

WEST KERN COMMUNITY COLLEGE DISTRICT  
AGENDA FOR REGULAR MEETING

March 10, 2021

**Cougar Room**

(Access Through the Library Entrance)

*No in-person public attendance permitted. Limited physical attendees must wear a mask. Must use the Zoom website link due to the Governor's Executive Order issued on March 19, 2020 placing limits on public congregation.*

Join Meeting at the Following Web Address:

Join Zoom Meeting

<https://cccconfer.zoom.us/j/92483878675> (Open Session Will Begin at 6 p.m.)

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
5. FLAG SALUTE
6. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
7. GENERAL COMMUNICATIONS
8. APPROVAL OF MINUTES – Regular Meeting Held February 10, 2021
9. NEW BUSINESS:
  - A. Request for Approval – Resolution 2020/21-12 – Faculty Appreciation Week; Week of May 3, 2021
  - B. Request for Approval – Resolution 2020/21-13 – Classified School Employees Week; Week of April 26, 2021
  - C. Request for Approval - Accrediting Commission for Community and Junior College (ACCJC) – Annual Report and Annual Fiscal Report
  - D. Request for Approval – Classroom Audiovisual Project (RFP: WKCCD 2021-105)
  - E. Second Reading and Request for Approval – Board Policy Revision - #4300 – Field Trips and Excursions
  - F. First Reading – Board Policy Revisions

BP #2345	Evaluation of the Superintendent/President
BP #2735	Board Member Travel
BP #3410	Nondiscrimination
BP #3430	Prohibition of Harassment
BP #3518	Child Abuse Reporting
BP #5035	Withholding of Student Records
BP #5500	Standards of Student Conduct
BP #7330	Communicable Disease – Employees

10. CONSENT AGENDA (Items A – M)

A. Request for Approval – New Program

Social Science Division

Law, Public Policy, and Society – Associate Degree for Transfer

B. Request for Approval – Program Revisions

Allied Health/Applied Technologies Division

Industrial Technologies – Associate in Science

C. Request for Approval – Course Revision

Social Science Division

ADMJ 1510 Ethical Reasoning and Practice for Public Service

D. Request for Approval – 2020/2021 Request for Authorization to Transfer Unrestricted General Funds to the Futuris Public Entity Investment Trust Program for Post-Employment Benefits

E. Request for Approval – Notice of Release of Grant or Categorically Funded or Temporary Faculty

F. Request for Ratification – Employers Training Resource (ETR) Annual Renewable Contract for 2020-2021; 7/1/20 – 6/30/21; No Direct Cost to the District

G. Request for Approval – 2020/2021 Audit Service Engagement with CWDL, Certified Public Accountants; \$55,380 for District Annual Financial Report, \$6,310 for Proposition 39 Audit, \$1,000 for Foundation Tax Return

H. Request for Approval – Emsi Software Subscription; 3/22/21 – 3/21/22; \$15,000

I. Request for Approval – MBS Service Company, LLC. Implementation/Installation of Point-of-Sale System; Total Cost Not to Exceed \$8,500

J. Request for Ratification – Amended Agreement with Oleg Bepalov – Professional Editing Services for Accreditation Report; 1/13/21 – 5/31/21; \$150 per Hour, Not to Exceed 60 Hours

K. Request for Approval – PortalGuard Invoice #012621-S1 Annual Renewal – PortalGuard Software License, Technical Support and Maintenance Contract; 4/27/21 – 4/26/22; \$5,000

L. Request for Ratification – Agreement with Total Compensation Systems, Inc. for Actuarial Services; 2/22/21 – 12/31/22; \$2,970

M. Ratification of the February 2021 Vendor Check & Purchase Order Registers

11. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST

12. EMPLOYMENT (Action)

A. Academic Employment (Appendix I)

B. Classified Employment (Appendix II)

C. Resignations/Retirements (Appendix II)

13. REPORTS:

A. 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, February 2021

4. Student Organization and Special Accounts, February 2021

5. Funds Deposited in County Treasury, February 2021

6. Employee Travel Report – February 2021

B. Trustee Reports

C. Academic Senate Report

D. Reports from Staff and Student Organizations

14. REPORT OF THE SUPERINTENDENT

15. NEXT MEETING DATE

The next regular meeting is tentatively scheduled for Wednesday, April 14, 2021, at 5:00 p.m.

16. ADJOURNMENT



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

**REGULAR MEETING**

**February 10, 2021**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:03 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. In order to comply with social distancing rules due to COVID-19, the meeting was held via Zoom to allow for public participation.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were heard.

**CLOSED SESSION**

At 5:03 p.m. it was moved by Trustee White, seconded by Trustee Long 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)
- G. Conference with Legal Counsel - Existing Litigation  
American Arbitration Association Case No. 012000147635  
West Kern Community College and Allied World Insurance Company

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

At 6:00 p.m., it was moved by Trustee White, seconded by Secretary Campos and unanimously carried, to reconvene in Public Session. President Cole reported the Board of Trustees took the following actions in the closed session on Agenda Item Number 3.G:

The Board Approved a settlement agreement between the District and Allied World Insurance Company which issued the Performance Bond for Cal Averland Construction, the original contractor for the Student Center Project. The settlement agreement relates to the claims of the District against

the Performance Bond after the District terminated Cal Averland Construction for default. Pursuant to the settlement agreement, World Allied Insurance will pay the District \$9,150,000 and the District will release World Allied Insurance. The Board voted as follows:

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

The Board authorized the Superintendent/President to execute the settlement agreement on behalf of the District and to take all measures necessary to implement the settlement agreement.

### **PLEDGE OF ALLEGIANCE**

President Cole led the pledge of allegiance.

### **PUBLIC COMMENT ON OPEN SESSION ITEMS**

No comments were heard.

### **GENERAL COMMUNICATIONS**

There were no general communications.

### **PRESENTATION - Quarterly Investment Reports**

Brock McMurray reviewed the status of the Facilities Reserve and G.O. Bond investment accounts (copy attached to official minutes).

### **APPROVAL OF MINUTES**

On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held January 13, 2021 were approved.

### **NEW BUSINESS**

#### **Second Reading and Request for Approval - Board Policy Review - #1200 - District Mission**

Dr. Daniels said that the Board Policy was reviewed and found to still be in good standing. On a motion by Trustee White, seconded by Trustee Orrin and unanimously approved, the policy was approved (copy attached to the official minutes).

#### **First Reading - Board Policy Revision - #4300 - Field Trips and Excursions**

Dr. Daniels reported that the revision is as suggested by the Community College League of California Policy and Procedure service. Revisions are minor and keep the policy in alignment with current legislation.

**CONSENT AGENDA:**

- A. Request for Approval – Adjustments to 2020-21 Adopted Budget
- B. Request for Approval – 2021/2022 Nonresident Tuition Fees
- C. Information Item – CCFS-311Q for the 2<sup>nd</sup> Quarter Ending December 31, 2020
- D. Request for Ratification – Institution Participation Agreement between Community College League of California, Taft College, and Ex Libris (USA) for the Library Services Platform (LSP); 1/20/21 – 12/31/2023; First Year \$6,121 with Increase of no More than 4% for 2<sup>nd</sup> Year and No More than 4.5% for 3<sup>rd</sup> Year
- E. Request for Approval – ABTECH Technologies Quotation #ABTQ10254 Red Hat License for IT Servers; One-Year License Agreement; \$2,096.84
- F. Request for Approval – Contract for Professional Services with The Scholarship Expert for a Zoom Presentation: “How to Apply for Scholarships”; \$500.00
- G. Request for Approval – Service Agreement with Forklift Specialties, Inc. for Planned Equipment Maintenance; \$352.81 Every Sixty Days and \$2,116.86 Annually
- H. Ratification of the January 2021 Vendor Check & Purchase Order Registers

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

**PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST**

No comments were heard.

**EMPLOYMENT**

On a motion by Trustee Long and seconded by Trustee White, Employment Items A-B 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, January 2021
4. Student Organization and Special Accounts, January 2021
5. Funds Deposited in County Treasury, January 2021
6. Employee Travel Report – January 2021
7. Report of Investments as of the Quarter Ended December 31, 2020 Held at U.S. Bank Global Corporate Trust Services

### Academic Senate

Dr. Sharyn Eveland, Academic Senate President, reported on current Senate action and discussion. Academic Senate has adopted Diversity, Equality, Inclusion, and Anti-Racism language into the review of curriculum process, professional development of Faculty and recommends language be included on Program Review documentation. The Senate has also requested a visit from the Area Academic Senate to discuss and clarify anti-racism education recommendations.

### Student Services

Severo Balason, Vice President of Student Services, introduced the Director of Admissions and Records Rebecca Murillo.

### Instruction

Dr. Leslie Minor, Vice President of Instruction, said that scheduling for Summer and Fall 2021 is underway. Instruction is working with Student Services and Instructional Research to complete the Community College Survey of Student Engagement (CCSSE).

### Marketing and Community Relations

Susan Groveman, Director of Marketing and Community Relations, is currently preparing the 2021 Report to the Community to educate the community on the service provided by the College in the past year. Ms. Groveman has marketing work in progress with the Promise Program and the Finish Line Scholarship. Work also continues to prepare the College for the centennial celebration.

### Foundation

Sheri Horn-Bunk, Director of the Foundation, reported that local Foundation efforts are doing well despite COVID-19 economic concerns. The Bob Hampton legacy scholarship account is growing. The Foundation will host another Taft Talk this coming Thursday. The topic will be COVID-19. President

Cole also recognized Ms. Horn-Bunks inclusion in an article in the Bakersfield Californian on the topic of the Finish Line Scholarship.

### **Transition to Independent Living**

Aaron Markovits, Director of TIL, told the Board that staff is working on Fall semester planning. While hopes are to return in person staff are preparing regardless of the in-person status.

### **Career Technology Education**

Dr. Jessica Grimes, Dean of Instruction and Career Technical Education, said that staff are working to plan for scheduling as well as intern opportunities for the Fall semester. Enrollment outreach planning is also ongoing.

### **Student Success**

Dr. Windy Martinez, Dean of Student Success, told the Board that the term started well thanks to the work of many staff members. The staff welcomed Ms. Murillo to the team.

### **Faculty Association**

Ruby Payne, Faculty Association President, said classes are underway and Faculty are already working to plan for future semesters. They are pleased to see the Student Center progress and look forward to the building being open to serve students.

### **Phi Theta Kappa**

Dr. Sharyn Eveland, Phi Theta Kappa (PTK) Advisor, shared with the Board that with the online delivery of the upcoming conference and in conjunction with the Foundation, all PTK members will be offered the opportunity to attend the conference. The most recent eligibility submission recognized 346 new students who are eligible to join PTK.

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

Dr. Daniels told the Board that the semester started smoothly. As staff returned to campus amid the rise in COVID-19 after the winter break, protocol was followed and exposure was minimal allowing for the semester to begin as planned. Work continues to be made on the Institution Self-Evaluation Report (ISER) for the Accreditation visit this fall. Currently edits from a third party are being analyzed to strengthen the report prior to submission to the commission.

Dr. Daniels shared with the Board that the College is honoring Black history month by sharing educational emails with the campus community. Dr. Grimes is assisting as co-chair of the Diversity, Equity, and Inclusion (DEI) committee. The committee will be rolling out more educational opportunities for staff in the future.

The College is working on scheduling planning for Summer and Fall and will remain flexible as the COVID-19 mandates are updated.

### **NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, March 10, 2021.

**ADJOURNMENT**

At 6:35 p.m., on a motion by Trustee White, seconded by Trustee Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Emmanuel Campos, Secretary



**RESOLUTION 2020/21-12**

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

**FACULTY APPRECIATION WEEK**

**WHEREAS**, In 1980, Congress declared a National Teacher Day and in 1985 the Parent Teacher Association (PTA) established National Teacher Week as the first week of May. Faculty Appreciation Week shall be recognized as the week honoring instructors at the college level. It is a week-long celebration in the United States observed the first full week in May. We take this opportunity to celebrate the Taft College fulltime and adjunct faculty members, who distinguish themselves through the dedicated service and care for students, and our community; and

**WHEREAS**, the Taft College Faculty's commitment to student success is the cornerstone of the Taft College culture, and constitutes the core value of what we stand for as an institution of higher learning; and

**WHEREAS**, the Taft College Faculty are leaders in demonstrating flexibility in response to the changing conditions within our global economy; and

**WHEREAS**, the Taft College Faculty invest of themselves each and every day toward the goal of educational excellence and the success of students; and

**WHEREAS**, the Taft College Faculty are innovative, creative and open to new ideas which promote learning, energize our campus, and helps make Taft College the great institution that it is;

**THEREFORE, BE IT RESOLVED** that the West Kern Community College District hereby thanks the Faculty as a whole for their contributions to quality education in the Kern County and the West Kern Community College District and will celebrate the week of May 3, 2021 as Faculty Appreciation Week in the West Kern Community College District.

**IN WITNESS** of the adoption of the foregoing Resolution 2020/21-09 at a duly called regular meeting of the West Kern Community College Board of Trustees held the tenth day of March, 2021; the following members of the said Board have affixed their signatures.

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

\_\_\_\_\_  
Dawn Cole, President

\_\_\_\_\_  
Dr. Kathy Orrin, Trustee

\_\_\_\_\_  
Emmanuel Campos, Secretary

\_\_\_\_\_  
Billy White, Trustee

\_\_\_\_\_  
Michael Long, Trustee

\_\_\_\_\_  
Dr. Debra Daniels  
Superintendent/ President



**RESOLUTION 2020/21-13**  
**BOARD OF TRUSTEES**  
**WEST KERN COMMUNITY COLLEGE DISTRICT**  
**CLASSIFIED SCHOOL EMPLOYEES WEEK**

**April 26 – 30, 2021**

**WHEREAS**, the Taft College classified employees are dedicated to the success of all students at Taft College; and

**WHEREAS**, the Taft College classified employees are instrumental in providing the services needed by students to accomplish their goals and achieve their dreams; and

**WHEREAS**, the Taft College classified employees – regardless of their work assignment or level of contact with students - work in collaboration with all parts of the campus to support student achievement and contribute to the mission of the College; and

**WHEREAS**, the Taft College classified employees are dedicated, passionate, and committed to the Taft College vision of student success;

**THEREFORE, BE IT RESOLVED** that the West Kern Community College District hereby thanks the classified employees for their contributions to quality education in Kern County and the West Kern Community College District and will celebrate the week of April 26-30, 2021 as *Classified Appreciation Week*;

**IN WITNESS** of the adoption of the foregoing Resolution 2020/21-13 at a duly called regular meeting of the West Kern Community College Board of Trustees held March 10, 2021; the following members of the said Board have affixed their signatures:

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

\_\_\_\_\_  
Dawn Cole, President

\_\_\_\_\_  
Dr. Kathy Orrin, Trustee

\_\_\_\_\_  
Emmanuel Campos, Secretary

\_\_\_\_\_  
Billy White, Trustee

\_\_\_\_\_  
Michael Long, Trustee

\_\_\_\_\_  
Dr. Debra Daniels  
Superintendent/ President





## BOARD AGENDA ITEM

**Date:** February 22, 2021  
**Submitted by:** Xiaohong Li, Executive Director of Institutional Research & Planning  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** March 10, 2021

**Title of Board Item:**

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

**Background:**


In February of 2021 District staff prepared an Annual Report and Annual Fiscal Report as required by the ACCJC accrediting process. The reports will be submitted in March 2021. The due date for submission is April 9, 2021.

**Terms (if applicable):**

**Expense (if applicable):**

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

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

  
Dr. Debra Daniels, Superintendent/President



ACCREDITING COMMISSION FOR  
COMMUNITY AND JUNIOR COLLEGES  
WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

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## 2021 Annual Report REVIEW

Taft College  
29 Cougar Court  
Taft, CA 93268

### General Information

#	Question	Answer
1.	Confirm your College Information	<b>Confirmed</b>
2.	Name of individual preparing report:	<b>Xiaohong Li</b>
3.	Phone number of person preparing report:	<b>6617637978</b>
4.	E-mail of person preparing report:	<b>xli@taftcollege.edu</b>
5.	Type of Institution (select one)	<b>California Community College</b>

### Headcount Enrollment Data

#	Question	Answer
6.	Total unduplicated headcount enrollment:	2017-18: <b>9,505</b> 2018-19: <b>9,050</b> 2019-20: <b>8,422</b>
6a.	Percent Change 2017-18 to 2018-19: (calculated) Percent Change 2018-19 to 2019-20: (calculated)	<b>-5%</b> <b>-7%</b>

#### 6. Additional Instructions and Data Definitions:

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

7.	Total unduplicated headcount enrollment in degree applicable credit courses:	2017-18: <b>9,505</b> 2018-19: <b>9,050</b> 2019-20: <b>8,422</b>
7a.	Please list any individual program which has experienced a 50% increase or decrease in the last year.  <b>ADT-Spanish for Transfer: 136% increased. A small program enrollment increased from 14 to 33 ADT-Art History for Transfer: 670% increased. A small program enrollment increased from 6 to 10 AS Early Childhood Education: 64% increased. Enrollment increased from 25 to 41 AS Management: 55%</b>	



**increased. Enrollment increased from 31 to 48 AA History. 50 decreased. Program discontinued. AA Librl Arts Social/Behav Sci: Program discontinued. AA Recreation: Program discontinued.**

**7. Additional Instructions and Data Definitions:**

Per federal regulations, ACCJC is responsible for monitoring for significant program growth (or decline) that may potentially impact an institution's ability to meet Accreditation Standards. ACCJC does not determine what constitutes a program for colleges. For the purposes of this report, you may define degree-applicable credit programs as appropriate for the context of your institution's unique mission.

**Distance Education and Correspondence Education**

#	Question	Answer						
8.	Total unduplicated headcount enrollment in distance education in last three years:	<table border="1"> <tr> <td>2017-18</td> <td><b>3,348</b></td> </tr> <tr> <td>2018-19</td> <td><b>3,381</b></td> </tr> <tr> <td>2019-20</td> <td><b>3,464</b></td> </tr> </table>	2017-18	<b>3,348</b>	2018-19	<b>3,381</b>	2019-20	<b>3,464</b>
2017-18	<b>3,348</b>							
2018-19	<b>3,381</b>							
2019-20	<b>3,464</b>							
8a.	Percent Change 2017-18 to 2018-19: (calculated)	<b>1%</b>						
	Percent Change 2018-19 to 2019-20: (calculated)	<b>2%</b>						

**8. Additional Instructions and Data Definitions:**

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

**IMPORTANT NOTE REGARDING DATA FROM SPRING 2020:** When calculating total DE enrollment for 2019-20, please include 100% online courses from summer 2019, fall 2019, and winter 2020. For Spring 2020, please include only courses that were originally scheduled as 100% online. Omit any courses that shifted to a distance modality due solely to the COVID-19 pandemic.

