental meetings, program reviews, student learning outcomes (SLO) and assessments, and guest speaker procedures. WESTEC will ensure all processes and procedures are followed and completed as outlined in the Faculty Handbook.
- c. WKCCD will provide administrative and academic supervision for instruction carried out by WESTEC employees and record keeping and other administrative services pertaining to the granting of college credit to students enrolled in the classes.
- d. The services specified above will be provided at the WKCCD facilities located at 5801 E. Lerdo Highway, Shafter, California or at other locations mutually agreed to by WKCCD and WESTEC.



4. Costs and Reimbursements

- a. WKCCD will reimburse WESTEC at a rate of \$6.83 per contact hour generated by enrollment under this agreement, less enrollment fees. This instructional reimbursement will be within a range of 300-400 FTES for this contract period unless mutually agreed upon. WESTEC will invoice WKCCD weekly for instructional hours completed, and WESTEC will provide WKCCD with weekly enrollment tracking reports and analyses.
- b. WESTEC will pay all other expenses related to operating the facilities, such as water, minor repairs, custodial and non-instructional supplies and equipment.
- c. WESTEC shall notify WKCCD of any or all major repairs needed or health and safety concerns related to grounds and facilities located at 5801 E. Lerdo Highway, Shafter, California or at other locations mutually agreed to by WKCCD and WESTEC.

5. Facilities/Equipment Use, Indemnification and Release of Claims

- a. WESTEC will permit WKCCD to use WESTEC owned, leased or loaned equipment when not otherwise in use by WESTEC, subject to the conditions specified below
- b. To the extent permitted by law, each party (WKCCD/WESTEC) mutually agrees to defend, indemnify and hold the other party (WESTEC/WKCCD) harmless against any claims, costs, expenses, attorney fees, lawsuits, judgments or other losses occurring in connection with or in any way incident to its use of the equipment and/or facilities except for liability resulting from gross negligence or willful misconduct of its officers, employees, agents or its independent contractors who are directly employed.
- c. Each party agrees to maintain General Liability in the amount of \$10,000,000 where the other party shall be named as an additional insured party; each party shall provide to the other party a certificate of insurance evidencing the required coverage hereunder.
- d. To the extent permitted by law, each party agrees to release any and all claims, demands, liens, causes of action whether in law or equity it may have at any time against the other party, its agents and/or employees arising for any reason whatsoever out of its use of said equipment and facilities.

6. The addresses for delivery of any notice required under this agreement are as follows:

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

Westside Energy Services Training & Education Center  
5801 E. Lerdo Hwy  
Shafter, CA 93263

Executed in Taft, California on the date shown below:

**WKCCD**

**WESTEC**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Date:** August 4, 2021

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

**Area Administrator:** Dr. Debra Daniels, Superintendent/President

**Subject:** Request for Approval

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**Board Meeting Date:** August 11, 2021

**Title of Board Item:**  
Request for Approval: WKCCD Equal Employment Opportunity Plan for 2021-2024

**Background:**  
Section 53003(a) of Title 5 of the California Code of Regulations, requires the governing board of each community college district to develop and adopt a District-wide written equal employment opportunity plan to implement its equal employment opportunity program. Such plans and revisions must be submitted to the Chancellor's Office for review and approval. Section 53003(b) requires districts to review their plans at least every three years, and, if necessary, revise and submit them to the Chancellor's Office.

**Terms (if applicable):**  
September 1, 2021-August 31, 2024

**Expense (if applicable):**  
N/A

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

**Approved:** \_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President



## **EMPLOYMENT OPPORTUNITY PLAN**

**August 30, 2021**

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## **PLAN COMPONENT 1: Introduction**

The West Kern Community College District Equal Employment Opportunity Policy was adopted by the Governing Board on June 11, 2003. The Equal Employment Opportunity Plan (Plan) was adopted by the Governing Board on August 11, 2021. The Plan reflects the District's commitment to equal employment opportunity. It is the District's belief that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment, which is welcoming to all, will foster diversity and promote excellence.

This Plan is supportive of the West Kern Community College District's institution level Student Learning Outcome relating to "Community/Global Consciousness and Responsibility". At Taft College, graduates should be able to demonstrate social and cultural awareness, ethical behavior, effective and sensitive communication, and a commitment to learning. This Plan is reflective of the belief at Taft College that through an educational experience in an inclusive environment, our students will be better prepared to work and live in an increasingly global society.

The Plan's immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable Title 5 regulations (section 53000 et seq.) and the steps the District shall take in the event of underrepresentation of monitored groups. The Plan contains an analysis of the demographic makeup of the District's workforce population and an analysis of whether underrepresentation of monitored groups exists. The Plan also includes the requirements for a complaint procedure for noncompliance with the Title 5 provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; establishment of an EEO Advisory Committee; methods to support equal employment opportunity and an environment which is welcoming to all; and procedures for dissemination of the Plan. To properly serve a growing diverse population, the District will endeavor to hire and retain faculty and staff who are sensitive and knowledgeable of the needs of the continually changing student body it serves.

Dr. Debra Daniels  
Superintendent/President  
West Kern Community College District

## PLAN COMPONENT 2: Definitions

1. **Adverse Impact:** a statistical measure (such as those outlined in the EEO Commission's Uniform Guidelines on Employee Selection Procedures) that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group defined in terms of ethnic group identification, gender, or disability. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.
2. **Business Necessity:** circumstances which justify an exception to the requirements of section 5302 1(b) (l) because compliance with that section would result in substantial additional financial cost to the district or pose a significant threat to human life or safety. Business necessity requires greater financial cost than mere business convenience. Business necessity does not exist where there is an alternative that will serve business needs equally well.
3. **Diversity:** a condition of broad inclusion in an employment environment that offers equality and respect for all persons. A diverse educational community recognizes the educational benefits that flow from employee populations that are varied by race, gender, disability status, belief, age, national origin, cultural background, life experience and other enriching characteristics.
4. **Equal Employment Opportunity:** all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories listed in section 53004(a). Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination by Title 5, section 53000 et seq.
5. **Equal Employment Opportunity Plan:** a written document in which a district's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.
6. **Equal Employment Opportunity Programs:** all the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of section 53006.
7. **Ethnic Minorities:** American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African Americans, and Hispanics/Latinos.
8. **Ethnic Group Identification:** an individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to section 53004. These groups shall be more specifically defined by the Chancellor consistent with state and federal law.
9. **Goals for Persons with Disabilities:** a statement that the District will strive to attract and hire additional qualified persons with a disability in order to achieve the level of projected

representation for that group by a target date established by taking into account the expected turnover in the workforce and the availability of persons with disabilities who are qualified to perform a particular job. Goals are not "quotas" or rigid proportions.

10. **In-house or Promotional Only Hiring:** means that only existing District employees are allowed to apply for a position.
11. **Monitored Group(s):** those group(s) identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a).
12. **Person with a Disability:** any person who (1) has a physical or mental impairment as defined in Government Code, section 12926 which limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.
13. **Projected Representation:** the percentage of persons from a monitored group determined by the District to be available and qualified to perform the work in question.
14. **Reasonable Accommodation:** the efforts made on the part of the District to remove artificial or real barriers, which prevent or limit the employment and upward mobility of persons with disabilities. "Reasonable accommodations" may include the items designated in section 53025.
15. **Screening or Selection Procedures:** any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures 5 include the full range of assessment techniques, including but not limited to traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.
16. **Significantly Underrepresented Group:** any monitored group for which the percentage of persons from that group employed by the District in any job category listed in section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.
17. **Target Date:** a point in time by which the district plans to meet an established goal for persons with disabilities and thereby achieve projected representation in a particular job category.

### **PLAN COMPONENT 3: Policy Statement**

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas. An EEO Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.



## **PLAN COMPONENT 4: Delegation of Responsibility, Authority and Compliance**

It is the goal of the West Kern Community College District that all employees promote and support equal employment opportunity because equal employment opportunity requires a commitment and a contribution from every segment of the District. The general responsibilities for the prompt and effective implementation of this Plan are set forth below.

1. **Governing Board:** The Governing Board is ultimately responsible for proper implementation of the District's Plan at all levels of district and college operation and for ensuring equal employment opportunity as described in the Plan.
2. **Superintendent/President:** The Governing Board delegates to the Superintendent/President the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The Superintendent/President shall advise the Governing Board concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on plan implementation. The Superintendent/President shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the Plan.
3. **Equal Employment Opportunity Officer:** The District has designated the Vice President of Human Resources as its EEO Officer who is responsible for the day-to-day implementation of the Plan. If the designation of the EEO Officer changes before this Plan is next revised, the District will notify employees and applicants for employment of the new designee. The EEO Officer is responsible for administering, implementing, and monitoring the Plan and for assuring compliance with the requirements of Title 5, sections 53000 et seq. The EEO Officer is also responsible for receiving complaints described in Plan Component 6 and for ensuring that applicant pools and selection procedures are properly monitored.
4. **Equal Employment Opportunity Advisory Committee:** The District has established an EEO Advisory Committee to act as an advisory body to the EEO Officer and to promote understanding and support of equal employment opportunity policies and procedures. The EEO Advisory Committee shall assist in the implementation of the Plan in conformance with state and federal regulations and guidelines, monitor equal employment opportunity progress, and provide suggestions for Plan revisions as appropriate.
5. **Agents of the District:** Any organization or individual, whether or not an employee of the District, who acts on behalf of the Governing Board with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this Plan.
6. **Good Faith Effort:** The District shall make a continuous good faith effort to comply with all the requirements of its Plan.

## **PLAN COMPONENT 5: Advisory Committee**

The District has established an EEO Advisory Committee to assist the District in implementing its Plan. The Committee may promote an understanding of the following:

- Equal opportunity,
- Nondiscrimination policies and procedures,
- Retention,
- Diversity.

The Committee may offer events and training on the following topics:

- Requirements of state and federal nondiscrimination,
- Identification and elimination of bias in hiring,
- Educational benefits of workforce diversity, and
- The role of the advisory committee in carrying out the District's EEO Plan.

The designated EEO Officer shall train the Advisory Committee on equal employment compliance and the Plan itself. The Committee shall include a diverse membership. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this requirement, it will document that efforts were made to recruit Advisory Committee members who are members of monitored groups.

The Committee may be composed of employee populations- three faculty members, three administrators/managers, two students, and two community members- varied by race, gender, sexual orientation, disability, and socio-economic backgrounds. Ex-officio members shall include the designated EEO Officer /Title IX (Employees) Officer and/or appointed designee. The EEO Advisory Committee shall hold a minimum of four (4) meetings per fiscal year with additional meetings if needed to review equal employment opportunity and diversity efforts, programs, policies, and progress. When appropriate, the Advisory Committee shall make recommendations to the Governing Board, the Superintendent/President and the EEO Officer.

## PLAN COMPONENT 6: Complaints

1. **Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Section 53026).** The District has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation. Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60) day limitation. Complaints alleging violations of the Plan that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing. A complainant may not appeal the District's determination pursuant to section 53026 to the Chancellor's Office, but under some circumstances, violations of the equal opportunity regulations in Title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the Chancellor's Office, but the complainant will be required to demonstrate that he/she made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the college and/or district level using the process provided by section 53026. (See California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints at:

<http://www.cccco.edu/divisions/legal/guidelines/GuidelinesforMinimumConditionsComplaints.html>.

The District may return without action any complaints that are inadequate because they do not state a clear violation of the equal employment opportunity regulations. All returned complaints must include from the District a statement of the reason for returning the complaint without action.

### **How to File a Complaint:**

The complaint shall be filed with the EEO Officer in the Human Resources Department. If the complaint involves the EEO Officer, the complaint may be filed with the Superintendent/President. To the extent practicable, a written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. The EEO Officer will forward copies of all written complaints to the Chancellor's Office upon receipt.

In the event that a complaint filed under section 53026 alleges unlawful discrimination, it will be processed according to the requirements of section 59300 et seq.

2. **Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.):** The District has adopted procedures for complaints alleging unlawful discrimination or harassment. The Vice President, Human Resources is responsible for receiving such complaints and for coordinating the investigation. Campus complaint officers may be assigned investigation responsibilities. The complaint shall be filed with the EEO Officer in the Human Resources

Department. If the complaint involves the EEO Officer, the complaint may be filed with the Superintendent/President. The District's discrimination and sexual harassment complaint procedures are currently under review and will be added to the District's administrative procedures on the District website as soon as they are finalized.

## **PLAN COMPONENT 7: Notification to District Employees**

The commitment of the Governing Board and the Superintendent/President to equal employment opportunity is emphasized through the broad dissemination of its EEO Policy Statement and Plan. The Policy Statement will be printed in the college catalogs and class schedules. The Plan and subsequent revisions will be distributed to the District's Governing Board, The Superintendent/President, administrators and Supervisors, the academic senate leadership, union representatives, and members of the District's EEO Advisory Committee. The Plan will be available at the library, on the District's website, in the office of the Superintendent/President and the Human Resources Department, and when appropriate, distributed by e-mail.

Each year, the Human Resources Department will provide all employees with a copy of the Governing Board's EEO Policy Statement (located in Component 3 of this Plan) and written notice summarizing the provisions of the District's EEO Plan. The Human Resources Department will provide all new employees with a copy of the written notice described above when they commence their employment with the District. The annual notice will contain the following provisions:

1. The importance of the employee's participation and responsibility in ensuring the Plan's implementation.
2. Where complete copies of the Plan are available, including the library, the District website, the Office of the Superintendent/President and Human Resources Department.

## **PLAN COMPONENT 8: Training for Committees**

Any organization or individual, whether or not an employee of the District, who is involved in the recruitment, screening and/or selection of personnel, shall receive appropriate training on the requirements of the following:

- Title 5 regulations on equal employment opportunity (section 53000 et. seq.)
- The requirements of federal and state nondiscrimination laws
- The educational benefits of workforce diversity
- The elimination of bias in hiring decisions, and
- Best practices in serving on a selection or screening committee

Persons serving in the above capacities will be required to receive training within the 12 months prior to service and every 2 years thereafter. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees. Any exceptions to the training requirements are at the discretion of the EEO Officer. The Human Resources Department is responsible for providing the required training. Any individual, whether or not an employee of the District, acting on behalf of the District with regard to recruitment and screening of employees is subject to the equal employment opportunity requirements of Title 5 and the District's EEO Plan.

## **PLAN COMPONENT 9: Annual Written Notice to Community Organizations**

The EEO Officer will provide an annual written notice to appropriate community-based and professional organizations concerning the Plan. The notice will inform these organizations that they may obtain a copy of the Plan, and shall include a request for their assistance in identifying diverse qualified candidates. The notice will include a summary of the Plan, the internet address where the District advertises its job openings, and the names, departments, and phone numbers of individuals to call in order to obtain employment information. The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources. A list of organizations, which will receive this notice, is available upon request. This list may be revised from time to time as necessary.

## **PLAN COMPONENT 10: Analysis of District Workforce and Applicant Pool**

The Human Resources Department will annually survey the District's workforce composition. It shall also monitor applicants for employment on an ongoing basis to evaluate the District's progress in implementing the Plan, to provide data needed for the reports required by this Plan, determine whether any monitored group is underrepresented. Monitored groups are:

- Men and women
- American Indians/Alaskan Natives
- Asians or Pacific Islanders
- Blacks/African Americans
- Hispanics/Latinos
- Caucasians
- Persons with disabilities.

For purposes of the survey and report, each applicant or employee will be afforded the opportunity to voluntarily identify his or her gender, ethnic group identification and, if applicable, his or her disability. Persons may designate as many ethnicities as they identify with but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee. The District will annually report to the Superintendent/President the results of its annual survey of employees. At least every three years the Plan will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

- Executive/Administrative/Managerial
- Faculty and other Instructional Staff:
  - Adult Education
  - Career Education
  - English
  - Health and Physical Education
  - Humanities
- Professional Non-faculty
- Secretarial/Clerical
- Technical and Paraprofessional
- Skilled Crafts
- Service and Maintenance



The District's workforce and applicant pools for the academic year of 2015-16, 2016-17 and 2017-18 are as follows:

**Table 1: Applicant Diversity**

AC Year	Category	Total Open Positions	Applicants	Respondents	Respondents			
					Male	Female	Disability	Veteran
2018-19	Executive/Administrative/Management	10	157	35	25	9		
2018-19	Secretary/Clerical	3	100	14	1	12	1	
2018-19	Service & Maintenance	6	63	24	8	11		
2018-19	Faculty & Other Instructional Staff	12	167	57	13	41		
2018-19	Technical/Paraprofessional	40	751	111	49	49		
<b>Totals</b>		<b>71</b>	<b>1238</b>	<b>241</b>	<b>96</b>	<b>122</b>	<b>1</b>	<b>0</b>
2019-20	Executive/Administrative/Management	3	55	1	0	1	0	0
2019-20	Secretary/Clerical	0	0	0				
2019-20	Service & Maintenance	7	122	44	28	16		1
2019-20	Faculty & Other Instructional Staff	34	330	126	78	45		5
2019-20	Technical/Paraprofessional	16	336	93	32	61		3
<b>Totals</b>		<b>60</b>	<b>843</b>	<b>264</b>	<b>138</b>	<b>123</b>	<b>0</b>	<b>9</b>
2020-21	Executive/Administrative/Management	3	37	29	11	18	4	6
2020-21	Secretary/Clerical	1	24	0				
2020-21	Service & Maintenance	5	29	28	9	19	1	
2020-21	Faculty & Other Instructional Staff	12	125	46	21	25	3	3
2020-21	Technical/Paraprofessional	15	138	69	39	30	3	2
<b>Totals</b>		<b>36</b>	<b>353</b>	<b>172</b>	<b>80</b>	<b>92</b>	<b>11</b>	<b>11</b>

**Table 2: Applicant Ethnicity**

AC Year	Category	Total Open Positions	Applicants	Respondents	Respondents					
					American Indian/Alaskan Native	Asian/Pacific Islander	Black/African American	Hispanic/Latino	White	2 or More
2018-19	Executive/Administrative/Management	10	157	35	0	2	3	4	25	
2018-19	Secretary/Clerical	3	100	14	1	0	0	7	6	
2018-19	Service & Maintenance	6	63	24	0	0	0	5	17	
2018-19	Faculty & Other Instructional Staff	12	167	57	0	5	8	34	61	
2018-19	Technical/Paraprofessional	40	751	111	2	1	0	16	36	
<b>Totals</b>		<b>71</b>	<b>1238</b>	<b>241</b>	<b>3</b>	<b>8</b>	<b>11</b>	<b>66</b>	<b>145</b>	
2019-20	Executive/Administrative/Management	3	55	1	0	0	0	0	1	
2019-20	Secretary/Clerical	0	0	0						
2019-20	Service & Maintenance	7	122	44	1	1	2	10	27	2
2019-20	Faculty & Other Instructional Staff	34	330	126	1	20	16	17	58	8
2019-20	Technical/Paraprofessional	16	336	93	1	5	7	31	39	9
<b>Totals</b>		<b>60</b>	<b>843</b>	<b>264</b>	<b>3</b>	<b>26</b>	<b>25</b>	<b>58</b>	<b>125</b>	<b>19</b>
2020-21	Executive/Administrative/Management	3	37	29	4	0	2	9	11	2
2020-21	Secretary/Clerical	1	24	0						
2020-21	Service & Maintenance	5	29	28	2	0	0	10	14	1
2020-21	Faculty & Other Instructional Staff	12	125	46	0	1	7	9	22	2
2020-21	Technical/Paraprofessional	15	138	69	1	4	1	23	31	6
<b>Totals</b>		<b>36</b>	<b>353</b>	<b>172</b>	<b>7</b>	<b>5</b>	<b>10</b>	<b>51</b>	<b>78</b>	<b>11</b>

## **COMPONENT 11: Methods to Address Underrepresentation**

The West Kern Community College District is committed to assuring equal employment opportunity and therefore makes all efforts to build a community in which opportunity is equalized. The District is committed to fostering a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds.