9.	Do you offer Correspondence Education?	<b>Yes</b>						
9a.	Total unduplicated headcount enrollment in all types of Correspondence Education:	<table border="1"> <tr> <td>2017-18</td> <td><b>349</b></td> </tr> <tr> <td>2018-19</td> <td><b>329</b></td> </tr> <tr> <td>2019-20</td> <td><b>332</b></td> </tr> </table>	2017-18	<b>349</b>	2018-19	<b>329</b>	2019-20	<b>332</b>
2017-18	<b>349</b>							
2018-19	<b>329</b>							
2019-20	<b>332</b>							
9b.	Percent Change 2017-18 to 2018-19: (calculated)	<b>-6%</b>						
	Percent Change 2018-19 to 2019-20: (calculated)	<b>1%</b>						

**9. Additional Instructions and Data Definitions:**

Correspondence education is defined as education in which (1) the institution provides instructional materials (and examinations on these materials), by mail or electronic transmission (including transmission via learning management system) to students who are separated from the instructor; and where (2) interaction between the instructor(s) and the student is limited, is not regular and substantive, and is primarily initiated by the student. Online courses or online portions of courses which primarily involve "paperwork" (e.g., reading textbook and other materials posted by the instructor, taking examinations, and submitting assignments) will fall within the definition of correspondence education rather than distance education. If the online portion of a class meets the definition of correspondence education, then even if the class also meets on site, it will be considered a correspondence education course for Title IV qualification purposes. Correspondence education is not considered distance education within the U.S. Department of Education definition (see question 8, above).

**Federal Data**

#	Question	Answer
10.	List the Graduation Rate per the US Education Department College Scorecard	<b>7 %</b>

**10. Additional Instructions and Data Definitions:**

The US Education Department College Scorecard can be accessed at <https://collegescorecard.ed.gov/>. Enter your



institution's name in the search box to find the current graduation rate. For the purposes of the College Scorecard, graduation rate is defined as "the share of students who graduated within 8 years of entering this school for the first time."		
11.	If your college relies on another source for reporting success metrics, please identify the source (select one).	<b>Student Achievement Measure (SAM)</b>
12.	Please provide a link to the exact page on your institution's website that displays its most recent listing of student achievement data.	<a href="https://www.taftcollege.edu/iarp/student-achievement-data/">https://www.taftcollege.edu/iarp/student-achievement-data/</a>
<p><b>12. Additional Instructions and Data Definitions:</b>                  ACCJC will include a link to this page in your institution's entry in the ACCJC Directory of Accredited Institutions (<a href="https://accjc.org/find-an-institution">https://accjc.org/find-an-institution</a>). This reporting and monitoring requirement supports ACCJC's recognition by the Council of Higher Education Accreditation (CHEA) and is aligned with ACCJC's Accreditation Standard I.C.3 and Eligibility Requirement 19.</p>		

**Institution Set Standards for Student Achievement**

#	Question	Answer						
<b>Course Completion Rates</b>								
13.	List your Institution-Set Standard (floor) for successful student course completion rate:	<table border="1"> <thead> <tr> <th>2017-18</th> <th>2018-19</th> <th>2019-20</th> </tr> </thead> <tbody> <tr> <td>66 %</td> <td>66 %</td> <td>69 %</td> </tr> </tbody> </table>	2017-18	2018-19	2019-20	66 %	66 %	69 %
2017-18	2018-19	2019-20						
66 %	66 %	69 %						
13a.	List your stretch goal (aspirational) for successful student course completion rate:	<table border="1"> <thead> <tr> <th>2017-18</th> <th>2018-19</th> <th>2019-20</th> </tr> </thead> <tbody> <tr> <td>70 %</td> <td>70 %</td> <td>70 %</td> </tr> </tbody> </table>	2017-18	2018-19	2019-20	70 %	70 %	70 %
2017-18	2018-19	2019-20						
70 %	70 %	70 %						
13b.	List the actual successful student course completion rate:	<table border="1"> <thead> <tr> <th>2017-18</th> <th>2018-19</th> <th>2019-20</th> </tr> </thead> <tbody> <tr> <td>72 %</td> <td>70 %</td> <td>71 %</td> </tr> </tbody> </table>	2017-18	2018-19	2019-20	72 %	70 %	71 %
2017-18	2018-19	2019-20						
72 %	70 %	71 %						
<p><b>13. Additional Instructions and Data Definitions:</b>                  For the purposes of this report, the successful course completion rate is calculated as the number of student completions with a grade of C or better divided by the number of students enrolled in the course. If your institution calculates successful course completion differently, you may respond using your local calculation and describe your methodology in Question 20.</p>								
<b>Certificates</b>								
14.	Type of Institute-set standard for certificates (Please Select Number or Percentage):	<b>Number of certificates</b>						
	If Number-Other or Percent-other, please describe:							
14a.	List your Institution-Set Standard (floor) for certificates:	<table border="1"> <thead> <tr> <th>2017-18</th> <th>2018-19</th> <th>2019-20</th> </tr> </thead> <tbody> <tr> <td>30</td> <td>30</td> <td>31</td> </tr> </tbody> </table>	2017-18	2018-19	2019-20	30	30	31
2017-18	2018-19	2019-20						
30	30	31						
14b.	List your stretch goal (aspirational) for certificates:	<table border="1"> <thead> <tr> <th>2017-18</th> <th>2018-19</th> <th>2019-20</th> </tr> </thead> <tbody> <tr> <td>33</td> <td>33</td> <td>35</td> </tr> </tbody> </table>	2017-18	2018-19	2019-20	33	33	35
2017-18	2018-19	2019-20						
33	33	35						
14c.	List actual number or percentage of certificates:	<table border="1"> <thead> <tr> <th>2017-18</th> <th>2018-19</th> <th>2019-20</th> </tr> </thead> <tbody> <tr> <td>31</td> <td>31</td> <td>34</td> </tr> </tbody> </table>	2017-18	2018-19	2019-20	31	31	34
2017-18	2018-19	2019-20						
31	31	34						
<p><b>14. Additional Instructions and Data Definitions:</b>                  For purposes of this report, include only those certificates which are awarded with 16 or more units.</p>								
<b>Associate Degree (A.A./A.S.)</b>								
15.	Type of Institute-set standard for degrees awarded	<b>Number of degrees</b>						

	(Please Select Number or Percentage):							
	If Number-Other or Percent-other, please describe:							
15a.	List your Institution-Set Standard (floor) for degrees:	<table border="1"> <tr> <td>2017-18</td> <td>2018-19</td> <td>2019-20</td> </tr> <tr> <td><b>323</b></td> <td><b>323</b></td> <td><b>340</b></td> </tr> </table>	2017-18	2018-19	2019-20	<b>323</b>	<b>323</b>	<b>340</b>
2017-18	2018-19	2019-20						
<b>323</b>	<b>323</b>	<b>340</b>						
15b.	List your stretch goal (aspirational) for degrees:	<table border="1"> <tr> <td>2017-18</td> <td>2018-19</td> <td>2019-20</td> </tr> <tr> <td><b>357</b></td> <td><b>357</b></td> <td><b>453</b></td> </tr> </table>	2017-18	2018-19	2019-20	<b>357</b>	<b>357</b>	<b>453</b>
2017-18	2018-19	2019-20						
<b>357</b>	<b>357</b>	<b>453</b>						
15c.	List actual number or percentage of degrees:	<table border="1"> <tr> <td>2017-18</td> <td>2018-19</td> <td>2019-20</td> </tr> <tr> <td><b>470</b></td> <td><b>521</b></td> <td><b>552</b></td> </tr> </table>	2017-18	2018-19	2019-20	<b>470</b>	<b>521</b>	<b>552</b>
2017-18	2018-19	2019-20						
<b>470</b>	<b>521</b>	<b>552</b>						

**Bachelor's Degree (B.A./B.S.)**

16.	Does your college offer a Bachelor's Degree (B.A./B.S.)?	<b>No</b>
-----	--	-----------

**Transfer**

17.	Type of Institute-set standard for transfers(Please Select Number or Percentage):	<b>Number of transfers</b>						
	If Number-Other or Percent-other, please describe:							
17a.	List your Institution-Set Standard (floor) for the number of students who transfer to a 4-year college/university:	<table border="1"> <tr> <td>2017-18</td> <td>2018-19</td> <td>2019-20</td> </tr> <tr> <td><b>157</b></td> <td><b>157</b></td> <td><b>218</b></td> </tr> </table>	2017-18	2018-19	2019-20	<b>157</b>	<b>157</b>	<b>218</b>
2017-18	2018-19	2019-20						
<b>157</b>	<b>157</b>	<b>218</b>						
17b.	List your stretch goal (aspirational) for the number of students who transfer to a 4-year college/university:	<table border="1"> <tr> <td>2017-18</td> <td>2018-19</td> <td>2019-20</td> </tr> <tr> <td><b>185</b></td> <td><b>185</b></td> <td><b>231</b></td> </tr> </table>	2017-18	2018-19	2019-20	<b>185</b>	<b>185</b>	<b>231</b>
2017-18	2018-19	2019-20						
<b>185</b>	<b>185</b>	<b>231</b>						
17c.	List actual number or percentage of students who transfer to a 4-year college/university:	<table border="1"> <tr> <td>2017-18</td> <td>2018-19</td> <td>2019-20</td> </tr> <tr> <td><b>218</b></td> <td><b>231</b></td> <td><b>N/A</b></td> </tr> </table>	2017-18	2018-19	2019-20	<b>218</b>	<b>231</b>	<b>N/A</b>
2017-18	2018-19	2019-20						
<b>218</b>	<b>231</b>	<b>N/A</b>						

**Licensure Examination Pass Rates**

18.	Examination pass rates in programs for which students must pass a licensure examination in order to work in their field of study:						
	Program	Exam (National, State, Other)	Institution set standard (%) (Floor)	Stretch (Aspirational) Goal (%)	2017-18 Pass Rate	2018-19 Pass Rate	2019-20 Pass Rate
	<b>Dental Hygiene</b>	<b>State</b>	<b>69 %</b>	<b>100 %</b>	<b>100 %</b>	<b>95 %</b>	<b>95 %</b>

**18. Additional Instructions and Data Definitions:**

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

**Employment rates for Career and Technical Education students**

19.	Job placement rates for students completing certificate programs and CTE (career-technical education) degrees:					
	Program	Institution set standard (%) (Floor)	Stretch (Aspirational) Goal (%)	2017-18 Job Placement Rate	2018-19 Job Placement Rate	2019-20 Job Placement Rate
	<b>Early Childhood Education</b>	<b>75 %</b>	<b>78 %</b>	<b>91.3 %</b>	<b>83.3 %</b>	<b>77.3 %</b>
	<b>Dental Hygiene</b>	<b>82 %</b>	<b>85 %</b>	<b>83.3 %</b>	<b>95.7 %</b>	<b>100 %</b>
	<b>Liberal Arts, Allied Health</b>	<b>67.5 %</b>	<b>72 %</b>	<b>70.8 %</b>	<b>74.3 %</b>	<b>76.7 %</b>
	<b>Administration of Justice</b>	<b>81 %</b>	<b>83 %</b>	<b>85 %</b>	<b>90.5 %</b>	<b>88 %</b>



**19. Additional Instructions and Data Definitions:**

For the purposes of the Annual Report, Job Placement Rate is defined as the percentage of students who are employed in the year following completion of a CTE (career-technical education) certificate or degree program. (This means that the denominator for the 2019-20 job placement rate will be the number of students who completed the program in 2018-19.) Report only those programs with a minimum of 10 students in the completion year. For example, if a program had 9 students complete in 2018-19, you do not need to report a job placement rate for 2019-20. Report only those programs for which reliable data are available. If your institution has defined its job placement rate differently than what is described above, you may complete this question using your local definition provided that you describe this definition in Question 20.

**Other Information**

20.	Please use this text box to provide any comments regarding the data submitted in this report (optional, no limit). <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"><b>We excluded WESTEC off-campus enrollment in the calculation of the course completion rates.</b></div>
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Go To Question #: 2 ▼ REVIEW/EDIT

The Annual Report must be certified as complete and accurate by the CEO (Dr. Debra Daniels). Once you have answered all the questions, you may send an e-mail notification to the CEO that the report is ready for certification.

Only the CEO may submit the final Annual Report.

Send e-mail Notification to CEO to certify report

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ACCREDITING COMMISSION FOR  
COMMUNITY AND JUNIOR COLLEGES  
WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

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**Annual Fiscal Report**  
**California Community College**  
Reporting Year: 2019-2020  
**REVIEW**

Taft College  
29 Cougar Court  
Taft, CA 93268

**General Information**

#	Question	Answer
1.	Confirm College Information	<b>Confirmed</b>
2.	District Name: Is the college a single college district?	<b>West Kern Community College District</b> <b>Yes</b>
<b>2. Additional Information:</b> If the college is a single college district, questions 21a, 21b, 22, 23 and 24 will "auto fill" from 18a, 18b, 4a, 6a, and 6d respectively.		
3.	a. Name of College Chief Business Officer (CBO) b. Title of College CBO c. Phone number of College CBO d. E-mail of College CBO e. Name of District CBO f. Title of District CBO g. Phone number of District CBO h. E-mail of District CBO	<b>Brock McMurray</b> <b>Executive Vice President Administrative Services</b> <b>661-763-7811</b> <b>bmc Murray@taftcollege.edu</b> <b>Brock McMurray</b> <b>Executive Vice President Administrative Services</b> <b>661-763-7811</b> <b>bmc Murray@taftcollege.edu</b>
<b>3. Additional Information:</b> The District CBO email address will be copied on the final report once it has been approved by the CEO.		

**District Data (including single college organizations) Revenue**

(Source: Unrestricted General Fund, CCFS 311 Annual, Revenues, Expenditures, and Fund Balance)																																
		FY 17/18	FY 18/19	FY 19/20																												
4.	a. Total Unrestricted General Fund Revenues (excluding account 8900)	<b>\$ 26,423,763</b>	<b>\$ 28,843,982</b>	<b>\$ 30,767,903</b>																												
	b. Other Unrestricted Financing Sources (Account 8900)	<b>\$ 0</b>	<b>\$ 413,339</b>	<b>\$ 0</b>																												
	i. Other Unrestricted Financing Sources (account 8900) is primarily comprised of (if applicable):																															
	<table border="1"> <thead> <tr> <th>Year</th> <th>Description</th> <th>Amount</th> <th>Sustainable/One-time</th> </tr> </thead> <tbody> <tr> <td>FY 17/18</td> <td></td> <td>\$ 0</td> <td></td> </tr> <tr> <td>FY 17/18</td> <td></td> <td>\$ 0</td> <td></td> </tr> <tr> <td>FY 18/19</td> <td>Interfund Transfer (Due From)</td> <td>\$ 413,339</td> <td>One-time</td> </tr> <tr> <td>FY 18/19</td> <td></td> <td>\$ 0</td> <td></td> </tr> <tr> <td>FY 19/20</td> <td></td> <td>\$ 0</td> <td></td> </tr> <tr> <td>FY 19/20</td> <td></td> <td>\$ 0</td> <td></td> </tr> </tbody> </table>	Year	Description	Amount	Sustainable/One-time	FY 17/18		\$ 0		FY 17/18		\$ 0		FY 18/19	Interfund Transfer (Due From)	\$ 413,339	One-time	FY 18/19		\$ 0		FY 19/20		\$ 0		FY 19/20		\$ 0				
Year	Description	Amount	Sustainable/One-time																													
FY 17/18		\$ 0																														
FY 17/18		\$ 0																														
FY 18/19	Interfund Transfer (Due From)	\$ 413,339	One-time																													
FY 18/19		\$ 0																														
FY 19/20		\$ 0																														
FY 19/20		\$ 0																														
<b>4. Additional Information:</b> ACCJC does not count other unrestricted financing sources as a regular and ongoing source of revenue, unless it is a sustainable annual revenue.																																
5.	(Source: Unrestricted General Fund, CCFS 311 Annual, Revenues, Expenditures, and Fund Balance)																															
	a. Net (Adjusted) Unrestricted General Fund Beginning Balance																															

		\$ 9,392,842	\$ 8,710,940	\$ 7,492,125
	b. Net Unrestricted General Fund Ending Balance, including transfers in/out	\$ 8,710,940	\$ 7,492,125	\$ 11,398,595

**5. Additional Information:**  
 a. Use adjusted beginning fund balance from CCFS 311 Annual.  
 b. This amount is the amount reported on the CCFS 311 report after transfers in/out

**Expenditures/Transfers (General Fund Expenditures/Operating Expenditures)**

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

		FY 17/18	FY 18/19	FY 19/20
6.	a. Total Unrestricted General Fund Expenditures (including account 7000)	\$ 27,105,665	\$ 28,431,704	\$ 26,561,698
	b. Total Unrestricted General Fund Salaries and Benefits (accounts 1000, 2000, 3000)	\$ 19,428,867	\$ 21,211,737	\$ 22,822,594
	c. Other Unrestricted General Fund Outgo (6a - 6b)	\$ 7,676,798	\$ 7,219,967	\$ 3,739,104
	d. Unrestricted General Fund Ending Balance	\$ 8,710,940	\$ 7,492,125	\$ 11,398,595
	e. If the report year closed with an Unrestricted General Fund deficit, does the district anticipate to close 2020-21 with a deficit?	<input type="text" value="No"/>		
	i. If yes, what is the estimated unrestricted deficit?	<input type="text" value="N/A"/>		

**6. Additional Information:**  
 d. 6.d. same as 5.b., which includes transfers in/out

**Liabilities**

7.	Did the District borrow funds for cash flow purposes?	FY 17/18	FY 18/19	FY 19/20
		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="No"/>
8.	Total Borrowing/Total Debt — Unrestricted General Fund	FY 17/18	FY 18/19	FY 19/20
	a. Short-Term Borrowing (TRANS, etc)	\$ 0	\$ 0	\$ 0
	b. Long Term Borrowing (COPs, Capital Leases, other long-term borrowing):	\$ 23,780,000	\$ 22,780,000	\$ 32,175,000

**8. Additional Information:**  
 a. list total short-term Unrestricted General Fund Borrowing/Debt  
 b. list total long-term Unrestricted General Fund Borrowing/Debt (not G.O. Bonds)

9.	a. Did the district issue long-term debt instruments or other new borrowing (not G.O. bonds) during the fiscal year noted?	FY 17/18	FY 18/19	FY 19/20
		<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="Yes"/>
	b. What type(s)	N/A	N/A	COP
	c. Total amount	\$ 0	\$ 0	\$ 10,430,000

10.	Debt Service Payments (General Fund/Operations)	FY 17/18	FY 18/19	FY 19/20
		\$ 5,487,531	\$ 3,657,429	\$ 14,709,457

**10. Additional Information:**  
 This amount also includes transfers made from the Unrestricted General Fund to any other fund for the purposes of debt service payments.