As noted earlier, Taft College supports the belief that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, and provides students with an appreciation for diversity beyond the college campus.

To create this environment, the District places great emphasis on the recruitment of potential applicants in order to create a diverse pool of qualified individuals from which to hire. With a diverse pool, the District takes steps within the screening/selection process to allow for the hiring of candidates with varied backgrounds who can contribute and effectively communicate in a diverse community. The equal employment opportunity provisions below are applicable to all hiring activities regardless of whether filling full or part- time positions.

A 2018 Human Resources Study examined the applicant pools in 2015-18 and concluded that no adverse impact was apparent. However, the diversity of the District' s employee population does not reflect the diversity of its student population or the District's service area population.

To address any identified underrepresentation of monitored groups pursuant to Plan Component 10, the district will regularly review and where needed, revise its recruitment and hiring procedures and policies in accordance with the following provisions, which represent best practices in selection and hiring procedures. The District' s Recruitment and Hiring Procedures will reflect the following provisions:

### **Recruitment:**

It is the policy of the District to aggressively pursue a program of verifiable recruitment that is inclusive and open to all individuals.

On a regular basis, the District will review its recruitment sources to determine their effectiveness in generating diverse candidate pools. It will take steps to develop and contact new recruitment sources that ensure diverse pool s of candidates. Diverse pools should include, but not be limited to, men, women, persons with disabilities, and individuals from all ethnicities and d other groups protected from discrimination. The Equal Employment Opportunity Advisory Committee is encouraged to utilize and notify the District of additional recruitment options that may enable the District to obtain a diverse pool of applicants. The District will include in the recruitment section of its Recruitment and Hiring Procedures the practices below.

For any job category where continuing underrepresentation exists, the District will apply the recruitment procedures set forth in Title 5, section 53021 to conduct full and open recruitment for all new openings and will not invoke the provisions for in-house interim appointments or the exception under 53021(c)(7) for engaging an administrator through a professional services contract

unless the Superintendent/President or his/her designee first notifies the governing board and the Equal Employment Opportunity Advisory Committee in writing of the compelling reason to limit the persons who may be considered for a vacancy in a job category where underrepresentation persists.

Recruitment for all open positions shall include, but not be limited to, placement of job announcements in the following instruments:

- General circulation newspapers, general circulation publications, and general market radio and television stations, including electronic media.
- Local and regional community newspapers.
- Newspapers, publications, and radio and television stations that provide information in languages other than English and to low- income communities.
- Publications, including electronic media that are distributed to the general market and to newspapers, publications, and radio and television stations, whose primary audience is comprised of groups found to be underrepresented in the District's workforce.
- Recruitment booths at job fairs or conferences oriented to both the general market and the economically disadvantaged as well as those events drawing significant participation by groups found to be underrepresented in the District's workforce.

**Job Postings:**

The District's recruitment and hiring procedures section on "Job Postings" will be reviewed to ensure the following:

- Job postings will state clearly job specifications setting forth the knowledge, skills, and abilities necessary to job performance.
- For all positions, job requirements will include demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Job specifications, including any "required," "desired," or "preferred" qualifications beyond the state minimum qualifications which the District wishes to utilize, will be reviewed by the Equal Employment Opportunity Officer before the position is announced, to ensure conformity with equal employment regulations and state and federal nondiscrimination laws. All job announcements shall state that the district is an "Equal Opportunity Employer."

**Committee Procedures:**

The West Kern Community College District seeks to employ qualified persons with a broad range of backgrounds and abilities who have the knowledge and experience to work effectively in a diverse environment. The selection process is based on merit, and will extend to all candidates a fair,

impartial examination of qualifications based on job- related criteria. The District's recruitment and hiring procedures will be regularly reviewed and will include in its section on applicant screening by screening/interview committees the following provisions:

1. All screening or selection techniques, including the procedure for developing interview questions, and the selection process as a whole, will be:
  - a. Designed to ensure that, for all positions, meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students;
  - b. Based solely on job-related criteria; and
  - c. Designed to avoid an adverse impact, and monitored by means consistent with this section to detect and address adverse impact which does occur for any monitored group.
2. When possible, every effort will be made, within the limits allowed by federal and state law, to ensure departments and others responsible for establishing selection/ screening committees include a diverse membership, which will bring a variety of perspectives to the assessment of applicant qualifications. Selection/screening committees will be encouraged to include members from monitored groups.
3. The Equal Employment Opportunity Officer shall review the makeup of selection/screening committees and make every effort to encourage diversity on selection/screening committees.
4. Before a person can serve on a selection/screening committee, he or she must receive Selection Committee training as noted in Plan Component 8.
5. Interviews must include at least one question which assess the candidate's understanding of and commitment to equal employment opportunity and his or her level of cultural proficiency.
6. All screening materials must be approved by the Equal Employment Opportunity Officer for compliance with equal employment opportunity principles.

The District will not designate or set aside particular positions to be filled by members of any group defined in terms of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, or engage in any other practice, which would result in discriminatory or preferential treatment prohibited by state or federal law. The District will not apply the Plan in a rigid manner that has the purpose or effect of so discriminating.

The Governing Board or its designee shall make all final hiring decisions based upon careful review of the candidate or candidates recommended through the screening/interview committee. This

includes the right to reject all candidates and to order further review or to reopen the position where necessary to achieve the objectives of the Plan or to ensure equal employment opportunity.

The District will review the pattern of its hiring decisions over time, and if it determines that those patterns do not meet the objectives of the Plan, the district will request the Equal Employment Opportunity Advisory Committee to recommend new methods to meet the Plan objectives, or if necessary, to modify the Plan itself to ensure equal employment opportunity.

## **COMPONENT 12: Other Measures Necessary to Further Equal Employment Opportunity**

In order to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce, many approaches are necessary. Equal employment opportunity means all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas that welcomes men and women, persons with disabilities, and individuals from all ethnicities and other groups protected from discrimination.

To promote a more diverse campus environment, the District will sponsor cultural events with speakers on issues dealing with diversity, continue to explore how to infuse diversity into the classroom and curriculum, and promote the concept of cultural proficiency. The District will also promote learning opportunities and personal growth in the area of diversity and evaluate how the physical environment can be responsive to its diverse employee and student populations.

In implementing these strategies, the District may choose to:

1. Include guest speakers from underrepresented groups who are in leadership positions and who may inspire students and employees.
2. Highlight the District's equal employment opportunity policies in job announcements and in its recruitment, marketing, and other publications. Include in job announcements language indicating candidates demonstrate they can incorporate diversity into their major job duties.
3. Promote discussions involving multicultural awareness.
4. Work with the appropriate District departments to implement diversity and multiculturalism into their course outlines and services to students.
5. Review and revise the District's publications and other marketing tools to reflect diversity in pictures, graphics, and text to project an inclusive image.
6. Recognize and value faculty and staff who have promoted diversity and equal employment opportunity principles.
7. Provide EEO/diversity workshops during in-service days.
8. Establish an online presence by highlighting the District's diversity and equal employment opportunity, Americans with Disabilities Act (ADA), sexual harassment and nondiscrimination policies, procedures, and programs on the District's website. The website will also list contact persons for further information on these topics.

9. Acknowledge the value of multicultural celebrations on campus.
10. Have a formal EEO program on campus that is visible, valued, and supported.
11. Seek direct contact with student, professional, community, and other organizations that represent the diverse community we serve. These organizations can serve as resources for referring potential candidates for District employment.

## **PLAN COMPONENT 13: Persons with Disabilities**

- 1. Reasonable Accommodations:** Applicants and current employees with disabilities shall receive reasonable accommodations consistent with the requirements of Government Code, sections 11135 et seq. and 12940(m); section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act (ADA). Such accommodations may include, but are not limited to, job site modifications, job restructuring, part-time work schedules, flexible scheduling, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aides such as readers, interpreters, and note takers. The Human Resources Department is responsible for handling requests from applicants and current employees seeking such accommodations. The Human Resources Department is responsible for handling requests for accommodations from current employees as well as from applicants seeking such accommodations during the application process. Requests can be made on the "Request for Reasonable Accommodation" form.
- 2. Procedures When Underrepresentation is Found:** When persons with disabilities are found to be significantly underrepresented, measures required in this Plan will be implemented.
- 3. Analysis of workforce and applicant data:** Since employees' disability status may change during their service, every three years the college will survey employees to collect updated information on disability status.



## **PLAN COMPONENT 14: Graduate Assumption Program of Loans for Education**

The District will encourage community college students to seek employment as community college employees and inform students about programs that may assist them to complete their graduate studies. The District will post informational flyers on the campus concerning such programs and make information available in student newspapers, the course catalog, and in locations accessible to students, including but not limited to, Counseling, Financial Aid, Admissions and Records, the Bookstore, and the Student Center.

**Date:** July 7, 2021  
**Submitted by:** Dr. Debra Daniels, Superintendent/President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Ratification

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**Board Meeting Date:** August 11, 2021

**Title of Board Item:**

Facilities Use & Activities Request Form for Use of Taft Union High School Soccer Field for Summer/Fall 2021 Classes, Practices, & Seasonal Games

**Background:**

The TC Athletic Department is requesting the use of the Taft Union High School soccer field and facilities for the men's and women's 2021 Summer/Fall soccer classes and practices and for the practice and intercollegiate schedule for the 2021 Fall season.

**Terms (if applicable):**

August 2, 2021 to December 17, 2021

**Expense (if applicable):**

The cost of the rental of the TUHS soccer fields and facilities is \$5,000, not including possible costs for maintenance, non-routine services, or damage incurred due to use. The cost does not include the additional cost to mow and paint the soccer fields on a weekly basis, non-routine services, nor additional cleaning by TUHS employees to restore the facility to its previous condition. Additional charges will also occur for any damages to the TUHS facility/fields.

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

\$5,000.00 for these services have been budgeted by Athletics for fiscal year 2021-2022.

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

  
Dr. Debra Daniels, Superintendent/President



## Facilities Use & Activities Request Form

### Basic Contact Information

**Requesting Organization's Name \*** If this is for personal use, please place your name here.  
Kanoë Bandy, Athletic Director

**Event or Activity Name \*** Please include the event or activity title or name here. Include pertinent details such as number of participants, etc.  
Taft College men and women's Soccer classes and competition for 2021-2022.

**Requesting Organization's Point of Contact Name \*** If this is for personal use, please place your name here. If you are requesting on behalf of an organization, please include the name of the primary point of contact for this request.  
Jennifer Edmaiston, Taft College Athletics

**Requestor or Point of Contact's E-mail Address \*** You MUST provide a contact e-mail address which we will use to make contact with you regarding updates to this request's progress. This will be our primary method of contact, so please ensure this address is actively monitored. E-mails will come from the domain "@TaftUnion.org".  
kbandy@taftcollege.edu

**Requestor or Point of Contact's Mailing Address \*** Please include your mailing address here.

**Street Address**  
29 Cougar Court

**Address Line 2**

**City** **State / Province / Region**  
Taft **California**

**Postal / Zip Code** **Country**  
93268 **United States**

**Point of Contact's Phone Number \*** Please include a telephone number (cell phones are preferred) for the primary Point of Contact as it relates to this request.  
6617637829

### Event or Activity Information

**Facility Requested for Use / Activity \*** Please select the TUHSD room and/or facilities that you are requesting to utilize. If more than one is being requested, please select "Multiple".  
Other

**If "Other", please specify \*** Please add specificity to your request.  
Soccer Fields behind Albertsons shopping center.

**Single or Multiple Day Event / Activity? \*** If you are requesting use of TUHSD facilities for more than a single day's use, please indicate "Multiple" below.

Single Day Use

Multiple Days Use

**Will Event / Activity Occur on Consecutive Days? \***  Yes, the use will be on consecutive days from the event start date until the event end date.

No, the use will be on varying days from the event start date until the event end date.

**Event or Activity Start / Begin Date \*** Please include the first day that you are requesting access to the facilities and please include any needed setup time.  
08/02/2021

**Event or Activity Start / Begin Time \*** Please include the approximate time on the first day that you are requesting access to the facilities and please include any needed setup time.  
07:00:00 AM

**Event or Activity End Date \*** Please include the last day that you are requesting access to the facilities and please include any needed tear down or clean-up time.  
12/17/2021

**Event or Activity End Time \*** Please include the approximate time on the last day that you are requesting access to the facilities and please include any needed tear down or clean-up time.  
05:00:00 AM

**Event or Activity Schedule / Agenda & COVID Safety Plan** If available, please include your event / activity schedule or agenda.

**Other Information** If you need to add additional information or clarity, please include that information here.  
We don't have schedules ready at this time, but will submit asap. Practice times will be sent soon as well.  
Please include specifics here, including whether or not chairs, tables, or other equipment is needed/requested and, if so, the quantities, location(s) and date(s) needed/requested of each.

**Fees & Acknowledgements**

*Fees for facilities use are, by TUHSD Board Policy, as follows. Fees do not include field or court preparation or setup prior to the event. Any request of that nature must be made explicitly in this request and related costs will be billed, as necessary.*

- TUHSD Auditorium - \$1,000 per event
- Monty Reedy Baseball Field(s), w/ Lights - \$750 per event
- Monty Reedy Baseball Field(s), w/out Lights - \$350 per event
- TUHS Cafeteria, w/ Kitchen - \$750 per event
- TUHS Cafeteria, w/out Kitchen - \$500 per event
- TUHSD Classroom (each) - \$50 per hour; 4- hour minimum
- Farlow (Girl's) Gym - \$125 per hour
- Mullen (Boy's) Gym - \$175 per hour
- TUHS IRC Lecture Hall - \$80 per hour; 4-hour minimum
- Martin Memorial Stadium, w/ Lights - \$3,500 per event
- Martin Memorial Stadium, w/out Lights - \$2,500 per event
- TUHS Swimming Pool - \$200 per hour; 5- hour minimum (does not include heating cost, if requested)
- TUHS Tennis Courts, w/ Lights - \$500 per event
- TUHS Tennis Courts, w/out Lights - \$250 per event
- TUHS Track & Patterson-O'Brien Field, w/ Lights - \$750 per event
- TUHS Track & Patterson-O'Brien Field, w/out Lights - \$500 per event
- TUHSD Employee Labor Rate (when requested of or required by TUHSD)- \$50 per hour

**Fee Waiver \*** Will your organization be requesting that the facility use fees be waived?  
 Yes  
 No

**Hold Harmless, Covenant Not to Sue, and Insurance**

### **Acknowledgement**

The use of School District facilities shall be determined, in part, based upon availability and priority order. The priority order for usage is as follows:

1. School District activities
2. Student Body activities
3. Other Public Entity activities
4. Non-Profit Organization activities
5. Community activities
6. For-Profit Business activities

Pursuant to the Civic Center Act, the use of school buildings, grounds and equipment shall be granted, when an alternative location is not available, to non-profit organization and clubs or associations organized to promote youth and school activities, including but not limited to: Girl/Boy Scouts, Campfire Girls, Parent-Teacher Associations and School Community Advisory Councils. Such permissive use shall not apply to any group that uses school facilities or grounds for fundraising activities that are not beneficial to youth or public school activities, as determined by the governing board. All other users may be granted use of the facility if the purpose is for public, literary, scientific, recreational, educational or public agency meetings.

FACILITY USERS holding functions or meetings where admission fees are charged or contributions are solicited and the net receipts are not expended for the welfare of the pupils of the School District or for charitable purposes shall be charged by the School District an amount equal to fair rental value of the property.

School facilities or grounds shall not be used for any of the following activities:

- 1) Any use by an individual or group for the commission of any crime or any act prohibited by law;
- 2) Any use which is inconsistent with the use of the school facilities for school purposes or which interferes with the regular conduct of school or school work;
- 3) Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco (cf. 3513.3 - Tobacco - Free Schools). The district may exclude certain school facilities from non-school use for safety or security reasons. The district reserves the right to restrict and/or disallow any and all non-school-sponsored events for any reason allowed by law, statute, or applicable code. Unless otherwise noted, the use of alcohol, tobacco (smoked or smokeless), or any other drug and/or intoxicant not prescribed by a medical doctor to the user is expressly prohibited.

### **Damage and Liability**

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds (Education Code 38134). Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134). Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134). The applicant organization shall be responsible for the proper surveillance and supervision of all attendees. Adequate adult supervision is required and the adequacy thereof is at the sole discretion of the District.

### **Fire and Safety Regulations**

1. At no time shall there be more people admitted to the facility or any room thereof than the legal seating capacity allows.
2. No Flammable decorations shall be used unless flame resistant or flame proof in accordance with the State Health and Safety Codes.
3. No device that produces flame, spark, smoke or explosion (including fireworks) shall be used on the premises without prior written approval.

### **Transferability**

Any approved facilities use granted by the District is not transferrable to any other organization, entity or otherwise.

**COVID-19 Notice & Requirements**

Consideration and approval for facilities use requests are contingent upon the submission of a written COVID-19 Safety & Mitigation Plan to the District, as well as upon the California Department of Public Health/CalOSHA guidelines permitting such activities.

**Certificated of Liability Insurance \***

Any organization utilizing TUHSD facilities must provide current proof of adequate liability insurance (at least \$1 million per occurrence), including the listing of TUHSD (and all its agents, employees, officers, and/or assigns) as "Additional Insured" and "Certificate Holder". Insurance company admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A-/VII" in the Best Insurance Rating Guide. If Non-Admitted insurance is provided, then the acceptability shall be subject to review and determination by the District's Risk Manager or representative. Required insurance shall include: A. Commercial General Liability (CGL) insurance which shall include contractual, products and completed operations coverage, bodily injury and property damage liability insurance with combined single limits of not less than \$1,000,000 per occurrence. B. Workers' Compensation insurance as required under the California Labor Code. Nothing herein in observing the minimum insurance requirements, shall serve to imply or reduce the FACILITY USERs liabilities or obligations for liability under the indemnification provision of the Permit and Agreement.

Insurance.docx

15.28KB

If you or your organization is unable or unwilling to provide this coverage, or if you would like to request that this requirement specifically be waived, please attach a request for the same here.

I, the undersigned, and/or we, the requesting organization in this matter, in consideration for being permitted use of TUHSD equipment and/or facilities at their campus or properties located in Taft, California, County of Kern, for the purpose of the event(s) noted beginning and ending on the time(s) & date(s) denoted on this request, do hereby covenant and agree that the Taft Union High School District, their officers, employees, agents, members or representatives shall not be liable for any loss, damage, injury or liability of any kind to any person or property caused by or arising from any use of the facilities, equipment, and/or premises of the Taft Union High School District, or any part thereof, or by any defect in any building, structure, or improvement thereon, or in any equipment to be used therein, or because of the same being out of repair or arising from any act or omission of the undersigned or its agents, employees, etc., nor shall the above-enumerated entities be liable for any loss, damage, or injury from any cause whatsoever to the property or person of the undersigned or any of its employees, agents, or other persons using said premises, or any item, or any part thereof.

The undersigned agrees to protect, indemnify, and covenant not to sue and hold harmless the above-enumerated Taft Union High School District, for the use or occupancy of the premises and arising from any state of condition of said premises, or item(s) or any part thereof. Further, the undersigned attests to their legal authority to make such an agreement on behalf of themselves and/or the requesting organization.

**Authorized Agent Name \***

Please include your name here if you are applying your signature below.

Kanoie Bandy

**Authorized Agent's Digital Signature \***

*Kanoie Bandy*

This Agreement is executed in an electronic format and shall be deemed an original as against any party whose signature appears thereon. The provision of photographic or facsimile copies, or electronic signature, confirmation or acknowledgement of or by a party, shall constitute an effective original signature of a party for all purposes under this Agreement, and may be used with the same effect as manually signed originals of this Agreement for any purpose.

**Date \***

06/02/2021

**For Administrative / TUHSD Use Only**

**Board Approval Date**

This date will be filled in upon the approval of this event/use.

**BoardDocs Link**

This link is to the approval decision in the minutes of the applicable Board agenda from BoardDocs.

**Board Approval Notes**

P0056836  
 11000 - 352-5611-69612 - \$2500  
 11000 - 352-5611-69613 - \$2500  
 Total \$5000 ea



# Taft Union High School District

701 7th St  
 Taft, CA 93268  
 (661) 763-2300 fax (661) 763-1445

## INVOICE

### Customer

Name Taft College - Soccer/Spring 2021  
 Contact Kanoe Bandy  
 Address 29 Cougar Ct  
 City Taft CA ZIP 93268  
 Phone

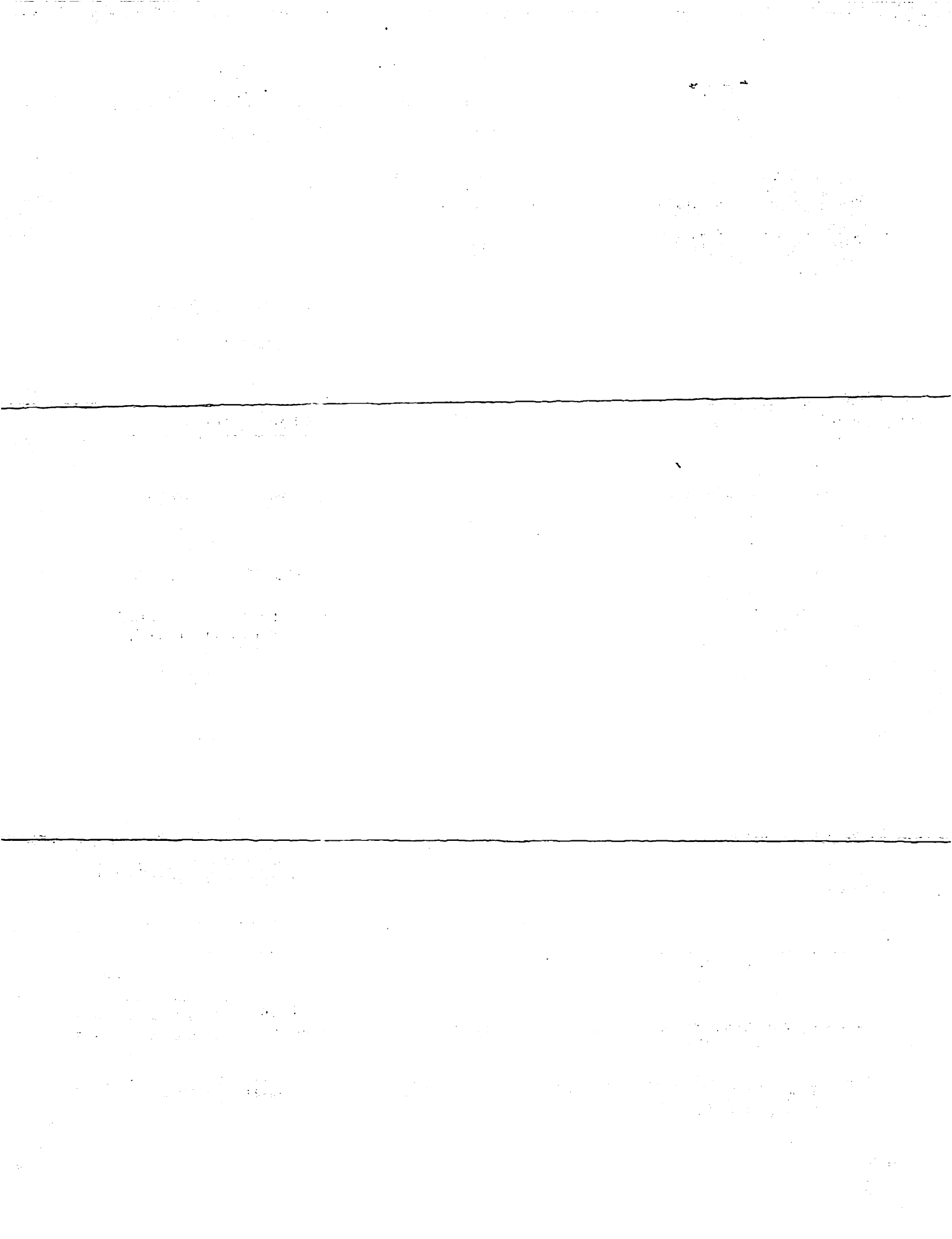
### District

Date 6/22/21  
 Requested by Josh Bryant  
 Submitted by Gina Fields  
 Invoice No. 21-005

Qty	Description	Unit Price	TOTAL
1	Taft College Soccer - facility use fee/Fall 2022 August 2, 2021 through December 17, 2021	\$5,000.00	\$5,000.00
<b>TOTAL</b>			<b>\$5,000.00</b>

Abatement: 0 01-0000-0-8699-00-0000-0000-000-00-000-0000

Pmt Amount \_\_\_\_\_  
 Date of Pmt \_\_\_\_\_  
 Receipt # \_\_\_\_\_







### Agenda Item Details

Meeting	Jun 14, 2021 - Board of Trustees, Regular Meeting
Category	E. Consent Agenda
Subject	10. Facility Use - Taft College Soccer Program
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Budgeted	Yes
Budget Source	01-0000-0-8699.00-0000-0000-000-00-000-0000 - Other Local Income
Recommended Action	Motion: The Board approved the facility use rate of \$5,000, plus approximate labor and materials fees, for the Taft College Soccer Program to use the Soccer fields from August 2 - December 17, 2021, for their men's and women's soccer programs.

### Public Content

Taft College Soccer Program requests the use of the soccer fields from August 2 - December 17, 2021. Taft High athletics takes priority and the soccer program schedule may need to be altered if there is a schedule conflict.

Facility Use Fee: \$5,000

Approximate labor and material fee: \$7,000 (\$6,000 labor, \$1,000 paint & materials)

Total Anticipated Fees: \$12,000 (approximate)

Fees will be assessed for expenses incurred by the District for any damages to property or equipment, and/or cost of personnel required to prepare, repair, and clean the facility. Labor and materials-related fees will be billed on a monthly basis.

A Hold Harmless Agreement and Certificate of Liability Insurance is on file.

### Administrative Content

*Items listed under the Consent Agenda are considered to be routine and are acted on by the Board of Trustees in one motion. There is no discussion of these items before the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent Agenda. It is understood that the Administration recommends approval on all Consent Items. Each item on the Consent Agenda approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.*

### Motion & Voting

Motion: The Board approved the Consent Agenda as presented/amended.

Motion by John Kopp, second by Mary Hagstrom.

Final Resolution: Motion Carries

Yes: Mary Hagstrom, George Harmer, John Kopp, Julie Ortlieb

1. Name of the individual: [Illegible]  
2. Date of birth: [Illegible]  
3. Social Security Number: [Illegible]  
4. Current address: [Illegible]  
5. Previous addresses: [Illegible]

6. Employment history: [Illegible]  
7. Education: [Illegible]  
8. Marital status: [Illegible]  
9. Children: [Illegible]

10. Financial records: [Illegible]  
11. Travel history: [Illegible]  
12. Other relevant information: [Illegible]

13. Summary of findings: [Illegible]

14. Recommendations: [Illegible]  
15. Conclusion: [Illegible]

16. Date of report: [Illegible]  
17. Author: [Illegible]  
18. Reviewer: [Illegible]

Date: July 27, 2021

Submitted by: Brock McMurray, EVP of Administrative Services

Area Administrator: Brock McMurray, EVP of Administrative Services

Subject: Request for Ratification

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**Board Meeting Date:** August 11, 2021

**Title of Board Item:** Retainer Agreement with Public Agency Law Group

**Background:**

West Kern Community College District has retained Public Agency Law Group (PALG) as additional legal counsel to represent, advise, and counsel the District in matters related to public purchasing, public contracts, and public construction law and related matters for many years.

This memorandum is a request to renew the retainer agreement with PALG for those services.

**Terms (if applicable):**

The agreement may be terminated at any time up ten (10) days prior written notice.


**Expense (if applicable):**

Attorneys fees in the amount of \$275 - \$330, plus costs. Fees are subject to annual increases in an amount not more than 3% of the prior billing rate.

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

Legal expenses are a budgeted item in the Administrative Services budget.

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

  
Dr. Debra Daniels, Superintendent/President

## **RETAINER AGREEMENT**

This Retainer Agreement is entered into by and between West Kern Community College District ("District") and Public Agency Law Group ("Counsel"), this \_\_\_ day of \_\_\_\_\_, 2021, with regard to the following recitals:

WHEREAS, the District is engaged from time to time in the development, design, bidding, construction, maintenance of various physical facilities, real property transactions, and other general business and public contract matters.

WHEREAS, Counsel has special skills, knowledge, experience and expertise in the area of public purchasing, public contracts, public works construction law, general business and related matters.

WHEREAS, the District has determined that it is in its best interests to retain Counsel as legal counsel to represent, advise and counsel the District in purchasing, construction, general business and related matters, as may be assigned by the District from time to time;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the District and Counsel agree as follows:

1. The District retains Counsel as legal counsel, and as an independent contractor, to represent the District and to provide legal advice, counseling and related legal services in connection with matters, as may be assigned or requested by the District from time to time.

2. Counsel shall be compensated for professional services rendered under this Agreement at the following hourly rates:

Sherman Wong	\$330
Joyce Ma	\$275

Unless otherwise agreed by Counsel and the District in connection with particular tasks assigned Counsel under this Agreement, Counsel's billings under this Agreement shall be in increments of one-tenth (0.1) of an hour. The foregoing billing rates are subject to annual increases in an amount of not more than three percent (3%) of the prior billing rate.

3. In addition to attorneys' fees pursuant to Paragraph 2, the District will be billed for costs incurred by Counsel in providing services under this Agreement, including but not limited to photocopying, long distance telephone, fax, on-line legal research, and authorized travel. In addition, should any matter assigned to Counsel under this Agreement proceed to litigation, the District will be billed litigation-related costs, such as filing fees, service fees and deposition costs. These costs, including any other costs advanced by Counsel, shall be billed to the District in Counsel's monthly statements and such costs shall be paid by the District in accordance with Paragraph 4 of this Agreement.

4. Counsel shall submit monthly statements to the District for fees and costs for services performed under this Agreement. The District shall make payment to Counsel within thirty (30) days after receipt of such statements. Such monthly statements shall indicate the services performed, the individual(s) performing the services and shall provide an accounting of work time spent for which payment is requested under this Agreement.

5. Counsel and the District reserve the right, in their respective discretion, to terminate this Agreement at any time upon ten (10) days prior written notice to the other party. In the event that Counsel shall be attorney of record in any pending litigation matter at the time that the District shall exercise its right to terminate this Agreement, this Agreement shall not be deemed terminated until Counsel shall have had an opportunity to obtain leave of court to withdraw from any court proceeding in which Counsel is attorney of record for the District. In the event of termination of this Agreement, Counsel shall provide the District with all materials, documents and work product related to services performed by Counsel under this Agreement.

6. The experience, skill and expertise of Counsel are of essence to this Agreement. Counsel shall not assign, whether by assignment or novation, this Agreement or delegate its duties hereunder, in whole or in part, or any right or interest hereunder without the prior written consent of the District.

7. During the Term of this Agreement, Counsel shall obtain and maintain the following insurance coverages:

General Liability Insurance	Two Million Dollars (\$2,000,000) per occurrence and Four Million Dollars (\$4,000,000) in the aggregate
Automobile Liability Insurance	Two Million Dollars (\$2,000,000) combined single limit
Workers Compensation Insurance	In accordance with laws
Employers Liability	One Million Dollars (\$1,000,000)
Professional Liability	One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate

8. Unless earlier terminated pursuant to the provisions hereof, the Term of this Agreement shall be sixty (60) months, commencing on the date set forth above.

9. The District's Superintendent and/or Assistant Superintendent - Business Services shall have the authority to exercise the District's rights under this Agreement and to assign matters to counsel.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the date set forth below.

West Kern Community College District

By: \_\_\_\_\_ Date  
Dr. Debra Daniels, Superintendent/President

Public Agency Law Group

By: \_\_\_\_\_ Date  
Sherman Wong, Principal

**Date:** July 28, 2021

**Submitted by:** Richard Treece, Director of Facilities & Planning

**Area Administrator:** Brock McMurray, EVP of Administrative Services

**Subject:** Request for Ratification



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**Board Meeting Date:** August 11, 2021

**Title of Board Item:** Request for Ratification of Agreement with Absolute Mitigation Services

**Background:**

This is a project for mold remediation and restoration due to water damage in the Ash Street Dorms. Proposals were sought from three (3) vendors, and Absolute Mitigation Services provided the lowest proposal in the amount of \$39,332.69. Please see the attached quote tabulation and agreement for additional information.

It is my recommendation that the Board of Trustees ratify the agreement with Absolute Mitigation Services in the amount of \$39,332.69.

**Terms (if applicable):**

Please see attached agreement.


**Expense (if applicable):**

\$39,332.69

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

This project will be funded through the dorm fund.

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

  
Dr. Debra Daniels, Superintendent/President

**QUOTE / PROPOSAL TABULATION**



**Project Name:** Ash St Mold Remediation

**Job Walk:** Yes

**Project No:** TC 19-20-012

**Bids Rcvd at:** Taft College Facilities

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

**Bids Requested:** 05/17/21

**Architect:** N/A

**Bids Due:** 06/15/21

Contractor	Base Bid	Alternate	Total Bid	Bid Bond	CSLB#	DIR #	Date RCVD	Remarks
Absolute Mitigation Services	\$ 39,332.69	\$ -	\$ 39,332.69	NA				
SERVPRO	\$ 42,207.73	\$ -	\$ 42,207.73	NA				
911 Restoration	\$ -	\$ -	\$ -	NA				Declined

**Date:** July 21, 2021  
**Submitted by:** Xiaohong Li, VP of Information and Institutional Effectiveness  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** August 11, 2021

**Title of Board Item:**

ITSavvy LLC - CommVault Software Support Renewal, Quote #3487959

**Background:**

The CommVault software is used to back up and safeguard the District's data. It also allows for the restoration of data in the event of a disaster. This license renewal provides access to newer versions of the software as well as Monday through Friday (8am-5pm) call in support.

**Terms (if applicable):**

One year contract renewal is 9/1/2021 - 8/31/2022.

**Expense (if applicable):**

Total cost for annual software support maintenance is \$11,687.10.

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

This contract cost is included in the 2021 - 2022 ITS budget.

**Approved:**   
\_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President





IT PRODUCTS TECHNOLOGY SOLUTIONS PEACE OF MIND

ITsavvy LLC
2000 NW 87th Avenue, Suite 216
Miami, FL 33172
www.ITsavvy.com

Table with Quote Details: Quote #, Date, Expiration Date, Payment Method, Client PO#, Cost Center, Shipping Method.

Quote

Bill To:
ACCT #: 539767
Taft College
Accounts Payable
29 Emmons Park Drive
Taft, CA 93268
United States
661-763-7915

Ship To:
Taft College
Gustavo Gonzalez
29 Cougar Ct
Taft, CA 93268-2329
United States
661-763-7924

Client Contact:
Dana Hicks
(P) 661-763-7737
dhicks@taftcollege.edu

Client Executive:
Manuel Pardo-Sanchez
(P) 786.204.3603
(F) 630.396.6322
mpardo@ITsavvy.com

Description: CommVault Software Renewal - Standard Support - 1 year

Table with columns: Item Description, Part #, Tax, Qty, Unit Price, Total. Row 1: CommVault Software Support, 21914790, Y, 1, \$10,897.06, \$10,897.06.

Subtotal: \$10,897.06
Shipping: \$0.00
Tax (7.25%): \$790.04
TOTAL: \$11,687.10

Notes From Your Client Executive

New Term dates 9/1/2021 to 8/31/2022.

Serial #: F5B57

We recommend placing the order a few weeks early so its process on time by manufacture and to avoid any Lapse of coverage .