**Other Post Employment Benefits (OPEBs)**

11.	(Source: <b>Most recent GASB 74/75 OPEB Actuarial Report</b> )	FY 19/20
	a. Total OPEB Liability (TOL) for OPEB	\$ 25,846,555
	b. Net OPEB Liability (NOL) for OPEB	\$ 17,883,577
	c. Funded Ratio [Fiduciary Net Position (FNP/TOL)]	31 %



d. NOL as Percentage of OPEB Payroll	<input type="text" value="0 %"/>
e. Service Cost (SC)	<input type="text" value="\$ 303,531"/>
f. Amount of Contribution to Annual Service Cost, plus any additional funding of the Net OPEB Liability	<input type="text" value="\$ 1,426,618"/>

**11. Additional Information:**

Annual contribution to the Service Cost is generally the pay-as-you-go cost paid by the unrestricted general fund. Any contribution to the NOL is generally above that amount, and is paid into an Irrevocable Trust during the fiscal year. Please list both amounts here. Note this does not include any change in value or investment earnings of the trust.

12.	Date of most recent GASB 74/75 OPEB Actuarial Report – use valuation date (mm/dd/yyyy)	<input type="text" value="6/30/2020"/>
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13.	a. Has an irrevocable trust been established for OPEB liabilities?	<input type="text" value="Yes"/>		
	b. Amount deposited into OPEB Irrevocable Reserve/Trust	FY 17/18	FY 18/19	FY 19/20
		<input type="text" value="\$ 617,228"/>	<input type="text" value="\$ 543,900"/>	<input type="text" value="\$ 542,001"/>
	c. Amount deposited into non-irrevocable Reserve specifically for OPEB	<input type="text" value="\$ 0"/>	<input type="text" value="\$ 0"/>	<input type="text" value="\$ 0"/>
	d. OPEB Irrevocable Trust Balance as of fiscal year end	<input type="text" value="\$ 6,266,965"/>	<input type="text" value="\$ 7,077,143"/>	<input type="text" value="\$ 7,962,978"/>
e.	Has the district utilized OPEB or other special retiree benefit funds to help balance the general fund budget in 2019/20?	<input type="text" value="No"/>		

**13. Additional Information:**

b. Add amounts deposited during the fiscal year. These amounts are usually included in the District's Annual Audit.  
e. If "yes", that description and amount should be reported in 4.b.i. for FY 19/20

**Cash Position**

14.	Cash Balance at June 30 from Annual CCFS-311 Report (Combined General Fund Balance Sheet Total — Unrestricted and Restricted-accounts 9100 through 9115)	FY 17/18	FY 18/19	FY 19/20
		<input type="text" value="\$ 6,789,674"/>	<input type="text" value="\$ 4,751,926"/>	<input type="text" value="\$ 11,849,640"/>
15.	a. Does the district prepare cash flow projections during the year?	<input type="text" value="Yes"/>		
	b. Does the district anticipate significant cash flow issues during 2020-21?	<input type="text" value="No"/>		

**15. Additional Information:**

b. Significant cash flow issues are defined as needing additional cash equal to or exceeding 15% of unrestricted general fund revenues

**Annual Audit Information**

16.	Date annual audit report for fiscal year was electronically submitted to accjc.org, along with the institution's response to any audit exceptions (mm/dd/yyyy)	<input type="text" value="11/30/2020"/>			
<b>NOTE:</b> Audited financial statements are due to the ACCJC no later than April 9, 2021. A multi-college district may submit a single district audit report on behalf of all the colleges in the district.					
17.	a. List the number of audit findings for each year (enter 0 if none):	FY 17/18	FY 18/19	FY 19/20	
		<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
	b. From Summary of Auditors Results (Annual Audit) for 2019-20 (this is usually a single page at the beginning of the Findings and Questioned Costs section):				
	<u>Financial Statements</u>				
	i.	Type of auditor's report issued	<input type="text" value="Unmodified"/>		
	ii.	Internal Control Material Weaknesses identified	<input type="text" value="No"/>		
	iii.	Internal Control Significant Deficiencies identified	<input type="text" value="No"/>		
<u>Federal Awards</u>					
i.	Type of auditor's report issued on compliance	<input type="text" value="Unmodified"/>			

ii. Internal Control Material Weaknesses identified	<b>No</b>
iii. Internal Control Significant Deficiencies identified	<b>No</b>
iv. Qualified as low-risk auditee	<b>Yes</b>
<b>State Awards</b>	
i. Type of auditor's report issued on compliance	<b>Unqualified / Unmodified</b>
If qualified, how many state programs were qualified	<b>N/A</b>
ii. Internal Control Material Weaknesses identified	<b>No</b>
iii. Internal Control Significant Deficiencies identified	<b>No</b>

**Other District Information**

		FY 17/18	FY 18/19	FY 19/20
18.	a. Final Adopted Budget — budgeted Full Time Equivalent Students (FTES) (Annual Target)	<b>2,641</b>	<b>2,909</b>	<b>2,870</b>
	b. Actual Full Time Equivalent Students (FTES) from Annual CCFS 320	<b>2,641</b>	<b>2,909</b>	<b>2,870</b>

**18. Additional Information:**

- a. Resident FTES only.
- b. Report resident FTES only. Please use actual FTES, not hold harmless FTES.

		FY 17/18	FY 18/19	FY 19/20
19.	Number of FTES shifted into the fiscal year, or out of the fiscal year	<b>212</b>	<b>260</b>	<b>193</b>

**19. Additional Information:**

If the District shifted both in and out of a fiscal year, report the net (positive or negative). A negative number may be entered. For FTES shifted into a given year, that same amount should be subtracted from the corresponding report year.

20.	a. During the reporting period, did the district settle any contracts with employee bargaining units?	<b>Yes</b>
	b. Did any negotiations remain open?	<b>No</b>
	c. Describe significant impacts of settlements. If any negotiations remain open over one year, describe length of negotiations, and issues	<b>Negotiated COLA increases which were funded by the District's general operating budget for the fiscal year.</b>

**College Data**

<b>NOTE:</b> For a single college district the information is the same that was entered into the District section of the report.				
		FY 17/18	FY 18/19	FY 19/20
21.	a. Final Adopted Budget – budgeted Full Time Equivalent Students (FTES) (Annual Target)	<b>2,641</b>	<b>2,909</b>	<b>2,870</b>
	b. Actual Full Time Equivalent Students (FTES) from Annual CCFS 320	<b>2,641</b>	<b>2,909</b>	<b>2,870</b>
	c. Is the college experiencing enrollment decline in the current (2020-21) year?	<b>Yes</b>		
	i. If yes, what is the estimated FTES decline?	<b>253</b>		

**21. Additional Information:**

Report resident FTES only.

		FY 17/18	FY 18/19	FY 19/20
22.	Final Unrestricted General Fund allocation from the District (for Single College Districts, use the number in 4a.)	<b>\$ 26,423,763</b>	<b>\$ 28,843,982</b>	<b>\$ 30,767,903</b>
23.	Final Unrestricted General Fund Expenditures (for Single College Districts, use the number in 6a.)	<b>\$ 27,105,665</b>	<b>\$ 28,431,704</b>	<b>\$ 26,561,698</b>

		FY 17/18	FY 18/19	FY 19/20
24.	Final Unrestricted General Fund Ending Balance (for Single College Districts, use the number in 6d.)	\$ 8,710,940	\$ 7,492,125	\$ 11,398,595
		FY 17/18	FY 18/19	FY 19/20
25.	What percentage of the Unrestricted General Fund prior year Ending Balance did the District permit the College to carry forward into the next year's budget?	0 %	0 %	0 %
		Cohort Year 2014	Cohort Year 2015	Cohort Year 2016
26.	USDE official cohort Student Loan Default Rate (FSLD) (3 year rate)	0 %	0 %	0 %

**District and College Data**

27.	a. Were there any executive or senior administration leadership changes at the College or District during the fiscal year, including June 30? List for the District and for the College.	No
	b. Please describe the leadership change(s)	N/A
	c. How many executive or senior administration positions have been replaced with an interim, or remain vacant?	0

**27. Additional Information:**  
 Senior administrative leadership generally includes the Chief Executive Officer (CEO) of the college/district and any administrators who report to that position and/or sit on the CEO's cabinet or executive committee. 'Senior executive leadership' always includes the chief business official, chief financial officer of the college/district.

Go To Question #: 2

The Annual Fiscal Report must be certified as complete and accurate by the CEO (Dr. Debra Daniels). Once you have answered all the questions, you may send an e-mail notification to the CEO that the report is ready for certification.

Only the CEO may submit the final Annual Fiscal Report.



**Date:** February 23, 2021  
**Submitted by:** Amanda Bauer, Executive Director of Fiscal Services  
**Area Administrator:** Brock McMurray, EVP of Administrative Services *BM*  
**Subject:** Request for Approval

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**Board Meeting Date:** March 10, 2021

**Title of Board Item:**  
Classroom Audiovisual Project (RFP: WKCCD 2021-105)

**Background:**

The audiovisual equipment in classrooms S1, S4, G3, G4, G5, G6, G7, G8, G9, and G10 is obsolete and at end-of-life to maintain a virtual/hybrid environment due to COVID. The District solicited proposals from technology firms for new installation and modernization of the select aging classrooms within the District. The project consists of equipment installation, configuration, programming, and support for a modernized audiovisual solution.

Three proposals were submitted in response to the RFP, and Serban Sound & Communications submitted the lowest priced proposal for the base scope of work.

**Terms (if applicable):**


This scope of work is expected to be completed by July 1, 2021.

**Expense (if applicable):**

The total cost for to complete the project will be \$339,791.06.

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

Funding for this project is expected to be covered by the Foundation and COVID relief funds.

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

# FIELD SERVICES CONTRACT

BONDS/NO DSA/DIR

This Field Services Contract is made and entered into on March 10, 2021 by and between **West Kern Community College District** ("District") and **Serban Sound & Communications** ("Contractor"). In consideration of the mutual covenants set forth herein, the District and Contractor agree as follows:

**Project Scope of Work.** The Project is described as Classroom Audiovisual Project RFP #WKCCD 2021-15. The Contractor shall provide all work, labor, materials, equipment and services necessary to perform and complete its obligations under this Contract, including the scope of Work described in the Contractor's proposal dated February 10, 2021 responding to RFP #WKCCD 2021-15 ("RFP Response") for the following Classrooms: S1, S4, G3, G4, G5, G6, G7, G8, G9 and G10; by this reference, the RFP Response is incorporated herein.

- 1. **Contract Price.** The Contract Price for completion of the Work and the Contractor obligations under the Contract Documents is the fixed price lump sum of Three Hundred Thousand Thirty-Nine Seven Hundred Ninety-One Dollars and Six Cents (\$339,791.06). The Contract Price is subject to adjustment only in accordance with the Contract Documents.
- 2. **Contract Time and Liquidated Damages.** Contractor shall commence Work on the date indicated in the Notice to Proceed issued by or on behalf of the District and shall complete the Work by July 1, 2021 ("Contract Time"). Failure to complete the Work within the Contract Time will subject the Contractor to Liquidated Damages at the per diem rate of Two Hundred Fifty Dollars (\$250) until the Work is completed.
- 3. **Insurance Minimum Coverage Limits.** Minimum coverage limits for policies of insurance the Contractor and Subcontractors are required to maintain under the Contract Documents are:

Policy of Insurance	Minimum Coverage Limit
Workers' Compensation Insurance	In accordance with Laws
Employer's Liability Insurance	One Million Dollars (\$1,000,000)
Commercial General Liability and Property Insurance.	Per Occurrence: One Million Dollars (\$1,000,000) Aggregate: Two Million Dollars (\$2,000,000)
Automobile Liability Insurance	One Million Dollars (\$1,000,000)

- 4. **District Representative.** The District Representative for the Work is Brock McMurray.
- 5. **Architect/Design Professional.** The Architect or Design Professional for the Work is N/A.
- 6. **Contract Documents.** The Contract Documents consists of this Contract, the accompanying Contract Terms and Conditions, and the documents identified below.

<ul style="list-style-type: none"> <li>Contract Terms and Conditions</li> <li>Subcontractors List</li> <li>Labor and Materials Payment Bond</li> <li>Performance Bond</li> <li>Certificate of Workers Compensation Insurance</li> </ul>	<ul style="list-style-type: none"> <li>Verification of Certified Payroll Records Submittal to Labor Commissioner</li> <li>Contractor Certification of Subcontractor Claim</li> <li>Classroom Audiovisual Project RFP #WKCCD 2021-15</li> <li>RFP Response</li> </ul>
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7. **Notices.** Notices of the District and Contractor to the other shall be transmitted *via e-mail and U.S. Mail*, postage pre-paid, as set forth below. The effective date of notices shall be the day after the date of the e-mail transmission. Notices shall be addressed as follows:

<p><b>If to the District:</b>                  West Kern Community College District                  29 Cougar Court                  Taft, CA 93268                  Attn: Executive Vice President Administrative Services                  (661) 336-5100                  Email: bmc Murray@taftcollege.edu</p>	<p><b>If to the Contractor:</b>                  Serban Sound &amp; Communications                  10010 Rosedale Highway, #A                  Bakersfield, CA 93312                  Email: brian@serban.com</p>
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8. **Entire Agreement.** The Contract Documents constitute the entire contract and understanding between District and Contractor relating to the subject matter hereof. The Contract Documents shall not be modified except in accordance with the terms of the Contract Documents.

**CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS' STARE LICENSE BOARD. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS' STATE LICENSE BOARD, P.O. BOX 2600, SACRAMENTO, CALIFORNIA 95826.**

The Contractor and District have executed this Contract as of the date set forth above.

**District**  
**West Kern Community College District**

\_\_\_\_\_  
 Debra Daniels, Superintendent/President

**Contractor**  
**Serban Sound & Communications**

By \_\_\_\_\_  
 (Signature)

Title \_\_\_\_\_

Street Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

<b>Contractors' License</b>	<b>Number</b>	401115
	<b>Classification(s)</b>	C-7/C-10
	<b>Expiration Date</b>	October 31, 2022
	<b>DIR Contractor Registration Number</b>	1000003991
<b>Federal Tax ID</b>	_____	

## FIELD CONTRACT FOR SERVICES; TERMS AND CONDITIONS

**1. CONTRACTOR RESPONSIBILITIES**

**1.1. LABOR, MATERIALS, EQUIPMENT AND SERVICES.** The Contractor shall furnish all tools, equipment, apparatus, facilities, transportation, labor, services and materials necessary to complete the Work in accordance with the Contract Documents. Except for existing utility services at the Site made available to the Contractor by the District, the Contractor shall furnish all utilities necessary to complete the Project, including temporary utility distributions. The Work shall be completed in a workmanlike manner, in accordance with requirements of the Contract Documents and within the Contract Time. If there are portions of the Contract Documents designate differing Work, the Contractor shall furnish and install the more stringent or higher quality requirements. All Work shall conform to the requirements of applicable laws, ordinances, rules and regulations ("the Laws") and Governmental Authorities with jurisdiction over any portion of the Work.

**1.2. CONTRACTOR SUPERVISION.**

**1.2.1. CONTRACTOR SUPERINTENDENT.** The Contractor shall employ a Superintendent fluent in verbal and written English who shall be at the Site at all times during performance of Work at the Site. The Superintendent is the Contractor's Representative for the Project; directions, instructions or other communications to and with the Contractor's Superintendent are directions, instructions or communications to or with the Contractor.

**1.2.2. EMPLOYEE COMPETENCY AND DISCIPLINE.** The Contractor shall enforce strict discipline and good order among employees of the Contractor and Subcontractors at the Site. Personnel of the Contractor or any Subcontractor are subject to removal from the Site for violations of the Laws or District Policies. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them and shall dismiss from its employ and direct any Subcontractor to dismiss from their employment any person deemed by the District to be unfit or incompetent to perform assigned tasks. Identification badges are required for Site access. Personnel providing or performing any Work at the Site will be permitted access to the Site only if District-issued identification badges are worn.

**1.2.3. DISTRICT POLICIES; NOISE, DRUGS, TOBACCO, AND ALCOHOL.** Use, possession, consumption or work under the influence of alcohol or illegal drugs at the Site is prohibited. District Board Policies prohibit the use of any form of tobacco products at the Site. Use of music/audio devices, including radios or wearing any headphone devices for entertainment while performing Work at the Site is prohibited. The Contractor shall implement measures to: (i) notify all personnel at the Site of such prohibitions and (ii) prevent violations of such prohibited conduct. The District expressly reserves the right to remove construction personnel violating the foregoing.

**1.3. LABOR CODE REQUIREMENTS.**

**1.3.1. DIR REGISTRATION.** The Contractor and all Subcontractors must comply with the Labor Code §§1725.5 and 1771.1 and must be properly and currently registered with the California Department of Industrial Relations ("DIR") and qualified to perform public works pursuant to Labor Code section 1725.5 throughout the duration of the Project.

**1.3.2. PREVAILING WAGE RATES; HOURS OF WORK:**

The Contractor and all Subcontractors shall: (i) pay their respective workers wage rates not less than the prevailing wage rate established for the classification, trade or work performed by each worker; and (ii) maintain complete and accurate payroll records for workers engaged in the Work. The Contractor and Subcontractors shall not permit any worker to provide more than eight (8) hours of work per day or forty (40) hours per week without additional compensation as mandated by law. The Contractor shall be subject to all penalties and assessments provided by law or regulation for violation(s) of the prevailing wage rate requirements or hours of work limits. Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE).

**1.3.3. APPRENTICES.** Apprentices, if any, engaged in performing the Work shall be in strict conformity with applicable the Laws, including without limitation, Labor Code §§1777.5 through 1777.7, which are incorporated herein by this reference.