ITsavvy is always looking to deliver the lowest cost possible to our clients. This results in fluctuating prices that you will find are lower more often than not. However, prices are subject to increases without notice in the event of a manufacturer or distributor price increase. Available inventory is subject to change without notice. This document is a quotation only and is not an order or offer to sell.

We do accept credit cards for payment. However, if the credit card is provided after the order has been invoiced there will be a charge of 3% of the total purchase.

Unless specifically listed above, these prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material.

All non-recurring services are 50% due upon signing of contract, 40% due upon delivery of equipment, balance due upon install.

ITsavvy's General Terms and Conditions of Sale, which can be found at www.ITsavvy.com/termsandconditions, shall apply to and are incorporated into all agreements with Client, including all Orders.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

**Date:** July 22, 2021  
**Submitted by:** Marianne C. Bishop, Ed.D.  
**Area Administrator:** Dr. Leslie Minor, VP of Instruction  
**Subject:** Request for Approval

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**Board Meeting Date:** August 11, 2021

**Title of Board Item:**

Request approval to renew Turnitin (plagiarism detection) account

**Background:**

Approval is requested for continued participation in the Community College League of California (CCLC) consortium Turnitin software purchasing agreement. Taft College faculty has been using Turnitin for at least three years now. Faculty and students are using it to check instances of plagiarism. Students have also used it to guide their writing and to understand the benefits of expressing themselves without copying others' work.

**Terms (if applicable):**

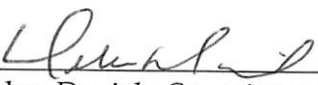
August 1, 2021 - July 31, 2022

**Expense (if applicable):**

\$9,703.68

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

Distance Education budget

**Approved:**   
\_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President

## Invoice 12186



Invoice no.	12186
Invoice type	New
Date	07/21/2021
Payment terms	30 days
Invoice due date	08/20/2021

Invoice to

**Taft College**

Turnitin Administrator - Marianne C. Bishop

United States

Invoice from

**Community College League Of California**

2017 O Street  
 Sacramento, CA 95811  
 United States

Questions regarding this invoice should be sent to  
 aheadle@cclleague.org.

Description	Period	VAT	Reference	Cost
<b>Turnitin FY AUG</b>				
Publisher: Turnitin				
TFS w/Originality Per FTES Subscription fee Billing cycle:	08/01/2021 - 07/31/2022			8,653.68
Turnitin per Campus Fee Subscription fee Billing cycle:	08/01/2021 - 07/31/2022			1,050.00
<b>Total value, USD</b>				<b>9,703.68</b>
2 invoice items				

Effective August 2002 procedures for delinquent invoices are in place. They include a 5% penalty fee and suspension of access to the database(s) when payment is 90 days past the date of issuance on the invoice.

Send payment with copy of this invoice to:  
 The Community College League of California  
 Attn: Library Consortium  
 2017 "O" Street,



## BOARD AGENDA ITEM

**Date:** July 21, 2021  
**Submitted by:** Xiaohong Li, VP of Information and Institutional Effectiveness  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** August 11, 2021

**Title of Board Item:**

Adaptigent (formerly GT Software) NetCOBOL Maintenance Renewal, Quote #0001533

**Background:**

Adaptigent (formerly GT Software) NetCOBOL is used for compiling the Banner software on District Servers.

**Terms (if applicable):**

Annual maintenance renewal will be effective from September 1, 2021 – August 31, 2022.

**Expense (if applicable):**

Total cost of the annual renewal contract is \$2,376.00.

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

This cost is included in the ITS budget.

**Approved:**   
Dr. Debra Daniels, Superintendent/President



6255 Barfield Road, Suite 200  
Atlanta, GA 30328  
USA

Adaptigent Software Quote

Quote Number 00015333      Payment Terms: Net 30 days  
Quote Date 7/13/2021      Quote Expiration 8/31/2021

Customer/Contact Information

Contact Dana Hicks      Bill To Taft College  
Email dhicks@taftcollege.edu      29 Cougar Court  
Phone (661) 763-7939      Taft, CA 93268  
USA

Prepared by Cari Roberts, Sales Administrator      Ship To Taft College  
[croberts@adaptigent.com](mailto:croberts@adaptigent.com)      29 Cougar Court  
(O) (404) 303-3237      Taft, CA 93268  
(F) (404) 973-3581      United States  
Customer Number 0024580

Part Number	Product Description	Sales Price	Net Price	Quantity	Total Price
LNCXE000RN0D-D	NetCOBOL for Linux x64 Enterprise - per developer - Renew Maintenance/support	\$792.00	792.00	3.00	\$2,376.00

Grand Total \$2,376.00

Listed Enhancement and Support begins on 9/1/2021 and ends on 8/31/2022.

Adaptigent (formerly GT Software) is setup for Electronic Invoicing. Please provide your preferred Account's Payable/Finance email address in order for us to make sure the invoice is sent to the correct contact.

Customer Acceptance

Acceptance of this Order in any form (including its signature below, and/or the issuance of a purchase order) shall constitute Customer's acknowledgement and acceptance of this order. Please email to 'Prepared by' contact above or mail to: Adaptigent 6255 Barfield Rd. Suite 200, Atlanta, GA 30328

By: \_\_\_\_\_ Title: \_\_\_\_\_  
Authorized Signature

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Special Provisions and Notes

Please reference this Quote Number when placing a Purchase Order to ensure prompt handling and delivery of your license key (via download).

Items will be delivered electronically via download.

Unless otherwise agreed to in writing by Adaptigent (formerly GT Software), this quote is only valid through the stated expiration date.

Sales Tax will be added to this quote as applicable.



**ADAPTIGENT**  
Adaptigent is formerly GT Software.

6255 Barfield Road, Suite 200  
Atlanta, GA 30328  
USA

(1) The price quoted is exclusive of any taxes which may be applicable. (2) Please reference this Quote Number when placing a Purchase Order to ensure prompt handling and delivery of your license key (via download). (3) Purchased Enhancement and Support is provided according to the terms in the following link

<https://www.gtsoftware.com/maintenancepolicies/> .

## Taft College Check Register Report

01-July-21 through 31-July-21

FY 21-22

78052704	07/13/2021	A00285759Abney, Alyssa R.	S0051424	11000	9526	924.84
78052705	07/13/2021	A00307639Acosta, Genesis	S0051430	11000	9526	148.00
78052706	07/13/2021	A00317918Barnachia, Allie R.	S0051410	11000	9526	138.00
78052707	07/13/2021	A00295160Callan, Moriah C.	S0051427	11000	9526	150.00
78052708	07/13/2021	A00306948Casas, Vanessa	S0051431	11000	9526	146.00
78052709	07/13/2021	A00297960Cruz, Aileen G.	S0051411	11000	9526	150.00
78052710	07/13/2021	A00306999Delao, Virginia M.	S0051432	11000	9526	660.60
78052711	07/13/2021	A00297033Deleon, Luis	S0051429	11000	9526	150.00
78052712	07/13/2021	A00298303Dojcinovski, Sergej	S0051412	11000	9526	184.00
78052713	07/13/2021	A00308098Espinoza, Elijah J.	S0051433	11000	9526	146.00
78052714	07/13/2021	A00311662Fish, Cameron J.	S0051403	11000	9526	150.00
78052715	07/13/2021	A00314369Forthman, Arianna M.	S0051405	11000	9526	150.00
78052716	07/13/2021	A00296806Gandara, Uriel	S0051428	11000	9526	150.00
78052717	07/13/2021	A00307037Garcia, Alejandro	S0051418	11000	9526	205.00
78052718	07/13/2021	A00273026Garcia, John E.	S0051422	11000	9526	15.00
78052719	07/13/2021	A00303957Garrett, Brianne E.	S0051414	11000	9526	778.00
78052720	07/13/2021	A00305400Gomez, Enrique C.	S0051434	11000	9526	146.00
78052721	07/13/2021	A00267848Hazlewood, Mary C.	S0051421	11000	9526	138.00
78052722	07/13/2021	A00309278Holmes, Damien P.	S0051397	11000	9526	150.00
78052723	07/13/2021	A00272785Howard, Susan R.	S0051435	11000	9526	660.60
78052724	07/13/2021	A00281369Irwin, John J.	S0051423	11000	9526	159.11
78052725	07/13/2021	A00307015Juarez, Ramiro	S0051417	11000	9526	150.00
78052726	07/13/2021	A00266336Kaszycki, Kayla J.	S0051420	11000	9526	229.00
78052727	07/13/2021	A00311368Kirk, Madeleine R.	S0051402	11000	9526	2.00
78052728	07/13/2021	A00316560Kuamoo, Lokelani	S0051408	11000	9526	150.00
78052729	07/13/2021	A00288522Mansfield, Taylor	S0051425	11000	9526	528.48
78052730	07/13/2021	A00313632Martinez, Cristal	S0051404	11000	9526	138.00
78052731	07/13/2021	A00303936Megwa, Devine K.	S0051436	11000	9526	148.00
78052732	07/13/2021	A00317405Mejia, Hedar	S0051409	11000	9526	230.00
78052733	07/13/2021	A00306807Meza, Joel E.	S0051416	11000	9526	150.00
78052734	07/13/2021	A00307557Mireles, Isaias	S0051389	11000	9526	150.00
78052735	07/13/2021	A00295074Morris, Breana J.	S0051426	11000	9526	150.00
78052736	07/13/2021	A00309617Munger, Benjamin D.	S0051400	11000	9526	150.00
78052737	07/13/2021	A00298599Murphy, Alexandra H.	S0051413	11000	9526	500.00
78052738	07/13/2021	A00307417Murphy, Hailey	S0051419	11000	9526	1,000.00
78052739	07/13/2021	A00308066Niutupuivaha, Janae T.	S0051437	11000	9526	152.00
78052740	07/13/2021	A00308106Nkwonta, Marycynthia O.	S0051394	11000	9526	150.00
78052741	07/13/2021	A00307755Norzagaray, Carlos H.	S0051391	11000	9526	150.00
78052742	07/13/2021	A00309483Ortega, Christopher A.	S0051399	11000	9526	150.00
78052743	07/13/2021	A00309344Pau-De Santos, Lauren K.	S0051398	11000	9526	150.00
78052744	07/13/2021	A00308161Pence, Kayleigh A.	S0051395	11000	9526	138.00
78052745	07/13/2021	A00309621Rein, Nicholas A.	S0051401	11000	9526	150.00
78052746	07/13/2021	A00320986Renfroe, Wyatt A.	S0051388	11000	9526	48.00
78052747	07/13/2021	A00307891Rico, Jose A.	S0051393	11000	9526	150.00
78052748	07/13/2021	A00307857Rivera, Jose F.	S0051392	11000	9526	150.00
78052749	07/13/2021	A00297119Sanchez, Yasmin	S0051442	11000	9526	48.00
78052750	07/13/2021	A00314436Shadden, Madison L.	S0051406	11000	9526	150.00
78052751	07/13/2021	A00314185Sosebee, Annette M.	S0051438	11000	9526	42.04
78052752	07/13/2021	A00301903TC Foundation HEPP Program	S0051443	11000	9526	230.00
78052753	07/13/2021	A00304145Tiscareno, Jaime S.	S0051439	11000	9526	146.00





**Taft College Check Register Report**

**01-July-21 through 31-July-21**

**FY 21-22**

78052795	07/21/2021	A00313072Colombo Construction Co., In	I0065437	PAY REQ	41400	000	6211	71003	506,707.94
78052796	07/21/2021	A00324281De Duclos, MJ Breceda	I0065453	JUL&AUG	39000	314	5610	64991	1,527.28
78052797	07/21/2021	A00265229DK&M Property	I0065452	AUG 21	39000	314	5610	64991	1,636.36
78052798	07/21/2021	A00255039Dormlife, LLC	I0065432	062321-V	12720	421	4310	67900	17,562.19
					12720	421	4310	67900	1,312.50
78052799	07/21/2021	A00200279Educational Testing Service	I0065455	HS000000	11000	306	4310	49306	1,689.00
78052800	07/21/2021	A00200995Educause	I0065443	EDU-7242	11000	113	5642	67801	77.00
78052801	07/21/2021	A00201163Green, Sheila A.	I0065441	071321	11000	421	4310	67200	87.92
78052802	07/21/2021	A00200715Kern Electric Distributors	I0065435	585576	11000	431	4310	65100	48.26
78052803	07/21/2021	A00271462OCLC, Inc.	I0065446	10001353	12477	203	5643	61200	6,120.00
78052804	07/21/2021	A00200508P. G. & E.	I0065454	070121	12560	223	5830	09565	418.38
78052805	07/21/2021	A00200516Patterson Dental Supply, Inc	I0065431	30119715	11000	205	4310	12042	111.03
78052806	07/21/2021	A00205819Proquest LLC	I0065445	70683093	12477	203	5642	61200	6,150.50
78052807	07/21/2021	A00237176SSD Systems	I0065429	R-002939	33428	310	5880	69200	37.85
					33528	310	5880	69200	37.85
					33588	310	5880	69200	75.68
78052808	07/21/2021	A00211077Strata Information Group	I0065440	39051	12653	301	5510	63900	9,732.50
78052809	07/21/2021	A00200407Student Insurance	I0065444	271220	11000	401	5340	67702	2,000.00
78052810	07/21/2021	A00200417Sysco Food Service of Ventur	I0065449	27950121	33429	310	4410	69250	766.29
			I0065457	27949371	33429	310	4410	69250	635.93
			I0065458	27946163	33429	310	4410	69250	3,386.90
78052811	07/21/2021	A00313898TimeClock Plus, LLC	I0065461	552318	11000	411	5641	67300	599.00
					11000	411	5641	67300	599.00
					11000	411	5641	67300	171.00
78052812	07/21/2021	A00200282True Value Home Center	I0065434	444175	35000	357	6121	69700	52.64
			I0065438	444235	35827	357	4310	69700	35.43
78052813	07/21/2021	A00200284U.S. Foods	I0065450	3250237	33429	310	4410	69250	677.84
			I0065451	3113602	33429	310	4410	69250	581.44
			I0065462	4983590	33429	310	4410	69250	1,989.46
78052814	07/21/2021	A00243587United Healthcare Insurance	I0065442	AUG 21	11000	412	3350	59100	21,741.02
78052815	07/21/2021	A00312920Vital Source	I0065463	VST11479	31000	423	4110	69100	775.96
78052816	07/21/2021	A00309477VoiceThread LLC	I0065456	110448	12653	301	5642	63900	6,500.00
78052817	07/21/2021	A00200352Waxie Sanitary Supply	I0065459	80154457	12720	421	4310	67900	672.51
			I0065460	80119613	12720	421	4310	67900	1,105.02
78052818	07/28/2021	A00200017A.P.I. Plumbing	I0065483	20572	35827	357	4310	69700	25.74
78052819	07/28/2021	A00288646Amazon Web Services, Inc.	I0065491	78535131	11000	113	5644	67801	698.31
78052820	07/28/2021	A00202445AT&T Mobility	I0065480	070221	12720	421	7601	73200	2,813.79
78052821	07/28/2021	A00200063Austin's Pest Control, Inc.	I0065488	JUL 21	11000	431	5860	65100	455.00
78052822	07/28/2021	A00272600Beard Family Trust	I0065499	JUL &	12560	223	5610	09565	7,000.00
78052823	07/28/2021	A00200794California Dept. of Tax and	I0065473	063021	11000	000	5915	00000	1,300.59
					31000	423	5915	69100	48,272.64
78052823	07/28/2021	A00200794California Dept. of Tax and	I0065473	063021	32000	000	5915	69400	2,706.77
78052824	07/28/2021	A00200139Card Integrators	I0065486	00004885	11000	113	5643	67801	2,384.00
78052825	07/28/2021	A00200161CDW-G	I0065470	F518336	12720	421	6415	67900	1,013.21
			I0065493	F630661	12745	421	6415	67900	701.43
78052826	07/28/2021	A00201685Cengage Learning	I0065476	74645833	31000	423	4110	69100	3,249.99
					31000	423	4115	69100	0.01
					31000	423	5940	69100	147.53
			I0065502	74682257	31000	423	4110	69100	1,949.99
					31000	423	4115	69100	0.01
					31000	423	5940	69100	33.21

**Taft College Check Register Report**

**01-July-21 through 31-July-21**

**FY 21-22**

78052827	07/28/2021	A00200181City of Taft	I0065477	06.30.21	12560	223	5850	09565	48.85
78052828	07/28/2021	A00200220Cutrona, Angelo	I0065466	062421	35000	360	4312	67701	134.00
78052829	07/28/2021	A00265309Daikin Applied	I0065495	3309242	11000	431	5632	65100	8,923.00
78052830	07/28/2021	A00200246Division of the State Archit	I0065490	03-12165	12418	421	5510	67900	759.00
78052831	07/28/2021	A00200308Federal Express Corporation	I0065467	7-415-37	11000	411	5950	67300	32.05
					11000	401	5940	67705	39.89
78052832	07/28/2021	A00283199Fork Lift Specialties, Inc.	I0065497	24056098	11000	431	5632	65100	2,185.13
78052833	07/28/2021	A00212896Foundation for California Co	I0065474	CI-00000	12720	421	7601	73200	88,049.90
					11000	401	5940	67705	39.89
					11000	401	5940	67705	39.89
78052834	07/28/2021	A00202041Fresno Oxygen	I0065503	62810358	12560	223	4311	09565	1,553.36
					11000	401	5940	67705	39.89
					11000	401	5940	67705	39.89
78052835	07/28/2021	A00307514Great River Learning	I0065487	5467263	31000	423	4110	69100	14,280.00
78052836	07/28/2021	A00200704Karwoski, John	I0065464	JUL 21	41400	000	5510	71003	10,920.00
78052837	07/28/2021	A00200715Kern Electric Distributors	I0065484	585818	11000	431	4310	65100	68.39
78052838	07/28/2021	A00200555McGraw-Hill	I0065500	11814370	31000	423	4110	69100	1,150.00
					31000	423	5940	69100	63.02
78052839	07/28/2021	A00293117Michael Flooring Inc.	I0065496	I-4255	35819	357	6210	69700	37,426.55
78052840	07/28/2021	A00285810National Emergency Number As	I0065469	30001497	11000	113	5840	67801	255.00
78052841	07/28/2021	A00318943Nelms, Daniel	I0065465	062521	11000	352	5710	69610	1,121.08
78052842	07/28/2021	A00200536Praxair Distribution, Inc.	I0065481	63714616	12560	223	4311	09565	150.69
					11000	401	5940	67705	39.89
					11000	401	5940	67705	39.89
78052843	07/28/2021	A00285838Sammy's Detail	I0065475	823	11000	432	5632	67703	255.00
78052844	07/28/2021	A00220442Serban Sound & Communication	I0065498	1499	41400	000	6211	71003	68,629.42
78052845	07/28/2021	A00200487Sierra School Equipment Co.	I0065478	405055	12720	421	6411	67900	3,196.05
					12720	421	6411	67900	35,371.05
					12720	421	6411	67900	50,405.36
					12720	421	6411	67900	17,972.96
			I0065479	405054	12720	421	6411	67900	6,778.15
					12720	421	6411	67900	8,472.75
					12720	421	6411	67900	39,543.05
					12720	421	6411	67900	8,301.15
					12720	421	6411	67900	76,898.25
					12720	421	6411	67900	2,620.12
78052846	07/28/2021	A00237176SSD Systems	I0065468	R-002959	11000	113	5641	67801	605.10
					11000	205	5641	12042	117.75
78052847	07/28/2021	A00311532Sway Medical	I0065471	10911	11000	352	4310	69619	717.70
78052848	07/28/2021	A00200423Taft City School District	I0065492	21-118	11000	432	4312	65500	102.68
					11000	432	5632	65500	106.50
78052849	07/28/2021	A00232538Ward's Natural Science	I0065472	88052486	12720	421	4311	67900	561.32
78052850	07/28/2021	A00200352Waxie Sanitary Supply	I0065489	80026262	11000	431	4310	65300	824.71
78052851	07/28/2021	A00201081Westside Waste Management Co	I0065494	9681	11000	431	5850	65700	646.82
78052852	07/28/2021	A00279103Yabla, Inc.	I0065485	0070721	31000	423	4110	69100	8,543.70
					31000	423	5940	69100	18.00
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BANK TOTAL									1,305,112.47