**1.4. SUBCONTRACTORS.** The Contractor is responsible for the acts, omissions and other conduct of Subcontractors and their employees, agents and representatives. Subcontracts between the Contractor and Subcontractors shall incorporate the Contract as far as such terms are applicable to the Subcontractor's work, including, without limitation, all indemnification, insurance, and warranty requirements. Subcontracts shall be made available to the District for review upon request of the District. All Subcontractors must comply with Labor Code §§ 1725.5 and 1771.1 and must be currently registered contractors with the California Department of Industrial Relations ("DIR") and qualified to perform public works pursuant to Labor Code §1725.5 throughout the duration of the Project. Any Subcontractor who is not a DIR registered contractor shall be substituted in accordance with Labor Code §1771.1. Contractor shall submit a Subcontractors List for the Project on the form included in the Contract Documents. Subcontractors identified in the Subcontractors List shall not be replaced except in strict conformity with requirements of Public Contract Code §4107. The Contractor is responsible for all fees, costs or expenses (including attorneys' fees) incurred by the District to review, evaluate and respond to the Contractor's request to replace a listed Subcontractor. Subcontractors must be a California licensed contractor in the classification(s) required for the portions of the Project completed by the Subcontractor.

**1.5. PROPERTY DAMAGE.** The Contractor is responsible for costs to repair, replace or correct damage or destruction to property arising during the Contractor's completion of Project Work, including without limitation, damage/destruction of other facilities/improvements, landscape materials and irrigation systems.

**2. PROJECT SITE**

**2.1. SITE EXAMINATION AND SITE CONDITIONS.** The Contractor has examined the Site and accepts conditions at the Site affecting the completion of the Project. By submitting a Proposal for the Project, the Contractor warrants and represents to the District that the Contractor has made all Site examinations that it deems necessary and that the pricing proposed in the Proposal is not subject to adjustment for conditions at the Site.

**2.2. SAFETY AND SECURITY; PROTECTION OF WORK AND PROPERTY.** The Contractor is solely responsible for safety at the Site, including compliance with Laws pertaining to safety at the Site. Contractor shall comply with all District rules and regulations pertaining to safety, security and driving on school grounds, particularly when students are present. The Contractor shall implement safety measures such as fencing, barricades, signs, lights and other precautions to prevent injury or death to persons or damage to property. The Contractor is responsible for securing the Site and Work in place or in progress (including all personal property items situated at the Site) to prevent theft, loss or damage. The District and District employees, officers, agents or representatives are not liable for loss, theft, damage or destruction of personal property items. The risk of such loss, theft, damage or destruction is solely that of the Contractor or Subcontractors.

**2.3. CONTRACTOR ENVIRONMENTAL/ HAZARDOUS MATERIALS RESPONSIBILITIES.** The Contractor shall comply with Laws relating to construction waste management, materials re-use and/or recycling and the maintenance of records relating thereto. All activities of the Contractor relating to removal, transportation and/or disposal of any hazardous material shall be in strict compliance with the Laws, including compliance with requirements of manifests for the transportation and disposal of hazardous materials. The Contractor's failure to strictly comply with its obligations hereunder shall be a basis for the District's withholding of Contract Price disbursements until the Contractor has complied and performed its obligations hereunder. Upon completion of the Project, the Contractor shall complete, execute and submit to the District the form of Asbestos and Hazardous Materials Certification included with the Contract Documents.

**2.4. CLEAN-UP.** The Contractor shall remove and legally dispose of all waste materials and other debris from the Site. The Site shall be in maintained in a neat, orderly and "broom clean" condition. At completion of the Project, the Contractor shall: (i) remove all temporary facilities and installations; and (ii) clean all surfaces, fixtures, equipment at the Site. If the Contractor fails to complete clean up responsibilities, the District may do so, and all costs shall be charged to the Contractor; the District may deduct such costs from the Contract Price then or thereafter due the Contractor.

**2.5. OCCUPANCY.** The District reserves the right to occupy existing facilities and improvements in, at or about the Site at any time before completion of the Project. The District's occupancy does not constitute acceptance or approval of any part of the Project and will not extend the Contract Time nor relieve the Contractor of any duties or responsibilities under this Contract.

**2.6. EMERGENCIES.** In an emergency affecting life, life safety, property damage, the Work or adjoining property, Contractor, without special instruction or authorization from District, shall take such actions reasonably necessary to prevent such threatened loss or injury. Contractor shall immediately report in writing to the District Representative if such action is taken.

### **3. PROJECT REQUIREMENTS**

**3.1. DISTRICT SITE ACCESS.** The District and the District's employees, agents or representatives shall at all times have access to the Site and the Project. The Contractor shall provide safe and proper facilities for such access.

**3.2. CONSTRUCTION SCHEDULE.** If the Contract Time is more than thirty (30) calendar days, the Contractor shall prepare a Construction Schedule in such form and format required by the District. The Construction Schedule shall reflect all activities necessary to complete the Work and shall be in such detail as required by the Contract Documents. If a schedule is required, the Contractor shall update the schedule monthly or more frequently as directed by the District or required by the circumstances of Project progress. The Contractor's Construction Schedule shall be submitted to the District for review and acceptance. The Contractor shall complete Project Work in accordance with the District accepted Construction Schedule.

**3.3. SUBSTITUTIONS.** No substitution of any specified item, product, material or system ("Specified Items") will be considered unless the Contractor submits a request to substitute Specified Items along with data substantiating the equivalency of the proposed substitution with the Specified Items not more than seven (7) days after the date of award of the Contract to the Contractor. The Contractor shall reimburse the District for all costs and expenses incurred by the District to review a proposed substitution for Specified Items. The District's acceptance or rejection of a proposed substitution is final. No substitution accepted by the District shall increase the Contract Price or the Contract Time; provided, however, if the cost to furnish/install an approved substitution of is less than the Specified Item, the Contract Price shall be reduced by such cost difference. If any Specified Items are identified in any portion of the Contract Documents as "District Standard Materials/Equipment" "match existing in use" or similar words/phrases, in accordance with Public Contract Code §3400, the District is deemed to have made a finding that such Specified Items are designated as "sole source" items designed to match existing and in use items. In accordance with Public Contract Code §3400, the District will not consider or accept alternatives or substitutions for any Specified Items so identified.

**3.4. CONTRACTOR WARRANTY.** If within one (1) year, or such other period set forth in the Contract Documents, any part of the Project or workmanship is found defective or not in compliance with the Contract Documents, the Contractor shall promptly correct, repair or replace such part of the Project or workmanship. If the Contractor fails to do so, the District may take necessary action to correct, replace or repair such Work or workmanship at the cost and expense of the Contractor. The surety issuing the Performance Bond is liable to the District for correction, repair or replacement of defective/non-conforming parts of the Project or workmanship if the Contractor fails or refuses to perform in accordance with the preceding.

**3.5. MANUFACTURER WARRANTIES.** The Contractor shall, prior to the release of retention, provide the District Representative with hard copies of all manufacturer warranties for all equipment and materials furnished, installed and incorporated into the Project.

**3.6. CONSTRUCTION MATERIALS TESTS/INSPECTIONS.** If required by the Contract Documents, materials incorporated into the Project are subject to tests/inspections for compliance with applicable standards of such tests/inspections. The Contractor shall cooperate with the District and consultants retained by the District for conducting such tests/inspections to schedule and coordinate such tests/inspections with the progress of Work. The Contractor is responsible for costs and expenses resulting from the Work not



being ready for tests/inspections when scheduled. The District is responsible for initial costs of tests/inspections. If the results of the initial test/inspection are not in conformity with applicable standards, all costs, fees and expenses for subsequent test/inspection shall be borne by the Contractor. The District may deduct such costs, fees and expenses from the Contract Price then or thereafter due the Contractor.

#### 4. CONTRACT PRICE.

**4.1. CONTRACT TIME LESS THAN SIXTY (60) DAYS.** If the Contract Time is sixty (60) days or less, the District will make payment of the Contract Price upon completion of the Project, the Contractor's full performance of all other obligations under the Contract Documents and the Contractor's submission of a properly itemized invoice and duly executed Verification of Certified Payroll Records Submittal to Labor Commissioner. Upon receipt of thereof, the District Representative will promptly verify that the Project has been completed and that the Contractor has performed all other obligations hereunder. Within thirty (30) days of the District Representative confirmation of the completion of Work and the Contractor's performance of other obligations hereunder, the District will make payment of the Contract Price.

**4.2. CONTRACT TIME MORE THAN SIXTY (60) DAYS.** If the Contract Time is sixty (60) days or more, the Contractor may submit invoices on a monthly basis for the value of Project Work completed in the prior month, whereupon the District Representative will promptly verify that the Work has been completed as indicated in the Contractor's invoice. Within thirty (30) days after District's approval of the Application for Payment, Contractor shall be paid a sum equal to **ninety-five percent (95%)** of the value of the Work performed (as verified by the District and certified by Contractor) up to the last day of the previous month, less the aggregate of previous payments and amount to be withheld. Within sixty (60) days of completion of all Project Work and all other of the Contractor's obligations hereunder, amounts previously retained from prior invoices will be released to the Contractor. The District may, in its sole discretion, condition payment of the Contract Price, or any portion thereof, upon: (i) the Contractor's preparation of a Schedule of Values for review and acceptance by the District's Representative; (ii) the submittal of executed Waivers and Releases (on Progress Payment or Final Payment, as applicable) for the Contractor and all Subcontractors receiving any portion of the Contract Price; and/or (iii) delivery of Certified Payroll records of the Contractor and Subcontractors.

**4.3. CERTIFIED PAYROLL RECORDS.** Pursuant to California Labor Code §1776, the Contractor and each Subcontractor shall maintain Certified Payroll Records for labor employed by them to complete Project Work including: name, address, social security number, wage rates, work classification/trades, straight time and overtime hours worked each day and week, actual per diem wages paid. The Contractor and Subcontractors shall furnish copies of Certified Payroll Records to the District and others in accordance the Laws.

**4.4. CERTIFIED PAYROLL RECORDS SUBMITTAL TO LABOR COMMISSIONER.** Certified Payroll Records of the Contractor and Subcontractors, in the form, format and within the times established by the Labor Commissioner, shall be submitted to the Labor Commissioner as required by the Laws. The District's disbursement of any portion of the Contract Price is expressly conditioned on the Contractor's completion and execution of the form of Verification of

Certified Payroll Records Submittal to Labor Commissioner for the payment requested.

**4.5. DISTRICT DEDUCTS AND WITHHOLDS FROM CONTRACT PRICE.** The District may deduct from the Contract Price and withhold disbursement of the Contract Price for any of the following: (i) Liquidated Damages; (ii) sums expended by the District to perform the Contractor's obligations under the Contract Documents; (iii) defective or non-conforming Project Work not remedied; (iv) stop payment notice claims; (v) reasonable doubt that the Project can be completed for the unpaid balance of the Contract Price or within the Contract Time; (vi) unsatisfactory prosecution of the Project Work; (vii) unauthorized deviations from requirements of the Contract Documents; (ix) losses, damages or costs arising out of the Contractor's default or breach of obligations; and (x) any other sums which the District is entitled or required to withhold from the Contractor the Contract Documents or the Laws. The failure by the District to deduct any of these sums from a progress payment shall not constitute a waiver of the District's right to such sums. If the deductions from the Contract Price pursuant to the foregoing exceed the then remaining Contract Price, the Surety issuing the Performance Bond shall be jointly and severally liable with the Contractor for payment of such excess to the District.

#### 5. CHANGES

**5.1. DISTRICT AUTHORITY.** The District may direct Changes within the general scope of Project Work. Changes authorized or directed by the District shall be reduced to a written Change Order in the form and content prepared by or on behalf of the District. Adjustments to the Contract Price for District authorized Changes shall be limited to the actual costs of labor, materials, equipment or services necessary to complete the Change. All other costs associated with a Change, including without limitation profit, overhead/administrative costs and impacts are fully compensated by the mark-up established in the Contract Documents on direct costs of a Change. The Contractor shall provide the District with all information requested to substantiate the cost of a Change. The Contractor shall submit, prior to approval of a Change Order, its request for adjustment of the Contract Time (if any) along with data substantiating the Contractor's right to adjustment of the Contract Time and the extent of such adjustment. If Contractor fails to strictly comply with the preceding the Contractor shall be deemed to have waived any right to adjustment of the Contract Time.

**5.2. CONSTRUCTION CHANGE DIRECTIVE ("CCD").** The District may direct a Change prior to and without issuance of a Change Order by a Construction Change Directive ("CCD"). The Contractor shall: (i) promptly commence and complete changes incorporated into a CCD; and (ii) maintain detailed contemporaneous records of labor, materials and equipment incorporated into or consumed in completing a CCD. Adjustment of the Contract Price or Contract Time on account of a CCD shall be determined in accordance with the Contract Documents and incorporated into a Change Order.

**5.3. MARK-UPS ON CHANGES.** The mark-up on direct costs for a Change directed or authorized by the District for all overhead (including home and field office overhead), general conditions costs, impacts of the Change and profit, shall not exceed the percentage of allowable direct actual costs for performance of the Change as set forth below.

**5.3.1. SUBCONTRACTOR PERFORMED CHANGES.** For the portion of a Change performed by Subcontractors, the mark-up on actual direct labor and materials costs incurred the Subcontractors is Ten Percent (10%). In addition, the Contractor may add an amount equal to Five Percent (5%) of the Subcontractors actual direct labor and materials costs; the Contractor's mark-up shall not be applied to the Subcontractors mark-up.

**5.3.2. CONTRACTOR PERFORMED CHANGES.** For the portion of any Change performed by the Contractor's own forces, the mark-up on the allowable actual direct labor and materials costs of such portion of a Change is Fifteen Percent (15%).

**5.3.3. EXCLUSIONS FROM MARK-UP OF ACTUAL COSTS.** Mark-ups on the actual cost of materials/equipment incorporated into a Change or for purchase/rental of Construction Equipment shall not be applied to any portion of such costs which are for sales, use or other taxes arising out of the purchase of materials/equipment and/or for purchase/rental of Construction Equipment.

## **6. INSURANCE AND INDEMNITY**

**6.1. INDEMNIFICATION.** To the furthest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the District and its governing board, officers, employees, agents, and volunteers ("Indemnified Parties") from and against any and all liabilities, demands, claims, actions, causes of action (including cost of defense, settlement, and reasonable attorneys' fees) (collectively "Claims") which arise out of the negligent, grossly negligent or willful conduct of the Contractor, Subcontractors or the employees, agents or representatives of the Contractor or Subcontractors, including without limitation, Claims for bodily injuries (including death) to any person, damage (including theft or loss of use) to any property, Stop Payment Notice claims and other economic losses, damages or injuries. The Contractor's obligations hereunder shall survive completion of the Work or termination of the Contract until barred by the applicable statute of limitations. The obligations of the Performance Bond Surety include assumption of the Contractor's obligations hereunder if the Contractor fails or refuses to do so.

**6.2. INSURANCE.** The Contractor and Subcontractors shall maintain in force during performance of the Work the following policies of insurance:

**6.2.1. WORKERS COMPENSATION.** The Workers Compensation insurance shall cover claims under workers' or workmen's compensation, disability benefit and other similar employee benefit acts which are applicable to the Work.

**6.2.2. EMPLOYERS' LIABILITY.** The Employer's Liability Insurance shall cover bodily injury (including death) by accident or disease to any employee which arises out of the employee's employment by Contractor. The Employer's Liability Insurance may be obtained as a separate policy of insurance or as an additional coverage under the Workers' Compensation Insurance policy.

**6.2.3. COMMERCIAL GENERAL LIABILITY INSURANCE.** The General Liability insurance policies shall cover personal injury, bodily injury, death, other injury and property damage losses.

**6.2.4. CONTRACTOR'S POLLUTION LIABILITY.** The Contractor Pollution Liability policy shall cover losses for bodily injury, property damage, defense, and cleanup as a result of pollution conditions (sudden/accidental and gradual) arising from

contracting operations performed by or on behalf of the Contractor, except for fungus/spore coverage.

**6.2.5. AUTOMOBILE LIABILITY.** The Automobile Liability insurance shall cover losses for bodily injury, death or property damage arising out of use or operation of owned, non-owned and hired vehicles.

**6.2.6. BUILDERS RISK.** If required by the Contract Documents, the Builders' Risk insurance shall cover all risks of direct physical loss basis, or an amount equal to the full completed value the Project Work. The Builders Risk policy deductible shall not exceed \$250,000 for each loss.

**6.2.7. MINIMUM COVERAGE LIMITS.** Each required policy of insurance shall be in at least the minimum coverage limit set forth in the Contract.

**6.2.8. CERTIFICATES OF INSURANCE.** Before commencing the Work, the Contractor and its Subcontractors shall provide to the District Representative certificate(s) of insurance and endorsements establishing conformity to insurance coverage requirements. No Work is permitted at the Site until the Contractor delivers Certificates of Insurance to the District Representative evidencing insurance policies/coverages required by the Contract. The Contract Time is not subject to extension for the Contractor's delayed delivery of Certificates of Insurance to the District Representative.

**6.3. POLICY REQUIREMENTS.** The policies of insurance obtained by the Contractor and Subcontractors shall not be amended or modified and the coverage amounts shall not be reduced without at least thirty (30) days advance written notice to the District. Except for workers compensation insurance, the District must be named as an additional insured on all policies. The Contractor's policies are primary; any insurance carried by the District are only secondary and supplemental. All endorsements must waive any right to subrogation against any of the named additional insureds. All policies must be written on an occurrence form.

**6.4. PAYMENT BOND AND PERFORMANCE BOND.** The Contractor shall not commence the Work until it has provided to the District, a Payment (Labor and Material) Bond and a Performance Bond issued by a California Admitted Surety Insurer, each in a penal sum equal to the Contract Price. The form and content of Bonds are incorporated into the Contract Documents. The Contract Time is not subject to adjustment for Contractor delay in submitting the Bonds to the District Representative.

## **7. TERMINATION AND SUSPENSION**

**7.1. TERMINATION FOR CONTRACTOR DEFAULT.** The Contractor's failure to fully and timely perform its obligations under the Contract Documents or to strictly comply with terms and conditions of the Contract Documents shall constitute default of the Contractor; in such event, the District may terminate the Contract upon seven (7) days written notice to the Contractor. The District may, in the sole discretion of the District, afford the Contractor an opportunity to cure its default. If the District affords the Contractor an opportunity to cure, unless the Contractor commences, and diligently thereafter prosecutes to completion, all required actions to cure such default(s), the Contract is deemed terminated without further action of the District; such termination shall be effective the seventh (7th) day after the date of the District's written notice. If the District

terminates the Contract for default of the Contractor, the Contractor and the Performance Bond Surety are liable to the District for all losses, costs and damages arising out of the Contractor's default and costs to complete the Project Work which exceeds the remaining Contract Price at the time of termination.

**7.2. DISTRICT TERMINATION FOR CONVENIENCE.** The District may terminate the Contract, in whole or in part, at any time for the convenience of the District by written notice to the Contractor, in which case, the payment of the Contract Price shall be limited to the value of the Work in place or in progress at the time of the termination for the District's convenience; no payment shall be made or due from the District for the unperformed portion of the Project Work.

**7.3. SUSPENSION.** The District may by written directive to the Contractor, suspend the Project Work, in whole or in part, for such time as determined by the District. Upon issuance of such directive, the Contractor shall take action as directed to protect work in place, materials/equipment at the Site and other actions relating to Project Work in place, in progress, in storage, in transit or in fabrication ("Contractor Suspension Activities"). The Contractor shall resume Project Work as directed by the District. The District's suspension of Project Work shall not result in adjustment of the Contract Price, except for the direct costs of Contractor Suspension Activities. The Contract Time will be equitably adjusted for District directed suspension of Project Work.

## **8. MISCELLANEOUS**

### **8.1. CLAIMS RESOLUTION.**

#### **8.1.1. CONTRACTOR CONTINUATION OF WORK.**

Notwithstanding any claim, dispute, disagreement or other matter in controversy between the District and the Contractor relating to the Contract Documents or the Project Work, the Contractor shall continue to diligently prosecute and perform the Work, pending any final determination or decision regarding any such claim, dispute, disagreement or matter in controversy.

**8.1.2. PUBLIC CONTRACT CODE §9204 CLAIMS RESOLUTION PROCEDURES.** Claims of the Contractor are subject to the non-binding dispute resolution procedures set forth in Public Contract Code §9204 ("Section 9204").

**8.1.2.1. CONTRACTOR CLAIMS.** Contractor Claims are subject to the Section 9204 Procedures provided, however, that the Section 9204 Procedures are expressly subject to the Contractor's prior full and timely compliance with requirements and procedures of the Contract Documents relating to submittal and resolution of Claims, change orders, disputes and other matters in controversy under the Contract Documents. By this reference, the Section 9204 Procedures are incorporated herein.

**8.1.2.2. SUBCONTRACTOR CLAIMS.** Subcontractor Claims are subject to Section 9204 Procedures, as modified herein. The District's review of Subcontractor Claims is expressly subject to the Contractor's submittal of a duly completed and executed form of Contractor Certification of Subcontractor Claim certifying that the Contractor has thoroughly reviewed the Subcontractor Claim and based on the Contractor's review, certify that: (i) the Subcontractor Claim is made by the Subcontractor in good faith; (ii) the Subcontractor Claim is supported by reasonable documentation establishing entitlement to the relief requested and District liability therefor; and (iii) the Subcontractor Claim does not incorporate any

request constituting a False Claim under applicable law, including the California False Claim Act (Government Code §12650 et seq.). The form of Contractor Certification of Subcontractor Claim is included in the Contract Documents.

**8.1.3. CONTRACTOR COMPLIANCE WITH GOVERNMENT CODE CLAIMS PROCEDURES.** Disputed Claims and other matters in controversy asserted by the Contractor against the District are a "suit for money or damages" and subject to Government Code §§945.4, 945.6 and 946 ("Government Code Claims Process"). An express condition precedent to the Contractor's initiation of Section 20104.4 Dispute Resolution Procedures or Small Claims Court proceedings is the Contractor's compliance with the Government Code Claims Process.

**8.1.4. DISPUTED CLAIMS.** Claims not resolved by the Section 9204 Procedures are subject to Small Claims Court proceedings or binding dispute resolution procedures of Public Contract Code §20104.4 (Section 20104.4 Dispute Resolution Procedures).

**8.1.4.1. CLAIMS WITHIN SMALL CLAIMS COURT JURISDICTION.** The exclusive tribunal for binding resolution of Disputed Claims valued at or less than the then current jurisdictional limits of the Small Claims Court. Venue for any Small Claims Court proceeding shall be the Small Claims Court designated for the geographic area of the Site.

**8.1.4.2. SECTION 20104.4 DISPUTE RESOLUTION PROCEDURES; CLAIMS LESS THAN \$375,000.** Disputed Claims of \$375,000 or less and more than the then current Small Claims Court jurisdictional limits shall be resolved in accordance with the civil action procedures established in Public Contract Code §20104.4. Mediation conducted pursuant to Section 9204 Procedures shall excuse any further obligation under Section 20104.4 to mediate after litigation has been commenced.

**8.1.4.3. LIMITATION ON SPECIAL/ CONSEQUENTIAL DAMAGES.** In the event of the District's breach or default of its obligations under the Contract Documents, the damages, if any, recoverable by the Contractor are limited to general damages directly caused by the breach or default and shall exclude any and all special or consequential damages, if any. The Contractor expressly waives and relinquishes any recovery of special or consequential damages from the District.

**8.1.4.4. ATTORNEYS' FEES:** Except as expressly provided for in the Contract Documents, or authorized by the Laws, neither the District nor the Contractor shall recover from the other any attorneys' fees or other costs associated with or arising out of any legal, administrative or other proceedings filed or instituted in connection with or arising out of the Contract Documents or the performance of either the District or the Contractor thereunder

**8.2. AUDIT.** The District shall have the right to review, audit, and to copy records and supporting documentation of the Contractor and Subcontractors relating to performance of the Contract. Contractor agrees to maintain such records for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated or required by the Laws. Contractor agrees to allow the District access to these records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Contractor

agrees to include a similar right of the District to audit records and interview staff in any Subcontract.

**8.3. GOVERNING LAW; INTERPRETATION; VENUE.** This Contract is governed by the laws of the state of California and shall be interpreted as a whole and not in favor of the District or the Contractor. Venue for any legal proceeding shall be the Superior Court for the County in which the Site is situated at the Superior Court branch situated closest to the Site.

**8.4. FORCE MAJEURE.** The Contractor and District are excused from performance during the time and to the extent that they are prevented from obtaining, delivering, or performing by act of God, fire, strike, loss, or shortage of transportation facilities, lock-out, commandeering of materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the other party, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

**8.5. SUCCESSORS:** This Contract shall be binding upon and inure to the benefit of the respective successors-in-interest of the District and the Contractor. The foregoing notwithstanding, the Contractor shall not assign by this Contract, any right or obligation hereunder or any portion thereof.

**8.6. DAYS:** Unless otherwise stated in the Contract, all references to "days" shall be deemed references to calendar days.

**8.7. TIME:** Time is of the essence in performance and completion of obligations under the Contract.

**8.8. NO ORAL MODIFICATIONS:** The terms of the Contract shall be modified only by written instrument duly executed on behalf of the Contractor and District. No term or condition of the Contract shall be modified or amended except by a subsequent writing executed by the District and Contractor and approved or ratified by the District's Board. Verbal or oral modifications to the Contract are not enforceable.

**8.9. NO DISTRICT WAIVER.** District's waiver or delayed enforcement of any term, condition, covenant or obligation of the Contractor under the Contract Documents shall not: (i) constitute the District's waiver or modification of such term, condition, covenant or obligation; or (ii) limit, restrict or impair the District's enforcement of such term, condition, covenant or obligation.

**8.10. PROVISIONS REQUIRED BY THE LAWS DEEMED INSERTED.** Provisions required by the Laws to be incorporated into the Contract Documents are deemed incorporated herein and the Contract Documents shall be read and enforced as though such provisions are incorporated herein.

**8.11. CONFLICTS/INCONSISTENCIES.** In the event of conflict or inconsistency between the Contract and these Terms and Conditions ("Contract") and the terms of Contractor's Proposal, the terms of the Contract shall prevail over the Contractors Quote. It is further agreed that District's attachment of the Contractors Quote/Proposal shall not constitute a modification, amendment or limitation of any term or condition of the Contract unless such term or condition is expressly set forth in writing in this Contract.

**8.12. SEVERABILITY.** If any provision of this Contract is declared or determined by any court of competent jurisdiction to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining parts, terms and provisions shall not be affected thereby, and said illegal, unenforceable or invalid part, term or provision will be deemed not to be a part of this Contract.

**8.13. INDEPENDENT CONTRACTOR STATUS.** While engaged in carrying out the terms and conditions of the Contract, the Contractor is an independent contractor, and not an officer, employee, agent, partner, or joint venture of the District.

**8.14. DISABLED ACCESSIBILITY AND ELECTRONIC INFORMATION TECHNOLOGIES.** Consultant hereby warrants that any goods or services, including any hardware or software products or services, to be provided under the Contract Documents comply with the accessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, part 1194. The Contractor shall promptly respond to and resolve any complaint regarding accessibility of its products or services which is brought to its attention and will designate a contact person for expediting any complaints applicable to California Government Code §11135. The Contractor further agrees to indemnify, defend, and hold harmless the District, the Chancellor's Office of the California Community Colleges, and any California community college using the Contractor's products or services from any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of the Contract for Contractor default. The Contractor and Subcontractors shall provide credible, third-party verification demonstrating compliance of product accessibility per current requirements of the revised US Section 508 Standards or Web Content Accessibility Guidelines 2.0, Level AA (WCAG 2.0, AA) upon initial deployment and with each major subsequent release prior to production use by faculty, staff, or students. Appropriate documentation detailing the testing, including evaluation results, will be current and maintained.

**8.15. NON-DISCRIMINATORY EMPLOYMENT PRACTICES.** The Contractor and Subcontractors shall comply with District Policies prohibiting discriminatory practices against employees or prospective employees based on race, color, ancestry, national origin, religious creed, sex, age, sexual preference, marital status or other classification protected by the Laws. Contractor agrees to abide by this policy and to comply with Laws prohibiting discriminatory employment practices, including the California Fair Employment Practice Act.

**8.16. ENTIRE CONTRACT.** The Contract Documents contain the entire agreement and understanding between the District and the Contractor concerning the subject matter hereof, and supersedes and replaces all prior negotiations, proposed contracts or amendments, whether written or oral.

[END OF SECTION]

**SUBCONTRACTORS LIST**

**Project:** Classroom Audiovisual Project RFP #WKCCD 2021-15

**Contractor:** Serban Sound & Communications

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

If none, check box:

Subcontractor Name	Subcontractor Office, Mill or Shop Address	Subcontractor Trade or Portion of Work	Contractors' License No.	DIR Contractor Registration No.
Jarrett Electric				

*Attach additional page(s) as required*

**VERIFICATION OF CERTIFIED PAYROLL RECORDS SUBMITTAL TO LABOR COMMISSIONER**

I am the \_\_\_\_\_ for \_\_\_\_\_ in  
(Superintendent/Project Manager) (Contractor)

connection with the Classroom Audiovisual Project, RFP #WKCCD 2021-15.

- 1. This Verification is submitted to West Kern Community College District concurrently with the Contractor’s submittal of an Application for Progress Payment to the District, identified as Application for Progress Payment No. \_\_\_\_\_ (“the Pay Application”) for the Project identified above.
- 2. The Pay Application requests the District’s disbursement of a Progress Payment for the value of Work \_\_\_\_\_ for the Project performed between \_\_\_\_\_, 20\_\_ and \_\_\_\_\_, 20\_\_.
- 3. The Contractor has submitted Certified Payroll Records (“CPR”) to the Labor Commissioner for all employees of the Contractor engaged in performance of Work subject to prevailing wage rate requirements for the period of time covered by the Pay Application.
- 4. All Subcontractors who are entitled to any portion of payment to be disbursed pursuant to the Pay Application have submitted their CPRs to the Labor Commissioner for all of their employees performing Work subject to prevailing wage rate requirements for the period of time covered by the Pay Application.
- 5. I have reviewed the Contractor’s CPRs submitted to the Labor Commissioner. The CPRs submitted to the Labor Commissioner by the Contractor are complete and accurate for the period of time covered by the Pay Application.
- 6. I have reviewed the Subcontractors’ CPRs submitted to the Labor Commissioner. The CPRs submitted to the Labor Commissioner by the Subcontractors are complete and accurate for the period of time covered by the Pay Application.

I declare under penalty of perjury under California law that the foregoing is true and correct. I executed this Certification on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_.  
(City and State)

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

**CONTRACTOR CERTIFICATION OF SUBCONTRACTOR CLAIM**

TO: WEST KERN COMMUNITY COLLEGE DISTRICT

RE: Classroom Audiovisual Project, RFP #WKCCD 2021-15

\_\_\_\_\_  
(Name of Contractor) \_\_\_\_\_ Claim  
\_\_\_\_\_  
(Name of Subcontractor)

This Contractor Certification of Subcontractor Claim is submitted by \_\_\_\_\_  
(Contractor)  
relating to Classroom Audiovisual Project, RFP #WKCCD 2021-15 to the District on behalf of  
\_\_\_\_\_  
(Subcontractor)

I am the \_\_\_\_\_ of the Contractor in connection with the above-described Project.

The Subcontractor has submitted the accompanying Subcontractor Claim to the Contractor for presentation to the District pursuant to Public Contract Code §9204.

1. I have personally reviewed the entirety of the Subcontractor Claim and all substantiating documentation in support of the Subcontractor Claim.
2. The Subcontractor Claim is made by the Subcontractor in good faith.
3. The Subcontractor Claim is supported by reasonable documentation establishing entitlement to the relief requested and District liability therefor.
4. The Subcontractor Claim does not incorporate any request constituting a False Claim under applicable law, including the California False Claim Act (Government Code §12650 et. seq.).
5. I am authorized: (i) to execute this Certification on behalf of the Contractor; and (ii) to submit this Certification and the accompanying Subcontractor Claim to the District.
6. I have personal first-hand knowledge of all of the foregoing.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed at \_\_\_\_\_, California, on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS that we, \_\_\_\_\_, as Surety and Serban Sound & Communications, as Principal, are jointly and severally, along with their respective heirs, executors, administrators, successors and assigns, held and firmly bound unto WEST KERN COMMUNITY COLLEGE DISTRICT ("the Obligee") for payment of the penal sum the penal sum of **Three Hundred Thirty-Nine Thousand Seven Hundred Ninety-One Dollars and Six Cents (\$339,791.06)** in lawful money of the United States, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally.

## THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, the Obligee has awarded to the Principal a Contract for the Work described as **Classroom Audiovisual Project RFP #WKCCD 2021-15**.

WHEREAS, the Principal, has entered into a Contract with the Obligee for performance of the Work; the Contract and all other Contract Documents set forth therein are incorporated herein and made a part hereof by this reference.

WHEREAS, by the terms of the Contract Documents, the Principal is required to furnish a bond ensuring the Principal's prompt, full and faithful performance of the Work of the Contract Documents.

NOW THEREFORE, if the Principal shall promptly, fully and faithfully perform each and all of the obligations and things to be done and performed by the Principal in strict accordance with the terms of the Contract Documents as they may be modified or amended from time to time; and if the Principal shall indemnify and save harmless the Obligee and all of its officers, agents and employees from any and all losses, liability and damages, claims, judgments, liens, costs, and fees of every description, which may be incurred by the Obligee by reason of the failure or default on the part of the Principal in the performance of any or all of the terms or the obligations of the Contract Documents, including all modifications, and amendments, thereto, and any warranties or guarantees required thereunder; then this obligation shall be void; otherwise, it shall be, and remain, in full force and effect.

The Surety, for value received, hereby stipulates and agrees that no change, adjustment of the Contract Time, adjustment of the Contract Price, alterations, deletions, additions, or any other modifications to the terms of the Contract Documents, the Work to be performed thereunder, or to the Specifications or the Drawings shall limit, restrict or otherwise impair Surety's obligations or Obligee's rights hereunder; Surety hereby waives notice from the Obligee of any such changes, adjustments of Contract Time, adjustments of Contract Price, alterations, deletions, additions or other modifications to the Contract Documents, the Work to be performed under the Contract Documents, or the Drawings or the Specifications.

In the event of the Obligee's termination of the Contract due to the Principal's breach or default of the Principal's obligations thereunder, within twenty (20) days after written notice from the Obligee to the Surety of the Principal's breach or default of the Contract Documents and Obligee's termination of the Contract, the Surety shall notify Obligee in writing of Surety's assumption of obligations hereunder by its election to either remedy the default or breach of the Principal or to take charge of the Work of the Contract Documents and complete the Work at its own expense ("the Notice of Election"); provided, however, that the procedure by which the Surety undertakes to discharge its obligations under this Bond shall be subject to the advance written approval of the Obligee, which approval shall not be unreasonably withheld, limited or restricted.

The insolvency of the Principal or the Principal's denial of a failure of performance or default under the Contract Documents shall not by itself, without the Surety's prompt, diligent inquiry and investigation of such denial, be justification for Surety's failure to give the Notice of Election or for its failure to promptly remedy the failure of performance or default of the Principal or to complete the Work.

In the event the Surety fails to issue its Notice of Election to Obligee within the time provided for hereinabove, the Obligee may thereafter cause the cure or remedy of the Principal's failure of performance or default or to complete the Work. The Principal and the Surety shall be jointly and severally liable to the Obligee for all damages and costs sustained by the Obligee as a result of the Principal's failure of performance under the Contract Documents or default in its performance of obligations thereunder, including without limitation the costs of cure or completion of the Work exceeding the then remaining balance of the Contract Price; provided that the Surety's liability hereunder for the costs of performance, damages and other costs sustained by the Obligee upon the Principal's failure of performance or default under the Contract Documents shall be limited to the penal sum hereof, which shall be deemed to include the costs or value of any Changes to the Work which increases the Contract Price.

[CONTINUED NEXT PAGE]



In the event suit or other proceeding is brought upon this Bond by the Obligee, the Surety and Principal shall be jointly and severally liable for payment to the Obligee of all costs, expenses and fees incurred by the Obligee therewith, including without limitation, attorneys' fees.

IN WITNESS WHEREOF, the Principal and Surety have executed this instrument this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by their duly authorized agent or representative.