# Taft College Purchase Order Activity Report

1-July-2021 through 31-July-2021

FY 21-22

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A	
		NUMBER	NAME	NUMBER	DATE					AMOUNT
ABAUER	07/13/2021	A00200107	Bright House Networks	P0056996	07/12/2021	07/12/2021			\$200.00	
		A00200284	U.S. Foods	P0056970	05/12/2021	05/13/2021			\$1,639.19	
	07/19/2021	A00200712	Kern County Supt. of Schools	P0057054	07/19/2021	07/19/2021			\$985.50	
				P0057055	07/19/2021	07/19/2021			\$8,500.00	
		A00255039	Dormlife, LLC	P0057078	07/19/2021	07/19/2021			\$18,874.69	
07/20/2021		A00200498	Office Depot	P0057058	07/19/2021	07/19/2021			\$1,287.00	
		A00200487	Sierra School Equipment Co.	P0057082	07/19/2021	07/19/2021			\$3,537.11	
		A00202445	AT&T Mobility	P0057069	07/19/2021	07/19/2021			\$3,219.20	
		A00210539	Advantage Laundry	P0057079	07/19/2021	07/19/2021			\$9,112.35	
		A00232538	Ward's Natural Science	P0057085	07/19/2021	08/02/2021			\$1,628.53	
		A00233814	D3 Sports	P0057077	07/19/2021	07/19/2021			\$1,378.57	
		A00293918	A&B Athletics	P0057076	07/19/2021	07/19/2021			\$3,214.68	
		A00220442	Serban Sound & Communication	P0057048	07/14/2021	07/14/2021			\$191,169.80	
		A00200487	Sierra School Equipment Co.	P0057072	07/19/2021	07/19/2021			\$340,835.14	
				P0057073	07/19/2021	07/19/2021			\$106,945.42	
				P0057074	07/19/2021	07/19/2021			\$142,613.55	
				P0057075	07/19/2021	07/19/2021			\$76,039.18	
		A00203579	Alcorn Aire, Inc.	P0057071	07/19/2021	07/19/2021			\$98,897.00	
		A00294733	West Kern Adult Education Ne	P0057057	07/19/2021	07/19/2021			\$832,637.00	
07/22/2021		A00200794	California Dept. of Tax and	P0057105	07/20/2021	07/20/2021			\$67,500.00	
		A00220442	Serban Sound & Communication	P0057053	07/15/2021	07/15/2021			\$94,915.88	
07/26/2021		A00200458	Roth, Rebecca E.	P0057061	07/19/2021	07/19/2021			\$95.00	
07/28/2021		A00200355	West Kern Water District	P0057198	07/01/2021	07/13/2021			\$100.00	
				P0057200	07/01/2021	07/01/2021			\$1,000.00	
		A00200508	P. G. & E.	P0057127	07/26/2021	07/26/2021			\$5,500.00	
				P0057128	07/26/2021	07/26/2021			\$1,025.00	
		A00259618	Taft College ASB General	P0057056	07/19/2021	07/19/2021			\$75,000.00	
07/29/2021		A00000456	Uribe, Jose	P0057210	07/29/2021	07/29/2021			\$190.00	
							TOTAL USER		\$2,088,039.79	
AOMEGA	07/19/2021	A00200498	Office Depot	P0057028	07/13/2021	07/13/2021			\$105.94	
		A00200516	Patterson Dental Supply, Inc	P0057025	07/13/2021	07/13/2021			\$111.03	
			A00302543	Darby Dental Supply, LLC	P0057033	07/14/2021	07/14/2021		\$247.48	
	07/20/2021		A00200536	Praxair Distribution, Inc.	P0057046	07/14/2021	07/14/2021			\$1,213.73
			A00200655	Henry Schein, Inc.	P0057030	07/13/2021	07/13/2021			\$6,597.23
	07/26/2021		A00200393	Sparkletts	P0057110	07/21/2021	07/21/2021			\$37.67
			A00200536	Praxair Distribution, Inc.	P0057104	07/20/2021	07/20/2021			\$729.53
			A00200655	Henry Schein, Inc.	P0057114	07/21/2021	07/21/2021			\$6,440.82
							TOTAL USER		\$15,483.43	

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USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A	
		NUMBER	NAME	NUMBER	DATE					AMOUNT
BALKORIN	07/13/2021	A00200426	Taft College Cafeteria	P0056855	07/06/2021	07/06/2021			\$274.50	
				P0056863	07/06/2021	07/06/2021			\$183.00	
	07/28/2021	A00211077	Strata Information Group	P0057137	07/26/2021	07/26/2021			\$11,872.50	
							-----			
							TOTAL USER			\$12,330.00
DDURAN	07/07/2021	A00222771	Academic Senate for Communit	P0056849	07/06/2021	07/06/2021			\$1,527.67	
		A00200656	Jacobi, Victoria J.	P0056864	07/06/2021	07/06/2021			\$200.00	
		A00284634	Abbott, Amar Isa.	P0056865	07/06/2021	07/06/2021			\$200.00	
	07/13/2021	A00200198	Community College League of	P0056997	07/12/2021	07/12/2021			\$10,100.00	
	07/19/2021	A00200153	CCCCIO	P0057024	07/13/2021	07/13/2021			\$300.00	
		A00266014	World Institute for Nurturin	P0057049	07/14/2021	07/14/2021			\$340.00	
		A00293996	Kimbrough, Vickie J.	P0056978	07/12/2021	07/12/2021			\$289.03	
	07/20/2021	A00201117	Vernier	P0057065	07/19/2021	07/19/2021			\$3,900.68	
	07/22/2021	A00200161	CDW-G	P0057098	07/20/2021	07/20/2021			\$3,346.20	
		A00320862	Biopac Systems Inc	P0057099	07/20/2021	07/20/2021			\$3,310.81	
	07/26/2021	A00307058	Minor, Leslie B.	P0057095	07/20/2021	07/20/2021			\$839.48	
	07/27/2021	A00200161	CDW-G	P0057149	07/26/2021	07/26/2021			\$3,050.61	
		A00200862	Taft College Bookstore	P0057151	07/26/2021	07/26/2021			\$535.18	
		A00232538	Ward's Natural Science	P0057097	07/20/2021	07/20/2021			\$561.32	
	07/28/2021	A00251929	Oja, Michelle Elizabeth.	P0057191	07/28/2021	07/28/2021			\$200.00	
			P0057192	07/28/2021	07/28/2021			\$257.35		
07/29/2021	A00200862	Taft College Bookstore	P0057187	07/28/2021	07/28/2021			\$770.92		
							-----			
							TOTAL USER			\$29,729.25
DHICKS	07/06/2021	A00264649	Convergint Technologies, LLC	P0056777	1 07/01/2021	07/01/2021			\$11,838.00	
	07/08/2021	A00200139	Card Integrators	P0056892	07/06/2021	07/06/2021			\$2,384.00	
		A00200995	Educause	P0056871	07/06/2021	07/06/2021			\$77.00	
	07/12/2021	A00200161	CDW-G	P0056971	07/12/2021	07/12/2021			\$16,229.49	
	07/13/2021	A00200400	Stinson's	P0057011	07/13/2021	07/13/2021			\$81.59	
	07/14/2021	A00255644	U.S. Bank Equipment Finance	P0056908	07/07/2021	07/07/2021			\$62,469.61	
	07/20/2021	A00200053	Apple Computer Inc.	P0057034	07/14/2021	07/14/2021			\$1,182.68	
		A00212896	Foundation for California Co	P0057032	07/14/2021	07/14/2021			\$88,050.00	
		A00200161	CDW-G	P0056974	07/12/2021	07/12/2021			\$14,004.70	
		A00255644	U.S. Bank Equipment Finance	P0057052	07/15/2021	07/15/2021			\$846.36	
		A00200338	Verizon Wireless	P0056883	07/06/2021	07/06/2021			\$1,500.00	
		A00200400	Stinson's	P0057015	07/13/2021	07/13/2021			\$280.90	
		A00266520	ID Zone	P0056894	07/06/2021	07/06/2021			\$3,085.24	
		A00284647	CCS Disaster Recovery Servic	P0056889	07/06/2021	07/06/2021			\$3,420.00	
		A00285810	National Emergency Number As	P0056877	07/06/2021	07/06/2021			\$255.00	
		A00288646	Amazon Web Services, Inc.	P0056872	07/06/2021	07/06/2021			\$8,300.00	

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USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
	07/21/2021	A00200161	CDW-G	P0057039	07/14/2021	07/14/2021			\$1,402.86
				P0057117	07/21/2021	07/21/2021			\$4,212.00
		A00202372	Young, Brandy J.	P0057119	07/21/2021	07/21/2021			\$26.35
		A00223048	AMS.NET	P0057118	07/21/2021	07/21/2021			\$16,952.27
	07/22/2021	A00200161	CDW-G	P0056975	07/12/2021	07/12/2021			\$701.42
				P0057042	07/14/2021	07/14/2021			\$3,073.79
	07/26/2021	A00237176	SSD Systems	P0056873	07/06/2021	07/06/2021			\$2,930.00
	07/27/2021	A00248932	Abtech	P0057160	07/26/2021	07/26/2021			\$514.96
	07/28/2021	A00200400	Stinson's	P0057197	07/28/2021	07/28/2021			\$198.66
									-----
						TOTAL USER			\$232,178.88
DRIOS	07/07/2021	A00055076	Rios, Debra Sue.	P0056850	07/06/2021	07/06/2021			\$102.42
		A00200017	A.P.I. Plumbing	P0056859	07/06/2021	07/06/2021			\$500.00
		A00200063	Austin's Pest Control, Inc.	P0056853	07/06/2021	07/06/2021			\$1,200.00
		A00200109	Brown & Reich Petroleum, Inc	P0056856	07/06/2021	07/06/2021			\$3,000.00
		A00200181	City of Taft	P0056854	07/06/2021	07/06/2021			\$3,000.00
		A00200282	True Value Home Center	P0056862	07/06/2021	07/06/2021			\$700.00
		A00200498	Office Depot	P0056866	07/06/2021	07/06/2021			\$2,200.00
		A00200680	J & L Locksmithing	P0056857	07/06/2021	07/06/2021			\$300.00
		A00200862	Taft College Bookstore	P0056868	07/06/2021	07/06/2021			\$100.00
		A00265229	DK&M Property	P0056874	07/06/2021	07/06/2021			\$18,000.00
		A00292936	Albertson's LLC	P0056867	07/06/2021	07/06/2021			\$2,800.00
		A00319064	T-Mobile USA Inc.	P0056860	07/06/2021	07/06/2021			\$700.00
		A00324281	De Duclos, MJ Breceda	P0056875	07/06/2021	07/06/2021			\$8,400.00
		A00200425	Taft College	P0056890	07/06/2021	07/06/2021			\$16,800.00
		A00300405	Markovits, Aaron	P0056891	07/06/2021	07/06/2021			\$300.00
		A00315942	Oildorado, Inc.	P0056893	07/06/2021	07/06/2021			\$150.00
	07/13/2021	A00324281	De Duclos, MJ Breceda	P0056909	07/07/2021	07/07/2021			\$500.00
	07/14/2021	A00200161	CDW-G	P0056870	07/06/2021	07/06/2021			\$15,308.72
	07/28/2021	A00200355	West Kern Water District	P0057199	07/28/2021	07/28/2021			\$500.00
		A00200508	P. G. & E.	P0057201	07/28/2021	07/28/2021			\$500.00
		A00201081	Westside Waste Management Co	P0057196	07/28/2021	07/28/2021			\$600.00
		A00300405	Markovits, Aaron	P0057194	07/28/2021	07/28/2021			\$85.00
		A00055076	Rios, Debra Sue.	P0057116	07/21/2021	07/21/2021			\$55.00
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						TOTAL USER			\$75,801.14
DVOHNOUT	07/28/2021	A00200498	Office Depot	P0057126	07/26/2021	07/26/2021			\$35.23
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						TOTAL USER			\$35.23

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USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A		
		NUMBER	NAME	NUMBER	DATE					AMOUNT	
GDUNHAM	07/07/2021	A00200225	Darling International (Fresn	P0056882	07/06/2021	07/07/2021			\$1,000.00		
		A00200282	True Value Home Center	P0056886	07/06/2021	07/07/2021			\$214.50		
		A00200307	Farmer Bros. Company	P0056880	07/06/2021	07/07/2021			\$5,000.00		
		A00200343	Vistar Corporation	P0056885	07/06/2021	07/07/2021			\$5,000.00		
		A00200388	Zee Medical Service Co.	P0056884	07/06/2021	07/07/2021			\$536.25		
		A00244581	Independent Fire and Safety,	P0056887	07/06/2021	07/07/2021			\$1,072.50		
		A00292936	Albertson's LLC	P0056881	07/06/2021	07/07/2021			\$2,000.00		
		A00200284	U.S. Foods	P0056878	07/06/2021	07/07/2021			\$33,217.50		
		A00200417	Sysco Food Service of Ventur	P0056876	07/06/2021	07/07/2021			\$116,337.50		
		A00200522	Pepsi-Cola Company	P0056879	07/06/2021	07/07/2021			\$30,000.00		
		07/27/2021	A00209980	County of Kern	P0057161	07/26/2021	07/26/2021			\$800.00	
									TOTAL USER		\$195,178.25
		JEDMAISTON	07/07/2021	A00200432	Taft Union High School	P0056836	07/01/2021	07/01/2021			\$5,000.00
A00269814	Soccer.com			P0056803	07/01/2021	07/01/2021			\$516.45		
A00306660	Advanced Data Storage, Inc.			P0056845	07/01/2021	07/01/2021			\$34.50		
07/08/2021	A00200655		Henry Schein, Inc.	P0056954	07/08/2021	07/08/2021			\$1,428.34		
	A00244660		J & J Supply, Inc.	P0056955	07/08/2021	07/08/2021			\$138.45		
	A00283035		CCLC	P0056958	07/08/2021	07/08/2021			\$7,075.00		
07/19/2021	A00311532		Sway Medical	P0056956	07/08/2021	07/08/2021			\$717.70		
	A00200498		Office Depot	P0057027	07/13/2021	07/13/2021			\$62.45		
07/20/2021	A00323604		AMGC Sports	P0057035	07/14/2021	07/14/2021			\$4,555.45		
	A00200053		Apple Computer Inc.	P0057045	07/14/2021	07/14/2021			\$1,344.55		
07/27/2021	A00233814		D3 Sports	P0057156	07/26/2021	07/26/2021			\$1,788.93		
07/28/2021	A00200167		Central Valley Conference	P0057107	07/21/2021	07/21/2021			\$7,000.00		
	A00200161		CDW-G	P0057047	07/14/2021	07/14/2021			\$34.20		
	A00200862		Taft College Bookstore	P0057094	07/20/2021	07/20/2021			\$12.50		
	A00275443		WestAir Gases & Equipment In	P0057130	07/26/2021	07/26/2021			\$350.00		
	A00200119		C.A. Reding Company, Inc.	P0057133	07/26/2021	07/26/2021			\$500.00		
		A00306660	Advanced Data Storage, Inc.	P0057131	07/26/2021	07/26/2021			\$420.00		
							TOTAL USER		\$30,978.52		
JMADDING	07/07/2021	A00200181	City of Taft	P0056798	07/01/2021	07/01/2021			\$3,126.85		
		A00227772	MBS Textbook Exchange, Inc.	P0056800	07/01/2021	07/01/2021			\$4,466.43		
	07/12/2021	A00200693	John Wiley & Sons, Inc.	P0056831	07/01/2021	07/01/2021			\$2,000.00		
		A00200559	McMurray, Robert B.	P0056907	07/07/2021	07/07/2021			\$659.68		
	07/13/2021	A00200862	Taft College Bookstore	P0056985	07/12/2021	07/12/2021			\$64.34		
		A00270674	Public Agency Law Group	P0056981	07/12/2021	07/12/2021			\$224.00		
		A00200707	Keenan & Associates	P0056987	07/12/2021	07/12/2021			\$5,162.50		
		A00200680	J & L Locksmithing	P0056995	07/12/2021	07/12/2021			\$324.97		