\_\_\_\_\_  
(Contractor-Principal Name)

By: \_\_\_\_\_  
(Signature)

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

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

**(Attach Notary Public Acknowledgement of Principal's Signature)**

\_\_\_\_\_  
(Surety Name)

By: \_\_\_\_\_  
(Signature of Attorney-In-Fact for Surety)

\_\_\_\_\_  
(Typed or Printed Name of Attorney-In-Fact)

**(Attach: (i) Attorney-In-Fact Certification; (ii) Notary Public Acknowledgment of Authorizing Signature on Attorney-Fact Certification; and (iii) Notary Public Acknowledgement of Attorney-In-Fact's Signature)**

**Contact name, address, telephone number and email address for notices to the Surety**

\_\_\_\_\_  
(Contact Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State & Zip Code)

Telephone (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
(Email address)

**LABOR AND MATERIAL PAYMENT BOND**

KNOW ALL MEN BY THESE PRESENTS that we, \_\_\_\_\_, as Surety and Serban Sound & Communications, as Principal, are jointly and severally, along with their respective heirs, executors, administrators, successors and assigns, held and firmly bound unto WEST KERN COMMUNITY COLLEGE DISTRICT ("the Obligee") for payment of the penal sum the penal sum of **Three Hundred Thirty-Nine Thousand Seven Hundred Ninety-One Dollars and Six Cents (\$339,791.06)** in lawful money of the United States, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally.

**THE CONDITION OF THIS OBLIGATION IS SUCH THAT:**

WHEREAS, the Obligee has awarded to the Principal a Contract for the Work described as **Classroom Audiovisual Project RFP #WKCCD 2021-15**.

WHEREAS, the Principal, has entered into an Agreement with the Obligee for performance of the Work, the Agreement and all other Contract Documents set forth therein are incorporated herein by this reference and made a part hereof.

WHEREAS, by the terms of the Contract Documents, the Principal is required to furnish a bond for the prompt, full and faithful payment to any Claimant, as hereinafter defined, for all labor materials or services used, or reasonably required for use, in the performance of the Work.

NOW THEREFORE, if the Principal shall promptly, fully and faithfully make payment: (i) to any Claimant for all labor, materials or services used or reasonably required for use in the performance of the Work; (ii) of amounts due under the Unemployment Insurance Code for work or labor performed under the Contract; and (iii) of amounts required to be deducted, withheld and paid to the Employment Development Department from wages of the employees of the Principal and its Subcontractors under Unemployment Insurance Code §13020 with respect to work and labor under the Contract then this obligation shall be void; otherwise, it shall be, and remain, in full force and effect.

The term "Claimant" shall refer to any person, corporation, partnership, proprietorship or other entity including without limitation, all persons and entities described in California Civil Code §9100, providing or furnishing labor, materials or services used or reasonably required for use in the performance of the Work under the Contract Documents, without regard for whether such labor, materials or services were sold, leased or rented. This Bond shall inure to the benefit of all Claimants so as to give them, or their assigns and successors, a right of action upon this Bond.

In the event suit is brought on this Bond by any Claimant for amounts due such Claimant for labor, materials or services provided or furnished by such Claimant, the Surety shall pay for the same and reasonable attorneys' fees pursuant to California Civil Code §9554.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, deletion, addition, or any other modification to the terms of the Contract Documents, the Work to be performed thereunder, the Specifications or the Drawings, or any other portion of the Contract Documents, shall in any way limit, restrict or otherwise affect its obligations under this Bond; the Surety hereby waives notice from the Obligee of any such change, extension of time, alteration, deletion, addition or other modification to the Contract Documents, the Work to be performed under the Contract Documents, the Drawings or the Specifications of any other portion of the Contract Documents.

**[CONTINUED NEXT PAGE]**

IN WITNESS WHEREOF, the Principal and Surety have executed this instrument this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by their duly authorized agent or representative.

\_\_\_\_\_  
 (Contractor-Principal Name)

By: \_\_\_\_\_  
 (Signature)

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

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

**(Attach Notary Public Acknowledgement of Principal's Signature)**

\_\_\_\_\_  
 (Surety Name)

By: \_\_\_\_\_  
 Signature of Attorney-In-Fact for Surety)

\_\_\_\_\_  
 (Typed or Printed Name of Attorney-In-Fact)

**(Attach: (i) Attorney-In-Fact Certification; (ii) Notary Public Acknowledgment of Authorizing Signature on Attorney-Fact Certification; and (iii) Notary Public Acknowledgement of Attorney-In-Fact's Signature)**

**Contact name, address, telephone number and email address for notices to the Surety**

\_\_\_\_\_  
 (Contact Name)

\_\_\_\_\_  
 (Street Address)

\_\_\_\_\_  
 (City, State & Zip Code)

Telephone (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
 (Email address)

**Date:** January 11, 2021  
**Submitted by:** Dr. Debra Daniels, Superintendent/President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** March 10, 2021

**Title of Board Item:**  
2<sup>nd</sup> Reading and Request for Approval – Board Policy Revise

**Background:**  
The following Board Policies have been reviewed and revised as advised by the CCLC Policy and Procedure program to meet current legal requirements.

BP #4300      Field Trips and Excursions

**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 4300 Field Trips and Excursions

### Reference:

*Title 5, Section 55220;*

**Government Code Section 11139.8**

The Superintendent/President shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

No district funds shall be used to support student expenses for out-of-state field trips or excursions. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may **also** be paid from **D**istrict funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

**Government Code Section 11139.8 prohibits a state agency from requiring its employees, officers, or members to travel to, or approving a request for state-funded or sponsored travel to, any state that, after June 26, 2015 has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression.**

See *Administrative Procedures AP 4300*



## BOARD AGENDA ITEM

**Date:** February 17, 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:** March 10, 2021

**Title of Board Item:**

1<sup>st</sup> Reading – Board Policy Revisions

**Background:**

The following Board Policies have been reviewed and revised as advised by the CCLC Policy and Procedure program to meet current legal requirements.

BP #2435	Evaluation of the Superintendent/President
BP #2735	Board Member Travel
BP #3410	Nondiscrimination
BP #3430	Prohibition of Harassment
BP #3518	Child Abuse Reporting
BP #5035	Withholding of Student Records
BP #5500	Standards of Student Conduct
BP #7330	Communicable Disease – Employees

**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 2435 Evaluation of Superintendent/President

Reference:

Education Code Section 87663;

~~-ACCJC Accreditation Standard IV.C.3 (formerly IV.B.1)~~

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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.

*See Administrative Procedures AP 2435*

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## BP 2735 Board Member Travel

Reference:

*Education Code Section 72423;*

***Government Code Section 11139.8***

Members of the Board and their officers shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board consistent with the travel reimbursement policies for District employees. In the event that expenses exceed the amount allowable for employees, the actual expenses will be reimbursed.

***Government Code Section 11139.8 prohibits a state agency from requiring its employees, officers, or members to travel to, or approving a request for state-funded or sponsored travel to, any state that, after June 26, 2015 has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression.***

*See Administrative Procedures AP 2735*



## BP 3410 Nondiscrimination

### References:

*Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;*  
*Title 5 Sections 53000 et seq. and 59300 et seq.;*  
*Penal Code Section 422.55;*  
*Government Code Sections 12926.1 and 12940 et seq.;*  
*Title 2 Sections 10500 et seq.;*  
*Labor Code Section 1197.5;*  
*ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements (formerly Accreditation Standard II.B.2.c)*

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, immigration status, 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 military and veteran status, or because he/she/they 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 Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, immigration status, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is/they perceived to have one or more of the foregoing characteristics, or because of his/her/their -association with a person or group with one or more of these actual or perceived characteristics.

*See Administrative Procedures 3410*

## BP 3430 Prohibition of Harassment

### Reference:

*Education Code Sections 212.5, 44100, 66252, and 66281.5;*  
*Government Code Sections 12923, 12940 and 12950.1;*  
*Civil Code Section 51.9;*  
*Title 2 Sections 10500 et seq.;*  
*Title VII of the Civil Rights Act of 1964,*  
*42 U.S. Code Annotated Section 2000e*  
*Age Discrimination in Employment Act of 1967 (ADEA);*  
*Americans with Disabilities Act of 1990 (ADA)*

All forms of harassment are contrary to basic standards of conduct between individuals State and federal law and this policy prohibit harassment, and the District will not tolerate harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ethnicity, ancestry, immigration status, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or because he/she/they is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. The District will investigate all allegations of retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, unpaid intern, or volunteer who believes that he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. The District requires supervisors report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment



opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education and training activities to counter harassment and to prevent, minimize or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent/President shall further establish procedures for employees, students, unpaid interns, volunteers and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by the District, its employees, students and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedure for making complaints) available for in all administrative offices and will post them on the District website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the internship or other unpaid work experience program.

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## BP 3518 Child Abuse Reporting

### Reference:

*Penal Code Sections ~~261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, 11164-11174.3 et seq.~~*

*Welfare and Institutions Code Sections 300, 318, 600;*

*Family Code Sections 7802, 7807, 7808, 7820-7827, 7890, 7892*

The Superintendent/President shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

*See Administrative Procedures 3518*

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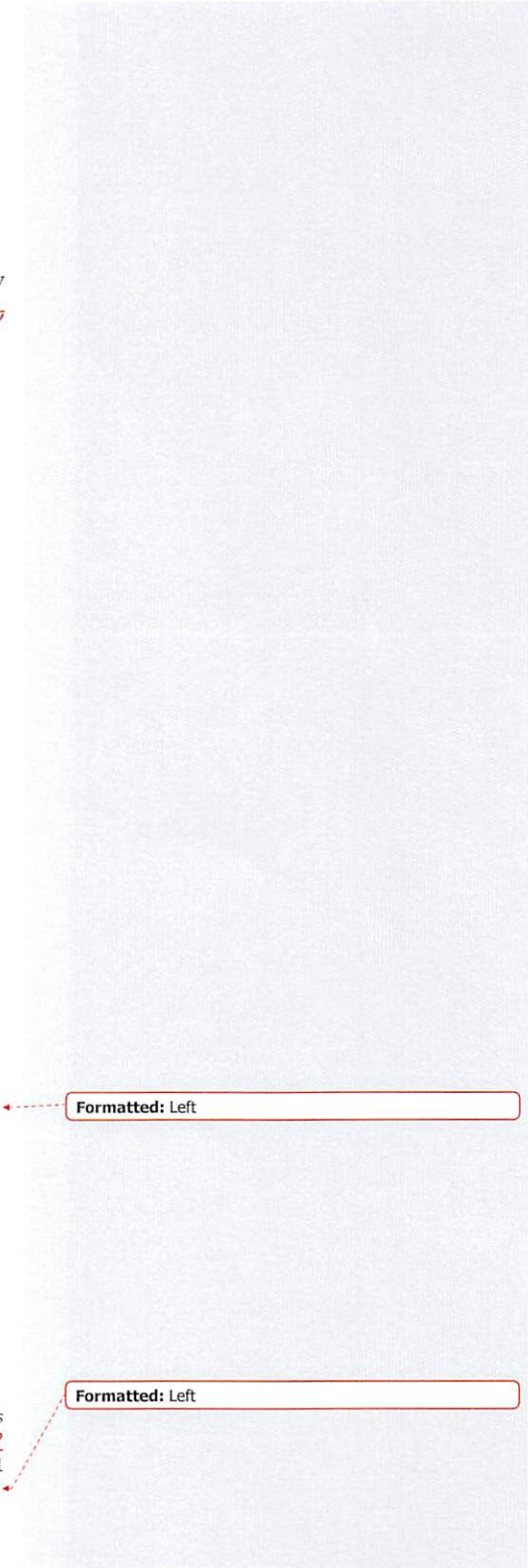
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# BP 5035 Withholding of Student Records

Reference:  
*Title 5, Section 59410*

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.

*See Administrative Procedures AP 5035*



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## BP 5500 Standards of Student Conduct

### Reference:

*Education Code Section 66300 and 66301;  
ACCJC Accreditation Standards I.C.8 and 10 (formerly 11.A.7.b)*

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

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

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

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

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

*WKCCD Board Policies & Procedures  
Revised 9/4/16??/??/??  
Page 1 of 3*

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5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or the District.
8. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.
10. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
11. Engaging in intimidation conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying, which is bullying conduct engaged in by electronic means.
12. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
13. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of or persistent abuse of District personnel.
14. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
15. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
16. Unauthorized entry upon or use of District facilities.
17. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.

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18. Engaging in expression which is obscene, libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
19. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
20. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
21. Violations of District regulations or procedures concerning the use of District technology resources, District regulations concerning student organizations, and/or the use of District facilities.
22. Failure to comply with directions of District officials acting in the performance of their duties, or failure to identify oneself for just cause when requested to do so by District officials acting in the performance of their duties.

*See Administrative Procedures AP 5500*



## BP 7330 Communicable Disease

### Reference:

*Education Code Sections 87408, 87408.6, and 88021*

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases unfitting the employee to instruct or associate with students, including tuberculosis. No academic, administrative, confidential or classified employee shall commence service until such medical certificate has been provided to the District.

All newly hired academic, administrative, confidential or classified employees must show that within the past 60 days they have submitted to a tuberculosis risk assessment and, if risk factors are present, been examined to determine that they are free from active tuberculosis. If risk factors were present at the tuberculosis risk assessment, and an examination occurs, after the examination the employee shall provide the District with a certificate from the employee's examining physician showing that the employee was examined and found to be free from active tuberculosis.

All employees shall be required to undergo a risk assessment within four years of employment and every four years thereafter to determine if they are free from tuberculosis.

*See Administrative Procedures AP 7330*


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## BOARD AGENDA ITEM

**Date:** February 24, 2021  
**Submitted by:** Norberto Lopez Jr., Curriculum Technician Area  
**Administrator:** Dr. Leslie Minor, Vice President of Instruction   
**Subject:** Request for Approval

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**Board Meeting Date:** March 10, 2021

**Title of Board Item:**

New Program

**Background:**

Under accreditation requirements, academic institutions are expected to review and update their courses.

**Social Science Division**


This transfer model curriculum can add value to TC students, and the college currently offers all the courses required for this degree. This program is relevant as an academic or CTE related degree leading to jobs in the legal, non-profit, and political or other government careers. This request was reviewed and approved by the Curriculum and General Education Committee:

1. Law, Public Policy, and Society - Associate degree for transfer

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

None

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

  
Dr. Debra Daniels, Superintendent/President

## NARRATIVE TEMPLATE for Associate Degrees for Transfer (ADTs)

Revised 7.10.13

### Please note well:

- Use the heading (item) and numbering convention (for example: Item 1. Program Goals and Objectives).
  - Ensure the description provided under each item is removed from the narrative prior to submission.
  - When referring to the ADT throughout the narrative, please use the following convention – Associate in Arts/Science in (approved discipline) for Transfer – for example, “Associate in Arts in Art History for Transfer”.
- 

### **Item 1. Statement of Program Goals and Objectives**

**The goal of this program is to provide a solid, multidisciplinary lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor’s degree in Public Policy, Law, Sociology, Economics, or similar major. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any campus or program in the CSU system.**

### **Item 2. Catalog Description**

**The Associate in Arts in Law, Public Policy and Society for Transfer Degree (AA-T) is designed to provide a solid, multidisciplinary lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor’s degree in Public Policy, Law, Sociology, Economics, or similar major.**

**This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any campus or program in the CSU system. Students will be encouraged to meet with a counselor for specific university major preparation at the college of their choice to facilitate a seamless transition. This coursework will satisfy the lower division Law, Public Policy and Society requirements at some of the CSU campuses.**

**To earn an Associate in Arts in Law, Public Policy and Society for Transfer Degree (AA-T), students must complete all course requirements with a minimum grade of “C” in all courses required for the major or area of emphasis; and must complete the General Education Breadth pattern for CSU’s with an overall GPA of 2.0. There are no local graduation requirements associated with this degree.**

Additionally, students shall be deemed eligible for transfer into a California State University baccalaureate program when the student meets both the following requirements:



1. Completion of a minimum of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  1. The California State University General Education-Breadth Requirements.
  2. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0

**Items 3-21.**

No written response is required for Narrative Items #3–21. All ADTs are developed in accordance with SB1440. SB1440 was authorized with alignment and in compliance with Title 5, Chapter 6, Subchapter 2, sections 55100 and 55130. ADTs and corresponding transfer model curriculum (TMC) were developed collaboratively by intersegmental discipline faculty from the community colleges and the CSU. ADTs assist local community colleges in meeting master plan goals of enhancing transfer opportunities for students.

**Important Note:** Education Code section 66746 subdivision (b) prohibits a community college district from imposing any additional course requirements for a student to be eligible for an ADT, and subdivision (e) prohibits allowing remedial non-collegiate level coursework to be counted toward the units required for an ADT. If the college normally requires students to complete additional graduation requirements to obtain an associate degree, the catalog description must clearly state that the ADT does not require them.

**Transfer Model Curriculum (TMC) Template for Law, Public Policy, and Society**

Template #1022

**CCC Major or Area of Emphasis: Law, Public Policy, and Society**

9/10/19

**TOP Code: 1401.00**

**CSU Major(s):** American Studies, Communications, Criminal Justice, Criminology, Global Intelligence and National Security, International Relations, Philosophy, Political Science, Social and Behavioral Sciences (Political Economy Concentration)(NOTE: List not meant to be exhaustive. Other destination majors may exist.)

**Total Units: 30** (all units are minimum semester units)

In the four columns to the right under the **College Program Requirements**, enter the college's course identifier, title and the number of units comparable to the course indicated for the TMC. If the course may be double-counted with either CSU-GE or IGETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at:

<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx>

or the ASSIST website:

[http://web1.assist.org/web-assist/help/help-csu\\_ge.html](http://web1.assist.org/web-assist/help/help-csu_ge.html).

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

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

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

Attach the appropriate ASSIST documentation as follows:

- *Articulation Agreement by Major (AAM)* demonstrating lower division preparation in the major at a CSU;
- *CSU Baccalaureate Level Course List by Department (BCT)* for the transfer courses; and/or,
- *CSU GE Certification Course List by Area (GECC)*.

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

Associate in Arts in Law, Public Policy, and Society for Transfer Degree						
College Name: Taft College						
TRANSFER MODEL CURRICULUM (TMC)			COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	GE Area	
					CSU	IGETC
<b>REQUIRED CORE: (24 units)</b>						
Introduction to Law and Society (3) OR Introduction to Criminal Justice (3) OR Concepts of Criminal Law (3) OR Criminal Court Process (3) OR Legal Environment of Business (3) OR Business Law (3)	LPPS 110 OR AJ 110 OR AJ 120 OR AJ 122 OR BUS 120 OR BUS125	ADMJ 1501  BUSN 2275	Introduction to Criminal Justice  OR Business Law	3  3	D	
Ethical Reasoning (3) OR Introduction to Ethics (3)	LPPS 120 OR PHIL 120	ADMJ 1510	Ethical Reasoning and Practice for Public Service	3		
Public Speaking (3) OR *Argumentation and Debate (3)	COMM 110 OR COMM 120	COMM 1511	Fundamentals of Speech	3	A1	

OR Small Group Communication (3)	OR COMM 140					
English Composition	ENGL 100	ENG 1500	Composition and Reading	3	A2	
*Argumentation and Debate (3) OR Introduction to Persuasion (3) OR Argumentative Writing and Critical Thinking (3) OR Introduction to Logic (3)	COMM 120 OR COMM 190 OR ENGL 105 OR PHIL 110	ENGL 1600	Critical Thinking, Literature, and Composition	4	A3	
Introduction to Statistics (3) OR Intro to Stats in Sociology (3)	MATH 110 OR SOVI 125	PSYC 2200	Elementary Statistics for the Behaviorla and Social Sciences	4	B4	
US History to 1877 (3) OR US History from 1865 (3)	HIST 130 OR HIST 140	HIST 2231	History of the United States to 1877  OR History of the Unites States Since 1877	3  3	C2	
Introduction to American Government and Politics (3)	POLS 110	POSC 1501	Government	3	D	
<b>LIST A: Select two courses</b> (6 units) from two of the areas listed below: (NOTE: courses must not have been used above.)						
<b>Area 1: Administrative of Justice/Criminal Justice/Criminology</b>						
Introduction to Criminal Justice (3) OR Concepts of Criminal Law (3) OR Criminal Court Process (3) OR Legal Aspects of Evidence (3) OR Community and the Justice System (3) OR Introductions to Corrections (3) OR Juvenile Procedures (3) OR Introduction to Crime (3)	AJ 110 OR AJ 120 OR AJ 122 OR AJ 124 OR AJ 160 OR AJ 200 OR AJ 220 OR SOVI 160	ADMJ 1501  ADMJ 1502  ADMJ 1503  ADMJ 1504  ADMJ 1505  ADMJ 1507  ADMJ 1508  ADMJ 1509	Introduction to Criminal Justice OR Concepts of Criminal Law OR Criminal Court Process OR Community and the Justice System OR Criminal Inverstigation OR Comm. & the Justice System OR Intro to Corrections OR Juvenile Procedures	3  3  3  3  3  3  3	D	




<b>Area 2: Business</b>						
Legal Environment of Business (3) OR Business Law (3)	BUS 120 OR BUS 125	BUSN 2275	Business Law	3		
<b>Area 3: Economics</b>						
Principals of Microeconomics (3) OR Principals of Macroeconomics (3)	ECON 201 OR ECON 202	ECON 2120  ECON 2210	Principles of Economics - Micro  OR Principles of Economics - Macro	3  3	D	
<b>Area 4: Political Science</b>						
Introduction to Political Theory and Thought (3) OR Comparative Government and Politics (3) OR Introduction to International Relations (3) OR Introduction to Political Science (3) OR Introduction to Political Science Research Methods (3)	POLS 120 OR  POLS 130 OR  POLS 140 OR  POLS 150 OR POLS 160	POSC 1501	Government	3	D	
<b>Area 5: Public Policy</b>						
Introduction to Global Studies (3) OR Global Issues (3) OR Introduction to Public Relations (3) OR Introduction Social Justice (3) OR Social Problems (3) OR Health and Social Justice (3) OR Drugs, Health, and Society (3)	GLST 101 OR GLST 102 OR JOUR 150 OR SJS 110 OR SOCI 115 OR PHS 102 OR PHS 103	SOC 2120	American Social Problems	3		
Any course that is CSU transferable and focuses on public administration or public policy.	<b>BCT</b>					
<b>Area 6: Diversity</b>						
Introduction to Cultural Anthropology (3) OR Intercultural Communication (3) OR Introduction to Human Geography (3) OR Introduction to Gender (3) OR Introduction to Race and Ethnicity (3)	ANTH 120 OR COMM 150 OR GEOG 120 OR SOCI 140 OR SCOI 150	SOC 2038  SOC 2110	Gender Studies  Minority Group Relations	3  3	D  D	
Any course that emphasizes the perspective of under-represented groups and has articulation as CSU GE Area D or E.	<b>GECC</b>					



<b>Area 7: College Success</b>						
A CSU-transferable course that: <ul style="list-style-type: none"> <li>• Articulated for CSU GE Area E</li> <li>• UC Transferable</li> </ul> The course title must refer to student success, college success, or academic skills (or similar). And the course must have specific content areas to include, but not limited to, study skills, time management, note taking, goal setting, test taking, learning styles, and critical thinking.	<b>GECC</b>	STSU 1500	Strategies for College and Life Management	3	E	
<b>Area 8: Internship/Fieldwork</b>						
Any CSU-transferable internship or fieldwork course deemed appropriate by the college. "Internship" or "Fieldwork" must be in the course title, or the course must be identified as cooperative work experience.	<b>BCT</b>					
<b>Total Units for the Major:</b>	<b>30</b>	<b>Total Units for the Major:</b>				
		<b>Total Units that may be double-counted</b> <i>(The transfer GE Area limits must <u>not</u> be exceeded)</i>			32	
		<b>General Education (CSU-GE or IGETC) Units</b>			<b>39</b>	<b>37</b>
		<b>Elective (CSU Transferable) Units</b>				
		<b>Total Degree Units (maximum)</b>			<b>60</b>	



## BOARD AGENDA ITEM

**Date:** February 24, 2021  
**Submitted by:** Norberto Lopez Jr., Curriculum Technician Area  
**Administrator:** Dr. Leslie Minor, Vice President of Instruction   
**Subject:** Request for Approval

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**Board Meeting Date:** March 10, 2021

**Title of Board Item:**

Program Revisions

**Background:**

Under accreditation requirements, academic institutions are expected to review and update their courses.


**Allied Health/Applied Technologies Division**

The intent is to expand the degree so that students can succeed in many professions for example, agriculture, petroleum, manufacturing, aero-space, food processing renewable/alternative energy fields. The program will change from Energy Technology to Industrial Technologies. This request was reviewed and approved by the Curriculum and General Education Committee:

1. Industrial Technologies – Associate in Science

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

None

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

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## NARRATIVE TEMPLATE for a (credit) Traditional Associate Degree: Associate in Arts (A.A.) and Associate in Science (A.S.)

Please adhere to the following format conventions:

- Use the heading (item) and numbering convention (for example: Item 1. Program Goals and Objectives).
- Ensure the description provided under each item is removed from the narrative prior to submission.

### Item 1. Program Goals and Objectives

#### Goals

- Ensure students complete appropriate curricula and required hours of instruction
- Prepare students with the foundation skills and knowledge needed in the electronics energy-industry for technicians and related occupations.
- Support ~~Support business and industry~~ needs in energyelectronics
- Provide education and career pathway options for students in the electronics energy industry

#### Objectives

- Be able to perform entry level data management functions in an energyan electronics related sector
- Exhibit foundation skills and knowledge necessary for technicians (electronics techs, engineering techs, industrial techs, field techs, petroleum engineering/geological techs, etc.)
- ~~Exhibit knowledge and skills in~~ electronics energy industry with emphasis ~~in the oil & gas sector~~

○

**Program Learning Outcomes:**

**After completing the Industrial Electronics Program students will be able to:**

- 1. First and foremost, have a comprehensive understanding of electrical hazards when working on energized systems.**
- 2. Understand the working relationship between electrical and control systems and their interactions. This will result in problem solving ability for errors in electrical systems.**

3. Learn to work with others on project teams that plan and execute the development and operation of electronic control systems.
4. Demonstrate a basic understanding of regulations and laws governing an electronic work conducted and apply ethical and other industry-wide acceptable standards that will accentuate professional behaviors.
5. Understand the potential application of electronic and automation to improve and enhance processes used throughout civilization.

### Item 2. Catalog Description

The Industrial Electronics program is designed to provide training and education, providing essential technical and professional skills that will enable individuals to succeed in a wide range industry. Technicians with this education and training can serve as electronics technicians, industrial technicians and electronic sale services. Skills attained will be transferrable to many related professions such as agriculture, petroleum, manufacturing, aero-aerospace, food processing, renewable/alternative energy fields to name a few.

### Item 3. Program Requirements

#### Associate Science: Industrial Electronics

##### Requirements

ENER 1503	Environmental Awareness & Regulatory Compliance	3.00 Credits(s)
ENER 1510	Introduction to Energy	3.00 Credits(s)
ENER 1530	Electricity and Basic Electronics	3.00 Credits(s)
ENER 1540	Fundamentals of Programmable Logic Controllers	3.00 Credits(s)
ENER 1610	Mechanical Systems	3.00 Credits(s)
ENER 1620	Fundamentals of Instrumentation	3.00 Credits(s)
OSH 1056	Electrical Standards	1.25 Credits
OSH 1500	Occupational Safety and Health Compliance	3.00 Credits(s)

\_\_\_\_\_ Total Credit Hours: 22.25

Restrictive Electives: Must choose 11 units

Restrictive Electives

(As needed and does not include all courses that may count as electives):

Recommended Electives (as needed)

<del>BUSN 1510</del>	<del>Business Communication</del>	<del>3.00 Credits(s)</del>
<del>ENER 1025</del>	<del>Oil and Gas Laws and Regulations</del>	<del>1.00 Credits(s)</del>
<del>ENER 1503</del>	<del>Environmental Awareness &amp; Regulatory Compliance</del>	<del>3.00 Credits(s)</del>
<del>ENER 1620</del>	<del>Energy Analytics</del>	<del>3.00 Credits(s)</del>
<del>OSH 1500</del>	<del>Occupational Safety and Health Compliance</del>	<del>3.00 Credits(s)</del>
<del>ENGR 1500</del>	<del>Introduction to Engineering</del>	<del>2.00 Credits(s)</del>

<del>GOSC 2020</del>	<del>Introduction to Computer Information Systems</del>	<del>3.00 Credits(s)</del>
<del>ENER 1520</del>	<del>Introduction to Petroleum Technology</del>	<del>3.00 Credits(s)</del>
<del>ENER 1513</del>	<del>Work Experience in Energy Technology</del>	<del>1.00-4.00 Credits(s)</del>
<del>GEOL 1500</del>	<del>Introduction to Geology</del>	<del>4.00 Credits(s)</del>
<del>OR</del>		
<del>GEOL 1501</del>	<del>Historical Geology</del>	<del>4.00 Credits(s)</del>
<del>MGMT 1510</del>	<del>Values and Ethics</del>	<del>0.50 Credits(s)</del>
<del>MGMT 1515</del>	<del>Communication</del>	<del>0.50 Credits(s)</del>
<del>MGMT 1520</del>	<del>Team Building</del>	<del>0.50 Credits(s)</del>
<del>MGMT 1525</del>	<del>Time Management</del>	<del>0.50 Credits(s)</del>
<del>MGMT 1530</del>	<del>Conflict Resolution</del>	<del>0.50 Credits(s)</del>
<del>MGMT 1535</del>	<del>Decision Making and Problem Solving</del>	<del>0.50 Credits(s)</del>
<del>MGMT 1540</del>	<del>Managing Organizational Change</del>	<del>0.50 Credits(s)</del>
<del>MGMT 1545</del>	<del>Customer Service</del>	<del>0.50 Credits(s)</del>
<del>MGMT 1550</del>	<del>Attitude</del>	<del>0.50 Credits(s)</del>
<del>MGMT 1555</del>	<del>Stress Management</del>	<del>0.50 Credits(s)</del>
<del>CISOSC 1603</del>	<del>Intro. to Word Processing - Microsoft Word</del>	<del>1.50 Credits(s)</del>
<del>CISOSC 1703</del>	<del>Intro. to Spreadsheets - Microsoft Excel</del>	<del>1.50 Credits(s)</del>
<del>CISOSC 1812</del>	<del>Intro. to Presentation Graphics - Microsoft PowerPoint</del>	<del>1.50 Credits(s)</del>
<del>CISOSC 1902</del>	<del>Intro. to Databases - Microsoft Access</del>	<del>1.50 Credits(s)</del>
<hr/>		
Total		60 Units

Suggested Electives (As needed & does not include all courses that may count as electives):

- ~~ENER 1630~~ ~~Energy Analytics~~ ~~3.00 Credits(s)~~
- ~~IES 1500~~ ~~OSHA Compliance (1)~~
- ~~ENER 1005~~ ~~Energy Data Management and Analysis (1)~~
- ~~ENER 1025~~ ~~Oil and Gas Laws and Regulations (1)~~
- ~~ENER 1513~~ ~~Work Experience in Energy Technology (1-8)~~

Required Major Total	24-22.25 units
<del>Local GE Pattern</del>	<del>22 units</del>
Completion of CSU-GE Breadth or IGETC pattern	21-22-29 units
<del>(Possible double counting: 12 units) — none of the Energy or OSH classes double count.</del>	
<del>Transferable electives (as needed to reach 60 units)</del>	
TOTAL UNITS	60 units

Proposed Sequence:

Year 1, Fall = 14.25 units  
 Year 1, Spring = 12.15 units  
 Year 1, Summer = 3 units  
 Year 2, Fall = 14.15.75 units  
 Year 2, Spring = 16.15 units  
 TOTAL UNITS: 60 units

Proposed Sequence of Classes

Year 1, Semester 1:

<del>OSH 1056</del>	<del>Electrical Standards</del>	<del>1.25 Credits</del>
<del>OSH 1500</del>	<del>Occupational Safety and Health Compliance</del>	<del>3.00 Credits(s)</del>



ENER 1530 Electricity and Basic Electronics 3.00 Credits(s)

Year 1, Semester 2:

ENER 1510 Introduction to Energy 3.00 Credits(s)

ENER 1503 Environmental Awareness & Regulatory Compliance 3.00 Credits(s)

ENER 1540 Fundamentals of Programmable Logic Controllers 3.00 Credits(s)

Year 2, Semester 3:

ENER 1610 Mechanical Systems 3.00 Credits(s)

ENER 1620 Fundamentals of Instrumentation 3.00 Credits(s)

If the associate degree program goal selected is “**Career Technical Education (CTE)**” or “**Career Technical Education (CTE) and Transfer,**” then the set of requirements must reflect the thinking of the advisory committee, as indicated in advisory committee minutes that are submitted as part of the proposal. If the CTE program requirements do not reflect the advisory committee’s recommendation, then the college must explain its departure from those recommendations.



Minutes of the Energy Technology Advisory Committee  
10-12-2020 at 1:00 p.m.  
Via Zoom

**Members Present:** Dr. Jessica Grimes, Fred Holmes, Terry Davis, Nick Narup, Carlos Lovera, Jacob Thompson, Jessica Calvillo, Kanoe Bandy, and Todd Yopez

**Secretary:** Julie Rothgeb

1. **Welcome, Introduction, and Announcements:** The group went around the virtual room and introduced themselves. It was announced that we have a new division at Taft College, Allied Health/Applied Technology.

We have a new addition to our board, Jessica Calvillo, from a local company called All Clear, which was established in 1950. She presented on her company, which specializes in manufacturing parts for aircraft in the military; however, there is a decline in operators to operate them, and thus a need for more training. No one else can do the special sheet metal work. Jessica offered to give a tour of the facility.

2. **Review and Approve the minutes from February 12<sup>th</sup>, 2020:** Fred Holmes made a motion to approve the minutes, and Todd Yopez seconded the motion. All in attendance at the previous meeting approved the minutes.
3. **Taft College Updates on Energy Technology Program Updates:**
  - a. Industrial Electronics – The program, which is slated to be changed to Industrial Electronics, will be expanding its outreach to get higher enrollment. Terry Davis noted that the certificate program is designed for entry level employment while the associate degree will offer more opportunities across different industry sectors.
  - b. Online Classes – Terry Davis and Nick Narup are working on transitioning some of the lecture courses to online for greater access and broader appeal.
  - c. Student Success Data – Jessica presented data from Taft College's Institutional Research department, the California Community College Chancellor's Office (CCCCO), and from the Career Technical Occupational Survey (CTEOS).
4. **Workforce/Labor Market:**
  - a. Results of Survey – the CTEOS is the only instrument that the CCCCCO uses and represents two years prior to the year of the survey to capture the graduates.
  - b. Skills Needed – No new skills were mentioned
  - c. Work-based Learning Opportunities – There was general consensus that industry would prefer paid internships than non-paid.
  - d. Internships – See the above.
  - e. Available Jobs – Energy jobs are trending in Kern County, so jobs seem to be plentiful.
5. **Other:** Get Career Services Center involved
6. **Next meeting: To be determined**



Minutes of the Advisory Committee

My notes:

Todd – PCL in Human Resources

Fred Holmes – Holmes Western

Julie

Jessica Calvio – All Clear Manufacturing, aircraft parts for the military

Jacob Thompson – Holmes Western

Nicholas Narup – CA Resources Corporation

Carlos Lovera


Jessica from All Clear – 300 Commerce Way

- Been here since 1950
- Through Acquisitions it is now AllClear
- This facility has machines that cannot be retrofitted or moved.
- Drop hammers are the machines. They have 4. There are only 20 in the US.
- The machine forms sheet metal that allows them to build aircraft parts.
- They cannot find anyone who is proficient with the machines since they are so old.
- It is by trial and error.
- They work on the C130.

Advisory committee is looking for the technical skills not necessarily the educational side.

Todd believes in internships. Good to hear that.

## BOARD AGENDA ITEM

**Date:** February 24, 2021  
**Submitted by:** Norberto Lopez Jr., Curriculum Technician  
**Area Administrator:** Dr. Leslie Minor, Vice President of Instruction   
**Subject:** Request for Approval

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**Board Meeting Date:** March 10, 2021

**Title of Board Item:**

Course revision

**Background:**

Under accreditation requirements, academic institutions are expected to review and update their curriculum to ensure they meet current standards.

**Social Science Division**

This course would focus on developing ethics knowledge and skills for students interested in pursuing careers such as an attorney, working for government, or in various non-profits such as charities, activism, and other career-types.