# Taft College Purchase Order Activity Report

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USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
		A00200498	Office Depot	P0056980	07/12/2021	07/12/2021			\$119.57
		A00200043	American Express	P0057010	07/13/2021	07/13/2021			\$646.56
		A00293117	Michael Flooring Inc.	P0057009	07/13/2021	07/13/2021			\$6,762.79
	07/19/2021	A00200293	United Parcel Service	P0056994	07/12/2021	07/12/2021			\$1,387.63
		A00200862	Taft College Bookstore	P0057031	07/14/2021	07/14/2021			\$1,766.24
	07/20/2021	A00200487	Sierra School Equipment Co.	P0057064	07/19/2021	07/19/2021			\$2,563.28
		A00255039	Dormlife, LLC	P0056801	07/01/2021	07/01/2021			\$18,874.69
		A00200308	Federal Express Corporation	P0056988	07/12/2021	07/12/2021			\$21.58
		A00200360	Westec	P0056984	07/12/2021	07/12/2021			\$1,433,638.00
		A00200308	Federal Express Corporation	P0056799	07/01/2021	07/01/2021			\$71.94
		A00313072	Colombo Construction Co., In	P0057062	07/19/2021	07/19/2021			\$506,707.94
	07/22/2021	A00200052	AP Architects	P0056999	07/13/2021	07/13/2021			\$13,012.15
		A00200704	Karwoski, John	P0056992	07/12/2021	07/12/2021			\$10,920.00
		A00270674	Public Agency Law Group	P0056982	07/12/2021	07/12/2021			\$4,416.00
		A00283264	Frontier California Inc.	P0056990	07/12/2021	07/12/2021			\$11,500.00
				P0056993	07/12/2021	07/12/2021			\$10,000.00
		A00319544	FFP Fund V Lesseel, LLC	P0056989	07/12/2021	07/12/2021			\$24,407.86
		A00200181	City of Taft	P0057084	07/19/2021	07/19/2021			\$12,000.00
		A00200308	Federal Express Corporation	P0057063	07/19/2021	07/19/2021			\$93.55
		A00224086	inContact, Inc.	P0057086	07/19/2021	07/19/2021			\$1,342.43
		A00283264	Frontier California Inc.	P0057040	07/14/2021	07/14/2021			\$1,800.00
				P0057087	07/19/2021	07/19/2021			\$750.00
	07/26/2021	A00200308	Federal Express Corporation	P0057155	07/26/2021	07/26/2021			\$67.22
		A00200355	West Kern Water District	P0057083	07/19/2021	07/19/2021			\$752.02
	07/27/2021	A00200069	Bakersfield Californian	P0057174	07/27/2021	07/27/2021			\$299.20
		A00200355	West Kern Water District	P0057143	07/26/2021	07/26/2021			\$179.42
				P0057163	07/27/2021	07/27/2021			\$59.80
		A00324742	Jarrett Electric, Inc.	P0057164	07/27/2021	07/27/2021			\$18,580.00
	07/28/2021	A00313072	Colombo Construction Co., In	P0057150	07/26/2021	07/26/2021			\$617,595.13
		A00200487	Sierra School Equipment Co.	P0057173	07/27/2021	07/27/2021			\$185,646.14
	07/29/2021	A00200043	American Express	P0057206	07/29/2021	07/29/2021			\$18,691.35
		A00200396	Spurr	P0057148	07/26/2021	07/26/2021			\$1,499.99
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						TOTAL USER			\$2,922,201.25
JROTHGEB	07/12/2021	A00200063	Austin's Pest Control, Inc.	P0056898	07/07/2021	07/07/2021			\$660.00
		A00280086	Rothgeb, Julie J.	P0056902	07/07/2021	07/07/2021			\$621.00
	07/13/2021	A00200064	B & B Surplus	P0056960	07/08/2021	07/08/2021			\$1,776.06
		A00200355	West Kern Water District	P0056906	07/07/2021	07/07/2021			\$2,400.00
		A00200508	P. G. & E.	P0056904	07/07/2021	07/07/2021			\$5,500.00
		A00200806	Kern Gardening Service	P0056903	07/07/2021	07/07/2021			\$2,400.00
		A00201081	Westside Waste Management Co	P0056911	07/07/2021	07/07/2021			\$1,200.00

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USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER			PURCHASE ORDER AMOUNT	CL C A
		NUMBER	NAME	NUMBER	DATE	REQ. DATE		
		A00202041	Fresno Oxygen	P0056959	07/08/2021	07/08/2021	\$1,553.35	
		A00272600	Beard Family Trust	P0056899	07/07/2021	07/07/2021	\$14,000.00	
		A00277845	Double D Cleaning Service	P0056901	07/07/2021	07/07/2021	\$2,650.00	
		A00202041	Fresno Oxygen	P0056910	07/07/2021	07/07/2021	\$6,500.00	
	07/19/2021	A00200181	City of Taft	P0057036	07/14/2021	07/14/2021	\$48.85	
		A00200536	Praxair Distribution, Inc.	P0057037	07/14/2021	07/14/2021	\$150.69	
				P0057038	07/14/2021	07/14/2021	\$150.69	
		A00200107	Bright House Networks	P0056900	07/07/2021	07/07/2021	\$3,800.00	
		A00200393	Sparkletts	P0056905	07/07/2021	07/07/2021	\$1,225.00	
	07/28/2021	A00317961	Eduporium, Inc.	P0057186	07/28/2021	07/28/2021	\$3,306.84	
		A00200536	Praxair Distribution, Inc.	P0057183	07/28/2021	07/28/2021	\$151.04	
		A00200862	Taft College Bookstore	P0057166	07/27/2021	07/27/2021	\$264.77	
	07/29/2021	A00209980	County of Kern	P0057167	07/27/2021	07/27/2021	\$184.00	
		A00200181	City of Taft	P0057162	07/27/2021	07/27/2021	\$9.11	
		A00200282	True Value Home Center	P0057067	07/19/2021	07/19/2021	\$45.11	
		A00200536	Praxair Distribution, Inc.	P0057184	07/28/2021	07/28/2021	\$116.64	
		A00202041	Fresno Oxygen	P0057171	07/27/2021	07/27/2021	\$142.17	
		A00313624	Pacific Torch & Regulator	P0057190	07/28/2021	07/28/2021	\$120.00	
		A00200161	CDW-G	P0057008	07/13/2021	07/13/2021	\$304.22	
		A00200498	Office Depot	P0057181	07/28/2021	07/28/2021	\$83.25	
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						TOTAL USER		\$49,362.79
KSTEARMAN	07/06/2021	A00223048	AMS.NET	P0056888	07/06/2021	07/06/2021	\$282.63	
	07/07/2021	A00200016	4Imprint	P0056806	07/01/2021	07/01/2021	\$6,500.00	
		A00200079	Bar Charts, Inc.	P0056809	07/01/2021	07/01/2021	\$330.00	
		A00200127	California Dept. of Education	P0056812	07/01/2021	07/01/2021	\$2,630.00	
		A00200143	Carlson, Kamala A.	P0056813	07/01/2021	07/01/2021	\$7,000.00	
		A00200243	Dick Blick	P0056819	07/01/2021	07/01/2021	\$10,000.00	
		A00200298	Elsevier Health Science	P0056821	07/01/2021	07/01/2021	\$900.00	
		A00219472	Arbor Crest Publishing	P0056808	07/01/2021	07/01/2021	\$10,500.00	
		A00247606	Collegiate Pacific	P0056816	07/01/2021	07/01/2021	\$2,200.00	
		A00258705	El Dorado Trading Group	P0056820	07/01/2021	07/01/2021	\$4,000.00	
		A00292869	Colorado Nut Company, Inc.	P0056817	07/01/2021	07/01/2021	\$1,200.00	
		A00293918	A&B Athletics	P0056807	07/01/2021	07/01/2021	\$1,200.00	
		A00300497	Content Distributors	P0056818	07/01/2021	07/01/2021	\$1,630.00	
		A00319383	Exchange Press	P0056822	07/01/2021	07/01/2021	\$240.00	
		A00320892	Barnes Welding	P0056810	07/01/2021	07/01/2021	\$2,000.00	
		A00323140	Blueprint Service Company	P0056811	07/01/2021	07/01/2021	\$2,000.00	
		A00002482	May, James Patrick.	P0056839	07/01/2021	07/01/2021	\$1,500.00	
		A00200555	McGraw-Hill	P0056843	07/01/2021	07/01/2021	\$9,000.00	
		A00201045	Golling, Greg P.	P0056823	07/01/2021	07/01/2021	\$1,800.00	



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USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
		A00201549	Harper Collins Publishers	P0056826	07/01/2021	07/01/2021			\$200.00
		A00202073	Human Kinetics	P0056828	07/01/2021	07/01/2021			\$350.00
		A00203431	Grimes, Jessica R.	P0056825	07/01/2021	07/01/2021			\$4,000.00
		A00227772	MBS Textbook Exchange, Inc.	P0056841	07/01/2021	07/01/2021			\$4,000.00
				P0056842	07/01/2021	07/01/2021			\$18,000.00
		A00242940	ICM Distributing Company, In	P0056829	07/01/2021	07/01/2021			\$1,100.00
		A00253920	Mancomm, Inc.	P0056837	07/01/2021	07/01/2021			\$900.00
		A00258702	Martinson, Larry	P0056838	07/01/2021	07/01/2021			\$2,200.00
		A00270994	Legal Books Distributing	P0056833	07/01/2021	07/01/2021			\$900.00
		A00271523	Logical Operations, Inc.	P0056835	07/01/2021	07/01/2021			\$1,650.00
		A00279103	Yabla, Inc.	P0056846	07/01/2021	07/01/2021			\$20,150.00
		A00279155	Jones & Bartlett Learning, L	P0056832	07/01/2021	07/01/2021			\$4,000.00
		A00304231	Higher Education Services, I	P0056827	07/01/2021	07/01/2021			\$650.00
		A00304876	Ingram Book Group LLC	P0056830	07/01/2021	07/01/2021			\$420.00
		A00324299	Ace Uniforms LLC	P0056834	07/01/2021	07/01/2021			\$1,500.00
		A00200518	Pearson Education	P0056844	07/01/2021	07/01/2021			\$65,500.00
		A00201685	Cengage Learning	P0056814	07/01/2021	07/01/2021			\$26,900.00
		A00227772	MBS Textbook Exchange, Inc.	P0056840	07/01/2021	07/01/2021			\$61,500.00
		A00307514	Great River Learning	P0056824	07/01/2021	07/01/2021			\$42,000.00
07/12/2021		A00200693	John Wiley & Sons, Inc.	P0056913	07/07/2021	07/07/2021			\$2,000.00
		A00213701	MCM Group	P0056914	07/07/2021	07/07/2021			\$1,200.00
		A00234628	MPS	P0056915	07/07/2021	07/07/2021			\$17,000.00
		A00258703	College House	P0056912	07/07/2021	07/07/2021			\$13,000.00
		A00018310	Reynolds, David S.	P0056926	07/07/2021	07/07/2021			\$4,500.00
		A00200107	Bright House Networks	P0056948	07/07/2021	07/07/2021			\$1,600.00
		A00200119	C.A. Reding Company, Inc.	P0056944	07/07/2021	07/07/2021			\$100.00
		A00200181	City of Taft	P0056950	07/07/2021	07/07/2021			\$585.00
		A00200434	Teacher's College Press	P0056935	07/07/2021	07/07/2021			\$200.00
		A00200472	Scantron Corporation	P0056931	07/07/2021	07/07/2021			\$900.00
		A00200498	Office Depot	P0056920	07/07/2021	07/07/2021			\$2,000.00
		A00200508	P. G. & E.	P0056951	07/07/2021	07/07/2021			\$9,620.00
		A00200521	Pens Etc.	P0056923	07/07/2021	07/07/2021			\$3,300.00
		A00200522	Pepsi-Cola Company	P0056952	07/07/2021	07/07/2021			\$2,000.00
		A00200585	NAEYC	P0056916	07/07/2021	07/07/2021			\$2,000.00
		A00200827	W.W. Norton & Company Inc.	P0056939	07/07/2021	07/07/2021			\$3,800.00
		A00201124	New Monic Books	P0056918	07/07/2021	07/07/2021			\$800.00
		A00210209	ULINE	P0056936	07/07/2021	07/07/2021			\$3,617.50
		A00210330	Redleaf Press	P0056925	07/07/2021	07/07/2021			\$2,100.00
		A00210970	University Frames, Inc.	P0056937	07/07/2021	07/07/2021			\$125.00
		A00218940	Roaring Spring Paper Product	P0056928	07/07/2021	07/07/2021			\$2,500.00
		A00234793	Southwest Signs	P0056934	07/07/2021	07/07/2021			\$4,000.00
		A00237176	SSD Systems	P0056947	07/07/2021	07/07/2021			\$800.00

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USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER AMOUNT	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
		A00238004	Paymetric, Inc.	P0056921	07/07/2021	07/07/2021			\$1,500.00
		A00238748	RR Donnelley	P0056929	07/07/2021	07/07/2021			\$1,200.00
		A00252523	Oak Hall Cap and Gown	P0056919	07/07/2021	07/07/2021			\$15,800.00
		A00255612	Simon & Schuster, Inc.	P0056933	07/07/2021	07/07/2021			\$1,100.00
		A00255636	Rapp's Packaging	P0056924	07/07/2021	07/07/2021			\$2,500.00
		A00271043	SDC Publications	P0056932	07/07/2021	07/07/2021			\$1,000.00
		A00271503	Wolters Kluwer Health	P0056941	07/07/2021	07/07/2021			\$1,650.00
		A00274574	Penguin Random House LLC	P0056922	07/07/2021	07/07/2021			\$3,000.00
		A00275443	WestAir Gases & Equipment In	P0056945	07/07/2021	07/07/2021			\$300.00
		A00281062	Rittenhouse Book Distributer	P0056927	07/07/2021	07/07/2021			\$500.00
		A00283264	Frontier California Inc.	P0056949	07/07/2021	07/07/2021			\$700.00
		A00286901	WinCraft, Incorporated	P0056940	07/07/2021	07/07/2021			\$3,800.00
		A00292796	Safe 1 Credit Union	P0056930	07/07/2021	07/07/2021			\$630.00
		A00293937	Woodbine House, Inc.	P0056942	07/07/2021	07/07/2021			\$1,100.00
		A00312920	Vital Source	P0056938	07/07/2021	07/07/2021			\$10,000.00
		A00314755	National Book Network	P0056917	07/07/2021	07/07/2021			\$3,600.00
		A00319010	XanEdu Publishing, Inc.	P0056943	07/07/2021	07/07/2021			\$7,000.00
		A00200161	CDW-G	P0056961	07/08/2021	07/08/2021			\$443.03
		A00213296	Phi Theta Kappa	P0056953	07/07/2021	07/07/2021			\$300.00
	07/13/2021	A00200425	Taft College	P0056946	07/07/2021	07/07/2021			\$60,000.00
	07/19/2021	A00200487	Sierra School Equipment Co.	P0056972	07/12/2021	07/12/2021			\$9,961.26
	07/20/2021	A00227772	MBS Textbook Exchange, Inc.	P0057101	07/20/2021	07/20/2021			\$300.00
	07/26/2021	A00200119	C.A. Reding Company, Inc.	P0057132	07/26/2021	07/26/2021			\$1,170.00
		A00200127	California Dept. of Educatio	P0057134	07/26/2021	07/26/2021			\$1,151.18
		A00200393	Sparkletts	P0057135	07/26/2021	07/26/2021			\$7.99
	07/27/2021	A00302115	Big Print and Copy LLC	P0057168	07/27/2021	07/27/2021			\$600.00
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						TOTAL USER			\$527,893.59
MBLANCO	07/04/2021	A00200300	Eureka	P0056796	07/01/2021	07/01/2021			\$1,395.00
	07/07/2021	A00211077	Strata Information Group	P0056794	07/01/2021	07/01/2021			\$9,732.50
		A00309477	VoiceThread LLC	P0056805	07/01/2021	07/01/2021			\$6,500.00
		A00318943	Nelms, Daniel	P0056797	07/01/2021	07/01/2021			\$1,150.00
	07/12/2021	A00200407	Student Insurance	P0056895	07/06/2021	07/06/2021			\$2,000.00
	07/13/2021	A00200279	Educational Testing Service	P0057002	07/13/2021	07/13/2021			\$1,689.00
		A00323638	Sonocent LLC	P0056670	07/08/2021	07/08/2021			\$1,950.00
	07/19/2021	A00288619	Brixey, Gabrielle Elaine.	P0057000	07/13/2021	07/13/2021			\$731.00
	07/20/2021	A00200712	Kern County Supt. of Schools	P0057066	07/19/2021	07/19/2021			\$2,500.00
	07/22/2021	A00210320	Computerland	P0057121	07/21/2021	07/21/2021			\$16,254.00
	07/27/2021	A00200181	City of Taft	P0057158	07/26/2021	07/26/2021			\$528.97
		A00200816	Rydin Decal	P0057159	07/26/2021	07/26/2021			\$924.54
	07/28/2021	A00200407	Student Insurance	P0057195	07/28/2021	07/28/2021			\$53,052.00

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		NUMBER	NAME	NUMBER	DATE				
		A00200076	Bandy, Ingrun K.	P0057044	07/14/2021	07/14/2021			\$509.96
		A00200338	Verizon Wireless	P0057157	07/26/2021	07/26/2021			\$2,700.00
						TOTAL USER			\$101,616.97
MSANCHEZ	07/28/2021	A00200161	CDW-G	P0057152	07/26/2021	06/30/2022			\$109.03
						TOTAL USER			\$109.03
MSILVEIRA	07/09/2021	A00292936	Albertson's LLC	P0056962	07/09/2021	07/09/2021			\$4,290.00
		A00200284	U.S. Foods	P0056967	07/09/2021	07/09/2021			\$1,000.00
	07/13/2021	A00200284	U.S. Foods	P0056965	07/09/2021	07/09/2021			\$15,000.00
				P0056966	07/09/2021	07/09/2021			\$1,000.00
		A00200417	Sysco Food Service of Ventur	P0056963	07/09/2021	07/09/2021			\$15,000.00
				P0056968	07/09/2021	07/09/2021			\$1,600.00
		A00201051	Central Sanitary Supply	P0056969	07/09/2021	07/09/2021			\$1,000.00
		A00292936	Albertson's LLC	P0056964	07/09/2021	07/09/2021			\$4,000.00
	07/20/2021	A00237176	SSD Systems	P0057070	07/19/2021	07/19/2021			\$960.00
		A00293117	Michael Flooring Inc.	P0057096	05/19/2021	06/07/2021			\$23,582.00
		A00273104	Jaguar Wrought Iron Inc.	P0057102	07/20/2021	07/20/2021			\$17,000.00
		A00293117	Michael Flooring Inc.	P0057100	07/20/2021	07/20/2021			\$23,582.00
	07/21/2021	A00247034	Kaplan Early Learning Compan	P0057106	07/21/2021	07/21/2021			\$719.85
	07/26/2021	A00256341	Terminix	P0057139	07/26/2021	07/26/2021			\$314.00
		A00220442	Serban Sound & Communication	P0057138	07/26/2021	07/26/2021			\$22,265.16
		A00256341	Terminix	P0057141	07/26/2021	07/26/2021			\$5,736.00
		A00292864	Community Playthings	P0057136	07/26/2021	07/26/2021			\$9,612.85
	07/28/2021	A00308756	Montgomery Hardware Co.	P0057182	07/28/2021	07/28/2021			\$35,869.77
		A00202379	San Joaquin Fence & Supply	P0057142	07/26/2021	07/26/2021			\$9,445.00
		A00200728	Lakeshore	P0057170	07/27/2021	07/27/2021			\$11,346.95
		A00200862	Taft College Bookstore	P0057169	07/27/2021	07/27/2021			\$1,448.65
		A00323386	Cen-Cal Construction	P0057175	07/27/2021	07/27/2021			\$12,479.55
		A00200355	West Kern Water District	P0057202	07/28/2021	07/28/2021			\$1,500.00
	07/29/2021	A00200396	Spurr	P0057203	07/29/2021	07/29/2021			\$2,800.00
		A00201051	Central Sanitary Supply	P0057204	07/29/2021	07/29/2021			\$3,000.00
		A00200498	Office Depot	P0057205	07/29/2021	07/29/2021			\$3,000.00
						TOTAL USER			\$227,551.78
MTOFTE	07/12/2021	A00271462	OCLC, Inc.	P0056858	07/06/2021	07/06/2021			\$6,120.00
		A00205819	Proquest LLC	P0056869	07/06/2021	07/06/2021			\$6,150.50
		A00283035	CCLC	P0056861	07/06/2021	07/06/2021			\$24,210.12
	07/20/2021	A00319551	ChargeTech	P0057068	07/19/2021	07/19/2021			\$5,403.13

# Taft College Purchase Order Activity Report

1-July-2021 through 31-July-2021

FY 21-22

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
							TOTAL USER			\$41,883.75
MWHITE	07/06/2021	A00308504	Wright Express FSC	P0056790	07/01/2021	07/01/2021				\$678.20
	07/07/2021	A00200423	Taft City School District	P0056802	07/01/2021	07/01/2021				\$511.63
		A00200715	Kern Electric Distributors	P0056804	07/01/2021	07/01/2021				\$48.26
		A00200282	True Value Home Center	P0056896	07/06/2021	07/06/2021				\$52.63
	07/12/2021	A00200109	Brown & Reich Petroleum, Inc	P0056852	07/06/2021	07/06/2021				\$150.00
	07/13/2021	A00201081	Westside Waste Management Co	P0057022	07/13/2021	07/13/2021				\$47,150.00
		A00200282	True Value Home Center	P0056979	07/12/2021	07/12/2021				\$74.00
	07/14/2021	A00200017	A.P.I. Plumbing	P0057041	07/14/2021	07/14/2021				\$25.74
	07/19/2021	A00293117	Michael Flooring Inc.	P0057050	07/15/2021	07/15/2021				\$37,426.55
		A00200400	Stinson's	P0057019	07/13/2021	07/13/2021				\$20,000.00
	07/22/2021	A00200063	Austin's Pest Control, Inc.	P0057003	07/13/2021	07/13/2021				\$7,000.00
		A00200109	Brown & Reich Petroleum, Inc	P0057005	07/13/2021	07/13/2021				\$5,500.00
		A00200715	Kern Electric Distributors	P0057014	07/13/2021	07/13/2021				\$1,000.00
		A00202968	San Joaquin Chemicals, Inc.	P0057017	07/13/2021	07/13/2021				\$15,000.00
		A00265309	Daikin Applied	P0057007	07/13/2021	07/13/2021				\$4,500.00
		A00283199	Fork Lift Specialties, Inc.	P0057012	07/13/2021	07/13/2021				\$2,400.00
		A00288637	Otis Elevator Company	P0057016	07/13/2021	07/13/2021				\$3,500.00
		A00318727	David Vohnout Plumbing	P0056957	07/08/2021	07/08/2021				\$650.00
		A00200246	Division of the State Archit	P0057103	07/20/2021	07/20/2021				\$759.00
		A00200309	United Refrigeration, Inc.	P0057020	07/13/2021	07/13/2021				\$2,400.00
		A00200338	Verizon Wireless	P0057021	07/13/2021	07/13/2021				\$5,000.00
		A00202334	Linder Backflow Service	P0057093	07/20/2021	07/20/2021				\$180.00
		A00212896	Foundation for California Co	P0057092	07/20/2021	07/20/2021				\$5,520.61
		A00285838	Sammy's Detail	P0057018	07/13/2021	07/13/2021				\$3,000.00
	07/26/2021	A00201122	Home Depot Credit Services	P0057154	07/26/2021	07/26/2021				\$2,961.73
		A00308504	Wright Express FSC	P0057129	07/26/2021	07/26/2021				\$386.00
		A00200066	Bacsco	P0057123	07/26/2021	07/26/2021				\$2,179.66
		A00278595	Central Restaurant Products	P0057125	07/26/2021	07/26/2021				\$965.89
		A00200105	Brandco	P0057004	07/13/2021	07/13/2021				\$150.00
		A00200352	Waxie Sanitary Supply	P0057109	07/21/2021	07/21/2021				\$824.71
		A00200423	Taft City School District	P0056976	07/12/2021	07/12/2021				\$3,000.00
				P0056991	07/12/2021	07/12/2021				\$209.18
		A00200620	Geary Pacific Supply	P0057013	07/13/2021	07/13/2021				\$2,000.00
		A00201081	Westside Waste Management Co	P0056986	07/12/2021	07/12/2021				\$646.82
		A00265309	Daikin Applied	P0056983	07/12/2021	07/12/2021				\$8,923.00
		A00283199	Fork Lift Specialties, Inc.	P0057051	07/15/2021	07/15/2021				\$2,185.13
		A00200282	True Value Home Center	P0057122	07/22/2021	07/22/2021				\$15.19
	07/27/2021	A00200105	Brandco	P0057140	07/26/2021	07/26/2021				\$10.19
		A00200282	True Value Home Center	P0057145	07/26/2021	07/26/2021				\$20.35

# Taft College Purchase Order Activity Report

1-July-2021 through 31-July-2021

FY 21-22

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00200309	United Refrigeration, Inc.	P0057043	07/14/2021	07/14/2021				\$4,875.80
		A00200423	Taft City School District	P0057146	07/26/2021	07/26/2021				\$23,000.00
		A00280761	County of Kern Public Works	P0057006	07/13/2021	07/13/2021				\$1,500.00
	07/28/2021	A00200017	A.P.I. Plumbing	P0057165	07/27/2021	07/27/2021				\$78.30
		A00200023	Abate-A-Weed	P0057180	07/28/2021	07/28/2021				\$2,106.62
		A00200282	True Value Home Center	P0057124	07/26/2021	07/26/2021				\$47.18
		A00244581	Independent Fire and Safety,	P0056973	07/12/2021	07/12/2021				\$4,594.64
		A00200282	True Value Home Center	P0057144	07/26/2021	07/26/2021				\$46.91
	07/29/2021	A00244581	Independent Fire and Safety,	P0057172	07/27/2021	07/27/2021				\$3,540.00
										-----
							TOTAL USER			\$226,793.92
NFIGUEROA	07/07/2021	A00271281	WKCCD-Taft College Grant Cle	P0056847	06/30/2021	07/01/2021				\$1,650.00
	07/13/2021	A00271281	WKCCD-Taft College Grant Cle	P0056848	06/30/2021	07/01/2021				\$19,800.00
	07/19/2021	A00201163	Green, Sheila A.	P0057023	07/13/2021	07/13/2021				\$100.00
	07/20/2021	A00200419	T.C. Clearing Account	P0057059	07/19/2021	07/19/2021				\$1,916.26
		A00252942	TC Federal Financial Aid Cle	P0057088	07/19/2021	07/19/2021				\$2,403.00
		A00200419	T.C. Clearing Account	P0057060	07/19/2021	07/19/2021				\$35,000.00
	07/22/2021	A00087782	Wright, Leah M.	P0057081	07/19/2021	07/19/2021				\$110.21
		A00311802	Salazar, Kennedy Megan.	P0057120	07/21/2021	07/21/2021				\$2.00
	07/27/2021	A00271281	WKCCD-Taft College Grant Cle	P0057178	07/27/2021	07/27/2021				\$1,650.00
				P0057179	07/27/2021	07/27/2021				\$19,800.00
		A00301903	TC Foundation HEPP Program	P0057176	07/27/2021	07/27/2021				\$320.00
		A00318323	Goldberg, Elena P.	P0057177	07/27/2021	07/27/2021				\$46.00
	07/28/2021	A00252942	TC Federal Financial Aid Cle	P0057185	07/28/2021	07/28/2021				\$598.00
		A00318656	Lopez, Keli Micah.	P0057193	07/28/2021	07/28/2021				\$138.00
										-----
							TOTAL USER			\$83,533.47
SCRISS	07/12/2021	A00283035	CCLC	P0056977	07/12/2021	07/12/2021				\$7,075.00
	07/21/2021	A00259082	Lozano Smith, LLP	P0057115	07/21/2021	07/21/2021				\$40,000.00
				P0057108	07/21/2021	07/21/2021				\$20,000.00
		A00294618	McNeil and Associates, LLC	P0057113	07/21/2021	07/21/2021				\$37,800.00
		A00323909	Winfree, Terri L.	P0057112	07/21/2021	07/21/2021				\$2,700.00
	07/28/2021	A00200069	Bakersfield Californian	P0057147	07/26/2021	07/26/2021				\$1,875.00
		A00324243	TM Signs and Graphics	P0057153	07/26/2021	07/26/2021				\$13,472.24
										-----
							TOTAL USER			\$122,922.24
TROMANDIA	07/13/2021	A00210285	Innovative Educators	P0057001	07/13/2021	07/13/2021				\$995.00
										-----
							TOTAL USER			\$995.00

# Taft College Purchase Order Activity Report

1-July-2021 through 31-July-2021

FY 21-22

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	PURCHASE ORDER			
		NUMBER	NAME	NUMBER	DATE		REQ. DATE	AMOUNT	CL	C
TROWDEN	07/20/2021	A00313898	TimeClock Plus, LLC	P0056998	07/12/2021	07/12/2021				\$1,369.00
	07/21/2021	A00200116	Burt Electric & Communicatio	P0057111	07/21/2021	07/21/2021				\$700.00
	07/22/2021	A00200053	Apple Computer Inc.	P0057089	07/20/2021	07/20/2021				\$4,319.28
	07/26/2021	A00318539	Paycor, Inc.	P0057090	07/20/2021	07/20/2021				\$3,996.00
		A00317367	Quadient Leasing USA, Inc.	P0057091	07/20/2021	07/20/2021				\$1,018.20
	07/28/2021	A00300396	del Rosario, Heather Renee.	P0057189	07/28/2021	07/28/2021				\$487.40
	07/29/2021	A00200053	Apple Computer Inc.	P0057207	07/29/2021	07/29/2021				\$1,716.79
		A00200168	Central Valley Occupational	P0057209	07/29/2021	07/29/2021				\$305.00
		A00201787	Standard Insurance Company	P0057208	07/29/2021	07/29/2021				\$21,100.00
							-----			
							TOTAL USER			\$35,011.67

**West Kern Community College District  
Board of Trustees Meeting  
August 11, 2021**

**Agenda Item 13.  
A. Academic Employment**

**1. Fall 2021 Extra Duty Assignments**

Item	Name	Assignment	Hourly Rate	Effective Date
a.	Bogle, Darcy	Extra Duty - CAPP Outreach Activities	\$74.62*	8/16/2021 - 6/30/2022
b.	Cahoon, Nathan	Extra Duty - CAPP Outreach Activities	\$74.62*	8/16/2021 - 6/30/2022
c.	Jacobi, Vicki	Extra Duty - CAPP Outreach Activities	\$74.62*	8/16/2021 - 6/30/2022
d.	Mendenhall, Janis	Extra Duty - CAPP Outreach Activities	\$74.62*	8/16/2021 - 6/30/2022
e.	Murguria, Salvador	Extra Duty - CAPP Outreach Activities	\$74.62*	8/16/2021 - 6/30/2022
f.	Rangel-Escobedo, Juana	Extra Duty - CAPP Outreach Activities	\$74.62*	8/16/2021 - 6/30/2022
g.	Sundgren, Lori	Extra Duty - CAPP Outreach Activities	\$74.62*	8/16/2021 - 6/30/2022
h.	Abbott, Amar	Extra Duty - GP Outreach Activities	\$74.62**	8/16/2021 - 6/30/2022
i.	Bogle, Darcy	Extra Duty - GP Outreach Activities	\$74.62**	8/16/2021 - 6/30/2022
j.	Jacobi, Vicki	Extra Duty - GP Outreach Activities	\$74.62**	8/16/2021 - 6/30/2022
k.	Murguria, Salvador	Extra Duty - GP Outreach Activities	\$74.62**	8/16/2021 - 6/30/2022
l.	Oja, Michelle	Extra Duty - GP Outreach Activities	\$74.62**	8/16/2021 - 6/30/2022
m.	Rangel-Escobedo, Juana	Extra Duty - GP Outreach Activities	\$74.62**	8/16/2021 - 6/30/2022
n.	Sundgren, Lori	Extra Duty - GP Outreach Activities	\$74.62**	8/16/2021 - 6/30/2022
o.	Bogle, Darcy	Extra Duty - General Counseling/Cougar Day	\$74.62	8/11/2021
p.	Duron, Candace	Extra Duty - General Counseling/Cougar Day	\$74.62	8/11/2021
q.	Mickleberry, Gracie	Extra Duty - General Counseling/Cougar Day	\$74.62	8/11/2021
r.	Richards, Kristi	Extra Duty - General Counseling/Cougar Day	\$74.62	8/11/2021

\*Up to 15 hours total

\*\*Up to 10 hours/month

**2. Fall 2021 Temporary Adjunct Contract Assignments**

Item	Name	Assignment	Hourly Rate	Effective Date
a.	Mickleberry, Gracie	Counselor	\$74.62	8/16/2021 - 12/17/2021

**3. 2021-22 10-month Temporary NTT Contract Assignments**

Item	Name	Assignment	Monthly Rate	Effective Date
a.	Woodall, Natalie	Counselor CalWORKS/CARE/EOPS	\$7,786.60	8/16/2021 - 5/20/2022

**4. 2021-22 Division Chair Stipend**

Item	Name	Assignment	Monthly Rate	Effective Date
a.	Oja, Michelle	Social Science Division Chair	\$11,953.37 (\$1,195.33/month)	8/16/2021 - 5/20/2022

**5. Fall 2021 Adjunct Assignments**

Item	Name	Assignment	Hourly Rate	Effective Date
a.	Hernandez, Isaias	Adjunct Counselor	\$74.62	8/16/2021
b.	Sutherland, Tammy	Adjunct - College Concurrent Program Advisor	\$74.62	8/16/2021

**6. 2021-22 10-month Faculty Assignments**

Item	Name	Assignment	Monthly Rate	Effective Date
a.	Rossi, Mallori	Head Women's Volleyball Coach/Associate Professor	\$8,095.30	8/16/2021
b.	Rossi, Mallori	Coaching Stipend	\$2,537.08	8/16/2021 - 12/31/2021
c.	Rossi, Mallori	Recruiting Stipend	\$611.28	1/1/2022 - 5/31/2022



**West Kern Community College District  
Board of Trustees Meeting  
August 11, 2021**

**Agenda Item 13.  
B. Classified Employment**

**1. Classified**

Item	Name	Assignment	Range/ Step	FTE	Hourly Rate	Effective Date
a.	Anglin, Johsie	Temporary Bookstore Clerk	1A	A/N	\$14.00	8/2/2021
b.	Castro, Jorge	Evening Custodian	13A	47.5%	\$17.87	8/2/2021
c.	Curry, Sarah	Evening Custodian	13A	47.5%	\$17.87	7/19/2021
d.	Gasga, Maria	Evening Custodian	13A	47.5%	\$17.87	7/19/2021
e.	Lindsay, Magenta	Evening Custodian	13A	47.5%	\$17.87	8/2/2021
f.	Morris, Ashley	Library & Learning Resources Technician Substitute	14A	A/N	\$17.33	8/16/2021
g.	Odom, Tina	Library & Learning Resources Technician Substitute	14A	A/N	\$17.33	8/16/2021
h.	Kasper, Kevin	Reclass - Programmer II	40E	100%	\$42.30	8/1/2021
i.	Thoo, Vincent	Reclass - Programmer II	40A	100%	\$34.80	8/1/2021

**2. Management**

Item	Name	Assignment	Range/ Step	FTE	Monthly Rate	Effective Date
a.	Arellano, Claire	Interim, Athletic Trainer	8/1	100%	\$4,901.50	7/26/2021
b.	Dodson, John	TIL Educational Facilitator	7/8	100%	\$6,081.00	8/16/2021
c.	Nelms, Daniel	Interim, Coordinator of Gymnasium Facilities and Athletics	8/1	72.5%	\$3,553.59	8/2/2021

**C. Separations**

Item	Name	Position	Range/ Step	FTE	Stipend/ Salary	Effective Date
a.	Jiles, Michael	Resignation - Professor & Social Science Division Chair	--	--	--	8/9/2021
b.	Johnson, Crystal	Resignation - Campus Safety Officer	--	--	--	7/21/2021
c.	Muy, Edna	Resignation - ECE Bilingual Instructional Aide	--	--	--	8/4/2021
d.	Reich, Tristina	Resignation - TIL Life Skills Aide	--	--	--	8/1/2021

**WEST KERN COMMUNITY COLLEGE DISTRICT GENERAL FUND UNRESTRICTED  
 BUDGETED SOURCES OF FUNDS AT ACCOUNT LEVEL 1  
 REVENUE ACCOUNTS FISCAL YEAR 2021-2022  
 FOR THE MONTH ENDING July 31, 2021**

Account Level	Account Level Description	Proposed Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
8600	State Revenues	22,254,772	22,254,772	1,519,860	0	20,734,912
8800	Local Revenues	8,412,633	8,412,633	396,805	0	8,015,829
<b>Summary</b>		<b>30,667,405</b>	<b>30,667,405</b>	<b>1,916,665</b>	<b>0</b>	<b>28,750,741</b>

**West Kern Community College District General Fund Unrestricted  
 Budgeted Sources of Funds at Account Level 1  
 Expenditure Accounts Fiscal Year 2021-2022  
 For the Month Ending July 31, 2021**

Account Level	Account Level Description	Proposed Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
1000	Academic Salaries	9,846,360	9,846,360	148,272	0	9,698,088
2000	Classified & Other Nonacademic Sala	5,907,781	5,907,781	420,416	0	5,487,365
3000	Employee Benefits	8,979,394	8,979,394	363,566	435,222	8,180,606
4000	Supplies and Materials	459,344	459,344	3,650	59,041	396,653
5000	Other Operating Expenses & Services	4,466,842	4,466,842	225,002	1,783,121	2,458,719
6000	Capital Outlay	172,623	172,623	0	0	172,623
7000	Other Outgo	494,242	494,242	0	75,000	419,242
7200	Transfers	340,818	340,818	0	19	340,799
		<b>30,667,405</b>	<b>30,667,405</b>	<b>1,160,905</b>	<b>2,352,404</b>	<b>27,154,097</b>

**Disbursement Register of Expenditures Greater than \$10,000  
For the Month of July 2021**

Check Number	Check Date	Vendor Name	Description	Net Amount
78052761	07/15/2021	AARP Health Care Options	2021-22 AARP Retiree Supplemental Health Insurance	19,295.68
78052784	07/15/2021	United Healthcare Insurance Company	2021-22 Retiree Supplemental RX Insurance	21,741.02
78052794	07/21/2021	CCLC	CCLC Database Annual renewal	24,210.12
78052795	07/21/2021	Colombo Construction Co., Inc.	Colombo - Student Center - Pay App 16	506,707.94
78052798	07/21/2021	Dormlife, LLC	Dormlife - mattresses - 20-21	18,874.69
78052814	07/21/2021	United Healthcare Insurance Company	2021-22 Retiree Supplemental RX Insurance	21,741.02
78052823	07/28/2021	California Dept. of Tax and Fee Administration	FY 2020-21 Sales & Use Tax Collected - State Remit	52,280.00
78052833	07/28/2021	Foundation for California Community College	150 Hotspots for student use-remote Learning	88,049.90
78052835	07/28/2021	Great River Learning	Textbooks	14,280.00
78052836	07/28/2021	John Karwoski	John Karwoski Inspections Svcs - July 2021	10,920.00
78052839	07/28/2021	Michael Flooring Inc.	Floor Installation at Cougar Dorms	37,426.55
78052844	07/28/2021	Serban Sound & Communications	Serban Sound - Student Center Project	68,629.42
78052845	07/28/2021	Sierra School Equipment Co.	Sierra School-COVID-Dorm-chair	106,945.42
78052845	07/28/2021	Sierra School Equipment Co.	Sierra Schools-COVID-Science Furniture-seats	142,613.47
				<b>1,133,715.23</b>

**ASO**  
**Balance Sheet**  
As of July 31, 2021

July 31, 21

**ASSETS**

**Current Assets**

**Checking/Savings**

ASO Safe1	223,493.52
ASO Safe1 - Savings	143.80

<b>Total Checking/Savings</b>	<u>223,637.32</u>
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<b>Total Current Assets</b>	<u>223,637.32</u>
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<b>TOTAL ASSETS</b>	<u><u>223,637.32</u></u>
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**LIABILITIES & EQUITY**

**Equity**

**Restricted Funds**

Anime and Above	1,692.00
Art Club	834.00
ASO Athletics	41,673.29
ASO General - Operating	107,942.42
ASSE	385.43
Baseball Club	5,561.99
Best Buddies	4,166.89
Cougar Echo	773.50
D.H. CLASS OF 2020	0.00
D.H. Class of 2021	70.00
D.H. CLUB GENERAL	3,395.11
ECE	3,518.99
Golf Club Mens	1,365.00
Golf Club Womens	1,121.25
Intersivity Club	1,703.37
Literary Club	1,831.53
NSLS Club	3,905.15
On Our Own	885.43
Performing Arts	3,402.62
Phi Theta Kappa	700.00
Roleplaying Game Club	745.42
Soccer Club - Mens	3,063.01
Soccer Club - Womens	3,035.40
Social Science/ Research	3,239.31
Softball Club	5,450.54
Spectrum	1,482.45
STEM	3,972.40
TC Cares	609.00
TIL Reunion	1,461.73
Uniform Replacement	10,282.45
Veterans Club	1,639.91
Women's Athletic Club	2,860.79
Women's Basketball Club	866.94

<b>Total Restricted Funds</b>	<u><u>223,637.32</u></u>
-------------------------------	--------------------------

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jul 07, 2021 10:43:21AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 551886

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 **\$12,893.57**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$12,893.57	\$12,893.57

TOTAL DEPOSIT: **\$12,893.57**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$12,893.57 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00  
 NOTES: DEPOSIT #200001

SECTION 26901 GOVERNMENT CODE  
 I HEREBY SWEAR THAT THIS IS A TRUE AND CORRECT RECORD OF THE TOTAL AMOUNT DUE THE KERN COUNTY TREASURER TO AND INCLUDING:

NOT PROCESSED

NOT PROCESSED

NOT SIGNED  
 AUDITOR'S AUTHORIZED SIGNATURE

NOT SIGNED  
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE  
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS  
Date last used from: 07/07/2021 To 07/07/2021  
Transaction Number from: 220001 To 220001  
Date entered from: 00/00/0000 To 99/99/9999

J91922 DC0100 L.00.01 07/07/21 PA

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
220001	07/07/2021	07/07/2021	WKCCD DEPOSIT		
1.	78	BOOKSTORE SALES		31000-423-8841-69100	
				ENTERED BY: MDJB UNAPPROVED	12,893.57
				TOTAL AMOUNT	12,893.57
				DISTRICT TOTAL	12,893.57
				GRAND TOTAL	12,893.57

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jul 07, 2021 10:45:02AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 551888

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$3,200.00

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$3,200.00	\$3,200.00

TOTAL DEPOSIT: \$3,200.00

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$3,200.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #200002

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: 07/07/2021 To 07/07/2021  
Transaction Number from: 220002 To 220002  
Date entered from: 00/00/0000 To 99/99/9999

J91923 DC0100 L.00.01 07/07/21 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
220002	07/07/2021	07/07/2021	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	3,200.00
				TOTAL AMOUNT	3,200.00
				DISTRICT TOTAL	3,200.00
				GRAND TOTAL	3,200.00

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jul 07, 2021 10:47:27AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 551889

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 \$20,890.11

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
RESTRICTED FUND	84097	0886	5490	\$20,639.41	\$20,639.41
CAFETERIA	84699	0886	5490	\$206.00	\$206.00
COP FUND 43	84701	0886	5490	\$44.70	\$44.70

TOTAL DEPOSIT: \$20,890.11

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$20,890.11 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #220003

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: 07/07/2021 To 07/07/2021  
 Transaction Number from: 220003 To 220003  
 Date entered from: 00/00/0000 To 99/99/9999

J91925 DC0100 L.00.01 07/07/21 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL DESCR			
220003	07/07/2021	07/07/2021	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	78	MAA	12375-310-8171-00000		4,127.89
2.	78	MAA	12375-314-8171-00000		4,127.88
3.	78	MAA	12375-205-8171-00000		4,127.88
4.	78	MAA	12375-301-8171-00000		4,127.88
5.	78	MAA	12375-401-8171-00000		2,063.94
6.	78	MAA	12375-110-8171-00000		2,063.94
7.	78	CAFETERIA SALES	32000-422-8841-69400		206.00
8.	78	REIMBURSEMENT	43000-000-8981-00000		44.70
				TOTAL AMOUNT	20,890.11
				DISTRICT TOTAL	20,890.11
				GRAND TOTAL	20,890.11

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

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Jul 14, 2021 10:14:45AM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
552414

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 \$2,002.17

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$2,002.17	\$2,002.17

TOTAL DEPOSIT: \$2,002.17

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$2,002.17 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #220004

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: 07/14/2021 To 07/14/2021  
Transaction Number from: 220004 To 220004  
Date entered from: 00/00/0000 To 99/99/9999

J96324 DC0100 L.00.01 07/14/21 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
220004	07/14/2021	07/14/2021	WKCCD DEPOSIT		
1.	78	BOOKSTORE SALES		31000-423-8841-69100	
				ENTERED BY: MDJB UNAPPROVED	2,002.17
				TOTAL AMOUNT	2,002.17
				DISTRICT TOTAL	2,002.17
				GRAND TOTAL	2,002.17

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

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Jul 14, 2021 10:15:55AM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
552415

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 \$8,438.00

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$8,438.00	\$8,438.00

TOTAL DEPOSIT: \$8,438.00

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$8,438.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #220005

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: 07/14/2021 To 07/14/2021  
Transaction Number from: 220005 To 220005  
Date entered from: 00/00/0000 To 99/99/9999

J96325 DC0100 L.00.01 07/14/21 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
220005	07/14/2021	07/14/2021	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	8,438.00
				TOTAL AMOUNT	8,438.00
				DISTRICT TOTAL	8,438.00
				GRAND TOTAL	8,438.00

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jul 14, 2021 10:17:40AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 552416

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 \$6,019.61

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$475.34	\$475.34
RESTRICTED FUND	84097	0886	5490	\$5,256.52	\$5,256.52
CAFETERIA	84699	0886	5490	\$287.75	\$287.75

TOTAL DEPOSIT: \$6,019.61

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$6,019.61 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00  
 NOTES: DEPOSIT #220006

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: 07/14/2021 To 07/14/2021  
Transaction Number from: 220006 To 220006  
Date entered from: 00/00/0000 To 99/99/9999

J96327 DC0100 L.00.01 07/14/21 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
220006	07/14/2021	07/14/2021	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	78	TRANSCRIPTS		11000-000-8879-00000	475.34
2.	78	FOUNDATION SALARIES		12000-114-8892-70999	5,256.52
3.	78	CAFETERIA SALES		32000-422-8841-69400	287.75
				TOTAL AMOUNT	6,019.61
				DISTRICT TOTAL	6,019.61
				GRAND TOTAL	6,019.61

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

USER NAME  
Mindy Jewell  
 SUBMIT DATE  
Jul 21, 2021 09:52:05AM  
 PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
 EROD NO.  
552957

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 **\$64,046.55**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOND	80785	0886	5490	\$2.82	\$2.82
GENERAL FUND	84096	0886	5490	\$45,086.83	\$45,086.83
RESTRICTED FUND	84097	0886	5490	\$5,000.00	\$5,000.00
CHILD DEVELOPMENT	84496	0886	5490	\$13,646.76	\$13,646.76
CAFETERIA	84699	0886	5490	\$308.00	\$308.00
COP FUND 43	84701	0886	5490	\$2.14	\$2.14

TOTAL DEPOSIT: **\$64,046.55**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$64,046.55 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00  
 NOTES: DEPOSIT #220007

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: 07/21/2021 To 07/21/2021  
 Transaction Number from: 220007 To 220007  
 Date entered from: 00/00/0000 To 99/99/9999

J11269 DC0100 L.00.01 07/21/21 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
220007	07/21/2021	07/21/2021	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	REIMBURSEMENT		11000-352-5710-69610	112.86
2.	78	REIMBURSEMENT		11999-421-7412-73900	50.00
3.	78	REIMBURSEMENT		11000-000-8892-00000	15.00
4.	78	REIMBURSEMENT		11004-000-5425-00000	4,906.97
5.	78	OPEB		11000-412-5990-73900	40,000.00
6.	78	RETAINED FINANCIAL AID		11000-000-9526-00000	2.00
7.	78	FACILITIES RENTAL		12652-205-8892-12042	5,000.00
8.	78	CAFETERIA SALES		32000-422-8841-69400	308.00
9.	78	CC EARLY HEAD START		33000-310-8890-69200	12,600.00
10.	78	SISC REIMBURSEMENT		33528-310-2190-69200	523.38
11.	78	SISC REIMBURSEMENT		33588-310-2190-69200	523.38
12.	78	REIMBURSEMENT		42000-000-8981-00000	2.82
13.	78	REIMBURSEMENT		43000-000-8981-00000	2.14
				TOTAL AMOUNT	64,046.55
				DISTRICT TOTAL	64,046.55
				GRAND TOTAL	64,046.55

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

USER NAME  
Amanda Bauer  
SUBMIT DATE  
Jul 29, 2021 12:16:37PM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
553614

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 **\$2,366,542.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
July 2021 Apportionment - General Fund	84096	0886	5490	\$1,157,582.00	\$1,157,582.00

July 2021 Apportionment - Restricted General Fund	84097	0886	5490	\$1,208,960.00	\$1,208,960.00
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TOTAL DEPOSIT: **\$2,366,542.00**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$2,366,542.00 CREDIT  
CARD: \$0.00  
NOTES: Deposit # 22008

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

DEPOSIT TRANSACTIONS

Date last used from: 00/00/0000 To 99/99/9999  
 Transaction Number from: 220008 To 220008  
 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				
220008	07/29/2021	07/29/2021	July 2021 Apportionment	ENTERED BY: AMB UNAPPROVED			
1.	78	General Apportionment		11000-000-8612-00000		1,500,856.00	N
2.	78	FT Faculty Allocation		11000-000-8618-00000		10,057.00	N
3.	78	PT Faculty Compensation		11006-201-8633-00000		8,947.00	N
4.	78	BOG Fee Waiver		12551-353-8615-64600		3,871.00	N
5.	78	SFAA		12551-353-8625-64600		16,734.00	N
6.	78	EOPS		12000-303-8622-64300		34,723.00	N
7.	78	CARE		12000-305-8624-64301		4,309.00	N
8.	78	DSPS		12000-311-8623-64200		22,513.00	N
9.	78	Access to Print		12000-311-8660-64200		817.00	N
10.	78	CalWORKS		12600-309-8627-64992		12,302.00	N
11.	78	Student Success Completion		12549-353-8690-64600		794,307.00	N
12.	78	SEAP		12000-319-8644-00000		131,168.00	N
13.	78	CA College Promise		12573-353-8691-64600		10,910.00	N
14.	78	Financial Aid Tech		12569-353-8699-64600		3,773.00	N
15.	78	Veterans Resource Center		12000-318-8699-64800		2,268.00	N
16.	78	SWF Local		12640-223-8647-60103		19,955.00	N
17.	78	AEBG		12603-125-8643-68900		72,197.00	N
18.	78	Guided Pathways		12653-301-8699-63900		4,007.00	N
19.	78	PY General Apportionment Adj		11000-000-8612-00000		77,285.00	N
20.	78	PPY Apportionment Adj		11000-000-8612-00000		439,563.00	N
21.	78	PY Perkins		12560-223-8158-09565		53,539.00	N
22.	78	PPY Perkins Adj		12560-223-8158-09565		5,244.00	N
23.	78	PPY CTE Transitions		12562-223-8658-60103		2,939.00	N
24.	78	PY TANF		12599-309-8632-64992		8,136.00	N
25.	78	Undocumented Resources Liasion		12909-301-8699-00000		5,248.00	N
TOTAL AMOUNT						2,366,542.00	*
DISTRICT TOTAL						2,366,542.00	**
GRAND TOTAL						2,366,542.00	***

**WEST KERN COMMUNITY COLLEGE DISTRICT**

**Travel Period: 7/1/2021 - 7/31/2021**

<b>Employee</b>	<b>Event/Purpose</b>	<b>Location</b>	<b>Travel Start Date</b>	<b>Travel End Date</b>	<b>Estimated Cost</b>
Amrbose, Brooke	Enhacing Student Independence	Kern County	7/1/2021	6/30/2022	\$ -
Lopez, Norberto	Curriculum Institue	Virtual	7/7/2021	7/7/2021	\$ 200.00
Minor, Leslie	Curriculum Institue, CCCCCO	Virtual	7/7/2021	7/9/2021	\$ 200.00
Oja, Michelle	ASCCC Curriculum Institute	Virtual	7/7/2021	7/9/2021	\$ 200.00
Rios, Debbie	Enhacing Student Independence	Kern County	7/1/2021	6/30/2022	\$ -
Rowden, Tiffany	Exam Prep Boot Camp for SHRM Certification	Virtual	7/20/2021	9/24/2021	\$ 1,495.00
Vonhout, Danielle	Curriculum Insititute	Virtual	7/20/2021	7/9/2021	\$ 200.00
Wells, Susan	Enhacing Student Independence	Kern County	7/1/2021	6/30/2022	\$ -
White, Jessica	Enhacing Student Independence	Kern County	7/1/2021	6/30/2022	\$ -

Date: July 30, 2021

Submitted by: Amanda Bauer, Executive Director of Fiscal Services

Area Administrator: Brock McMurray, EVP of Administrative Services B ✓

Subject: Information Item

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Board Meeting Date: August 11, 2021

**Title of Board Item:**

Report of Investments as of the quarter ended June 30, 2021 held at: U.S. Bank Global Corporate Trust Services.

**Background:**

These investments are not included in the District's Investment Portfolio, which is managed by Morgan Stanley. Attached is a summary of the investments held at U.S. Bank Global Corporate Trust Services. This represents a summary of activity for the quarter ended June 30, 2021. Investments were held at this institution as part of the Certificate of Participation (COP) Notes Program. This provided an investment vehicle for WKCCD to be used in conjunction with its construction programs and building on campus. This information is being submitted for informational purposes only.

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

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

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

The U.S. Bank Global Corporate Trust Services accounts had a beginning balance of \$3,475,834.23 at July 1, 2020, and an ending balance of \$1,220,800.03 for its Certificates of Participation accounts as of June 30, 2021. This balance represents the 2015 COP and 2020 COP reserve portions that are designated for the District's debt obligation repayment.

Approved:   
Dr. Debra Daniels, Superintendent/President

**WEST KERN COMMUNITY COLLEGE DISTRICT  
INVESTMENT SUMMARY: Other Investments**

**U.S. Bank Global Corporate Trust Services**

July 1, 2020 through Junw 30, 2021

Investment Account	Type of Activity	Portfolio as of July 1, 2020	Deposits / Int / Dividends Transfers In	Withdrawals / Fees Transfers Out	Balance as of 6/30/21
West Kern CCD 2015 Refunding COP Lease Payment Fund	Treasury Portfolio	200.26	22,225,469.46	(22,225,669.72)	-
West Kern CCD 2015 Refunding COP Reserve Fund	<b>Investment Agreement, Balance / Assured Guaranty Municipal Corp.</b>	1,896,602.64	-	(1,896,602.64)	-
West Kern CCD 2020 COP Lease Payment Fund	Treasury Portfolio	934,200.40	13,747.29	(371,981.26)	575,966.43
West Kern CCD 2020 COP Reserve Fund	<b>Investment Agreement, Balance / Assured Guaranty Municipal Corp.</b>	633,006.26	-	-	633,006.26
West Kern CCD 2020 COP Project Fund	Treasury Portfolio	1,271.29	0.28	-	1,271.57
West Kern CCD 2020 COP Cost of Issuance Fund	Treasury Portfolio	10,553.38	2.39	-	10,555.77
<b>Grand Total</b>		3,475,834.23	22,239,219.42	(24,494,253.62)	1,220,800.03

GRAND TOTAL OF INVESTMENTS HELD @ INVESTMENT COMPANIES

1,220,800.03