1. ADMJ 1510 Ethical Reasoning and Practice for Public Service

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

None

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

Created by: M. Jiles  
Reviewed by: D. Wymore  
Reviewed by: T. Raber  
Date created: October 2020  
C & GE Approved:  
Board Approved:  
State Approved:

**Administration of Justice (ADMJ) 1510 Ethical Reasoning and Practice for Public Service (3 Units) CSU**

**Prerequisite or Co-requisite: None**

**Advisory: Successful completion of English 1500 or 1501 with a grade of "C" or better strongly recommended**

**Hours and Units Calculations:**

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

**Catalog Description: This course introduces concepts and theories of ethical decision-making, moral conduct, obligation, permission, justice, and responsibility in the application of the law, public policy, and service to others in society. The role of ethics in society; codes of conduct in specific fields may be examined; foundations and forms of ethical principles; standards of justice; role of ethics in responsible personal conduct and in society; analysis of some important ethical issues; practice in ethical reasoning to resolve ethical disagreements.**

~~**This course provides an introduction to concepts and theories of ethical decision-making, moral conduct, obligation, permission, justice, and responsibility in the application of the law, public policy, and service to others in society. The role of ethics in society; codes of conduct in specific fields may be examined; foundations and forms of ethical principles; standards of justice; role of ethics in responsible personal conduct and in society; analysis of some important ethical issues; practice in ethical reasoning to resolve ethical disagreements**~~

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

**Textbook: Bowman, J., & West, J. *Public Service Ethics; Individual and Institutional Responsibilities*. Sage, 2018**

**Additional Required Materials: None**

**Course Objectives:**

**At the conclusion of this course, the student should be able to:**

- 1. identify ethical issues that often arise regarding professional responsibility, public service, or law.**
- 2. state basic general ethical principles and to apply these to cases.**
- ~~**2. state basic general ethical principles and to apply these to particular cases.**~~
- 3. demonstrate mastery of at least one method for resolving ethical disagreements.**
- 4. explain the importance - both for self and for society as a whole - of being ethical.**
- ~~**4. explain the importance - both for one's self and for society as a whole - of being ethical.**~~
- 5. propose and defend standards for justice.**

**Course Scope and Content:**

**Unit I Foundations of Public Service Ethics and General Ethical Principles**



- A. General ethical principles and standards
- B. Perspectives on ethics: macro, meso, micro
- C. Values, ethics, and dilemmas
- ~~A. Pertinence, Practicality, and Poppycock~~
- ~~B. Perspectives on Ethics: Macro, Meso, Micro~~
- ~~C. Values, Ethics, and Dilemmas~~

Unit II Individual-Centered Approaches to Ethics

- A. Moral development theory
- ~~B. Cognitive Ethics Methods: Result and Rule Problem-Solving Approaches Problem-Solving Approaches~~
- C. Virtue Theory
- D. Conscious Deliberation and Subconscious Action: The Dishonesty of Honest People
- E. Standards of Justice

Unit III Institutional Approaches to Ethics and the Role of the Individual

- A. Organizational ethics
- B. Corruption control
- C. Whistleblowing in organizations

Unit IV Current Issues in Public Service Ethics

- A. Ethics and elected officials
- B. Ethical leadership

Issues in Public Service Ethics

Ethics and Elected Officials

Organizational Gaming and Performance Measurement

At-Will Employment

Open Government Case Study: Pay Disclosure

Unit V Analysis of Relevant Ethical Issues

- A. Strategies for long-term use
- B. Emerging challenges

Future History

Choices and Strategies for the Years Ahead

Student Learning Outcomes:

- ~~1. ADMJ 1510 Course SLO #1 – Demonstrate and apply understanding of ethical issues, general ethical principles, conflict resolution, and the purpose and defense of justice in society.~~
- ~~2. ADMJ 1510 Course SLO #2 – Distinguish and evaluate the personal and organizational impacts of ethics, cultural impacts, and personal responsibilities of being ethical in a public service career.~~

Learning Activities Required Outside of Class:

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

1. Studying textbook (s)
2. Completing required reading including case studies
3. Completing required written exercises
4. Library research
5. Internet research

Methods of Instruction:

1. Lectures
2. Class/Online discussions
3. Audio/Visual presentations
4. In- class/Online scenarios
5. Group discussion
6. Research and various study materials


**Methods of Evaluation:**

1. Substantial writing assignments including:
  - a. essay exams
  - b. research paper using APA or other generally accepted social science format
2. Objective and subjective examinations/quizzes
3. Case analysis
4. Projects
5. Homework assignments
6. In class exercises/presentations
7. Forum responses and interaction with other students based on assigned readings from criminal justice literature/or internet sites

**Supplemental Data:**

<b><u>T.O.P. Code:</u></b>	<b><u>210500- Administration of Justice</u></b>
<b><u>Sam Priority Code:</u></b>	<b><u>C: Clearly Occupational</u></b>
<b><u>Distance Education:</u></b>	<b><u>Not Applicable</u></b>
<b><u>Funding Agency:</u></b>	<b><u>Y: Not Applicable</u></b>
<b><u>Program Status:</u></b>	<b><u>1: Program Applicable</u></b>
<b><u>Noncredit Category:</u></b>	<b><u>Y: Not Applicable</u></b>
<b><u>Special Class Status:</u></b>	<b><u>N: Course is not a special class</u></b>
<b><u>Basic Skills Status:</u></b>	<b><u>N: Not Applicable</u></b>
<b><u>Prior to College Level:</u></b>	<b><u>Y: Not Applicable</u></b>
<b><u>Cooperative Work Experience:</u></b>	<b><u>N: Course is not a part of a cooperative education program</u></b>
<b><u>Eligible for Credit by Exam:</u></b>	<b><u>N: No</u></b>

<b><u>Eligible for Pass/No Pass:</u></b>	<b><u>N: No</u></b>
<b><u>Discipline:</u></b>	<b><u>Administration of Justice</u></b>

**Date:** February 23, 2021  
**Submitted by:** Amanda Bauer, Executive Director of Fiscal Services  
**Area Administrator:** Brock McMurray, EVP of Administrative Services   
**Subject:** Request for Approval

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**Board Meeting Date:** March 10, 2021

**Title of Board Item:**

2020/2021 Request for authorization to transfer Unrestricted General Funds to the Futuris Public Entity Investment Trust Program for Post-Employment Benefits.

**Background:**

It is hereby requested that the Board of Trustees of West Kern Community College District authorize the West Kern Community College District's (WKCCD) transfer of \$641,650 from the Unrestricted General Funds into the West Kern Community College District Futuris Public Entity Investment Trust Program account which is being administered by the Benefit Trust Company. The District began to fund this irrevocable trust in the 2009/2010 fiscal year in response to GASB 43 and 45.

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

**Terms (if applicable):**

Not applicable.

**Expense (if applicable):**

This item was budgeted for in the 2020/2021 budget.

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

This proposed transfer is included in the adopted FY 2020/2021 WKCCD budget and will be made prior to the end of FY 2020/2021.

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

Date: March 10, 2021  
Submitted by: Heather del Rosario, Vice President, Human Resources  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Request for Approval

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**Board Meeting Date:** March 10, 2021

**Title of Board Item:**

Notice of Release of Grant or Categorically Funded or Temporary Faculty

Employee ID No.	Effective Date of Release
A00272268	6/30/2021
A00256927	6/30/2021
A00277399	6/30/2021

**Background:**

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

**Terms (if applicable):**

N/A

**Expense (if applicable):**

N/A

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

Approved:   
Dr. Debra Daniels, Superintendent/President

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

RESOLUTION NO. 2020/21-09

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. That Employee ID No. A00256927, be given notice of release by the Superintendent/President or her designee on or before March 15, 2021.
2. That the Superintendent/President or her designee shall have the authority to do all things necessary and proper to accomplishing the purposes of this Resolution.

The foregoing Resolution was adopted by the Governing Board of the West Kern Community College District on the 10<sup>th</sup> day of March, 2021 by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

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

I, Emmanuel Campos, Secretary to the Governing Board of the West Kern Community College District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on March 10th, 2021.

\_\_\_\_\_  
Emmanuel Campos, Secretary  
Board of Trustees  
West Kern Community College District



**EXHIBIT A**

**RECOMMENDATION OF THE SUPERINTENDENT/PRESIDENT  
TO RELEASE EMPLOYEE ID No. A00272268  
AS A TEMPORARY FACULTY EMPLOYEE  
OF THE WEST KERN COMMUNITY COLLEGE DISTRICT**

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

The undersigned, Superintendent/President of the West Kern Community College District, recommends to this Board, pursuant to Education Code Section 87470, that it take action to release EMPLOYEE ID No. A00256927, a temporary faculty employee, on the effective date of 06/30/21.

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

Respectfully submitted,

---

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

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

RESOLUTION NO. 2020/21-10

**RELEASE OF EMPLOYEE ID No. A00277399  
CATEGORICALLY FUNDED TEMPORARY EMPLOYEE**

**WHEREAS**, Employee ID No. A00277399 has been employed by the West Kern Community College District as a categorically funded temporary faculty employee since July 2019; and

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

**WHEREAS**, the Superintendent/President has recommended to this Board that Employee ID No. A00277399 be released pursuant to Education Code Sections 87470, et seq., a copy of which recommendation is attached as Exhibit A; and

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. That Employee ID No. A00277399, be given notice of release by the Superintendent/President or her designee on or before March 15, 2021.
2. That the Superintendent/President or her designee shall have the authority to do all things necessary and proper to accomplishing the purposes of this Resolution.

The foregoing Resolution was adopted by the Governing Board of the West Kern Community College District on the 10<sup>th</sup> day of March, 2021 by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

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

I, Emmanuel Campos, Secretary to the Governing Board of the West Kern Community College District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on March 10th, 2021.

\_\_\_\_\_  
Emmanuel Campos, Secretary  
Board of Trustees  
West Kern Community College District

**EXHIBIT A**

**RECOMMENDATION OF THE SUPERINTENDENT/PRESIDENT  
TO RELEASE EMPLOYEE ID No. A00277399  
AS A TEMPORARY FACULTY EMPLOYEE  
OF THE WEST KERN COMMUNITY COLLEGE DISTRICT**

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

The undersigned, Superintendent/President of the West Kern Community College District, recommends to this Board, pursuant to Education Code Section 87470, that it take action to release EMPLOYEE ID No. A00277399, a temporary faculty employee, on the effective date of 06/30/21.

I further recommend that this Board direct me or my designee to send notice to EMPLOYEE ID No. A00277399 that he/she will be released by this Board to employment as a temporary faculty employee with the West Kern Community College District.

Respectfully submitted,

---

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

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

RESOLUTION NO. 2020/21-11

**RELEASE OF EMPLOYEE ID No. A00272268  
CATEGORICALLY FUNDED TEMPORARY EMPLOYEE**

**WHEREAS**, Employee ID No. A00272268 has been employed by the West Kern Community College District as a categorically funded temporary faculty employee since July 2019; and

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

**WHEREAS**, the Superintendent/President has recommended to this Board that Employee ID No. A00272268 be released pursuant to Education Code Sections 87470, et seq., a copy of which recommendation is attached as Exhibit A; and

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. That Employee ID No. A00272268, be given notice of release by the Superintendent/President or her designee on or before March 15, 2021.
2. That the Superintendent/President or her designee shall have the authority to do all things necessary and proper to accomplishing the purposes of this Resolution.

The foregoing Resolution was adopted by the Governing Board of the West Kern Community College District on the 10<sup>th</sup> day of March, 2021 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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

I, Emmanuel Campos, Secretary to the Governing Board of the West Kern Community College District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on March 10th, 2021.

\_\_\_\_\_  
Emmanuel Campos, Secretary  
Board of Trustees  
West Kern Community College District

**EXHIBIT A**

**RECOMMENDATION OF THE SUPERINTENDENT/PRESIDENT  
TO RELEASE EMPLOYEE ID No. A00272268  
AS A TEMPORARY FACULTY EMPLOYEE  
OF THE WEST KERN COMMUNITY COLLEGE DISTRICT**

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

The undersigned, Superintendent/President of the West Kern Community College District, recommends to this Board, pursuant to Education Code Section 87470, that it take action to release EMPLOYEE ID No. A00272268, a temporary faculty employee, on the effective date of 06/30/21.

I further recommend that this Board direct me or my designee to send notice to EMPLOYEE ID No. A00272268 that he/she will be released by this Board to employment as a temporary faculty employee with the West Kern Community College District.

Respectfully submitted,

---

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

**Date:** February 16, 2021  
**Submitted by:** Dr. Leslie Minor, Vice President of Instruction *lm*  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Ratification

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**Board Meeting Date:** March 10, 2021

**Title of Board Item:**

Employers Training Resource (ETR) Annual Renewable Contract for 2020-21

**Background:**

Taft College will be reimbursed in the event they provide Career Technical Education for the County per the terms of the contract. The Contract will allow potential students to receive training and education who my otherwise no be able to do so.

**Terms (if applicable):**

July 1, 2020 – June 30, 2021

**Expense (if applicable):**

No Direct Cost to the District

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

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



**KERN COUNTY  
PERSONAL/PROFESSIONAL AND CONTRACTUAL SERVICES AGREEMENT**

**SCHEDULE TO MASTER TERMS AND CONDITIONS: PPCSA-20**

**THIS SCHEDULE** is made and entered into on **July 1, 2020**, and shall terminate no later than **June 30, 2021**.

Kern County Department: **Employers' Training Resource ("County")**.

Located at: **1600 E. Belle Terrace, Bakersfield, California 93307**

Service Provider: **West Kern Community College District / Taft College ("Provider")**

Located at: **29 Cougar Court, Taft, California 93268**

Provider is (select one):  Sole Proprietorship  
 Incorporated in the State of **California**  
 Other (specify) Government Entity

Provider shall provide those services described in Exhibit "A" which is attached hereto and incorporated herein by this reference.

County shall compensate Provider for training services to be provided under this Agreement, in an aggregate sum not to exceed **\$20,000**, in accordance with the fee schedule appearing within Exhibit A, which is attached hereto and made a part hereof. Costs must not exceed the published catalog price.

County shall **not** reimburse Provider for any costs or travel expenses incurred by Provider hereunder.

Provider shall be required to have the following insurance coverages which are marked, on the terms provided in the Master Terms and Conditions. The insurance coverages shall be in the amounts specified, unless a lesser amount is shown (select all that apply):

Workers' Compensation: As required by California Labor Code Section 3700  
 Commercial General Liability (\$1,000,000/Occurrence; \$2,000,000/Aggregate)  
 Automobile Liability insurance (\$1,000,000/Occurrence) will be required and recorded at Employers' Training Resource prior to students operating, and/or riding in any vehicle owned and/or operated by, or for, the provider.

**Note:** If a lesser amount is shown, County must obtain the prior written approval of the County Risk Manager.

Should any conflicts arise between this Schedule and the Master Terms and Conditions attached hereto and incorporated herein by this reference, the Master Terms and Conditions shall control.

**IN WITNESS WHEREOF**, the Parties have executed this Schedule, including the Master Terms and Conditions, which constitute the Agreement, on the Effective Date.

COUNTY OF KERN

By \_\_\_\_\_  
Chairman, Board of Supervisors  
"County"

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

APPROVED AS TO CONTENT:  
County

By \_\_\_\_\_  
Teresa Hitchcock,  
Assistant County Administrative Officer

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

SERVICE PROVIDER

By \_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President  
"Provider"

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

APPROVED AS TO FORM:  
Office of the County Counsel

By \_\_\_\_\_  
Deputy

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

**EXHIBIT A  
SERVICES**

Provider shall provide the Services indicated below for County. Provider shall invoice as follows:

Provider shall invoice the County for tuition, expenses, and fees ("Cost") that Provider charges to provide Services. The County will reimburse Provider for Costs; however, the total Cost paid by County shall not exceed \$10,000 per client. Client shall be responsible for Cost that exceed \$10,000.

If the length of training is six (6) weeks or less, Provider shall submit an invoice for the total cost of the program once the client has completed the first day of training. If the length of the training program is longer than six (6) weeks, Provider shall submit an invoice for one-half of total program cost once the client completes the first day of training. Provider shall then submit an invoice for the remaining one-half of program cost once the client has completed over one-half of the training. For public California Colleges and Universities, invoices for reimbursement shall be based on accrued costs incurred and may be submitted for payment based on a semester or quarterly school year.

Upon written notice from County, an exception to the tuition limit of \$10,000 and schedule of payment may be made in writing. This can include special grants targeted to specific populations or occupations.

Programs in this Agreement include:

<u>Program</u>	<u>Cost</u>	<u>Course Length</u>
AS in Administrative Services	1,858.00	960 Hours
AS in Business Administration	2,088.00	960 Hours
AS in Court Reporting	2,500.00	4,608 Hours
AS in Criminal Justice Administration	1,858.00	960 Hours
AS in Criminal Justice Corrections	1,858.00	960 Hours
AS in Dental Hygiene	5,244.00	960 Hours
AS in Direct Support Education	1,858.00	960 Hours
AS in Early Care, Education, and Family Studies	2,134.00	960 Hours
AS in Energy Technology	2,956.00	960 Hours
AS in General Business	1,858.00	960 Hours
AS in Industrial Health and Safety	2,680.00	960 Hours
AS in Management	2,088.00	960 Hours
AS in Welding Technology	1,996.00	960 Hours
Certificate in Advanced Information Technology and Management	1,743.00	248 Hours
Certificate in information Technology and Management	921.00	136 Hours
Child Development Assistant Teacher Certificate	806.00	96 Hours
Child Development Associate Teacher Certificate	1,082.00	192 Hours
Child Development Master Teacher Certificate	3,048.00	528 Hours
Child Development Teacher Certificate	2,134.00	384 Hours
Criminal Justice Administration – Corrections Concentration Cert	1,858.00	288 Hours
Direct Support Education Certificate	1,858.00	288 Hours
Early Care, Education, and Family Studies Certificate	2,910.00	480 Hours
Early Intervention Assistant I Certificate	2,772.00	432 Hours
Early Intervention Assistant II Certificate	3,870.00	640 Hours
Energy Technology Entry Level Certificate	1,674.00	224 Hours
Energy Technology Field Technician Certificate	1,858.00	288 Hours
Energy Technology Instrumentation Certificate	944.00	144 Hours
Gas Metal Arc and Flux Core Arc Welding Certificate	944.00	144 Hours
Gas Tungsten Arc Welding Certificate	944.00	144 Hours
Industrial Health and Safety Midlevel Certificate	2,680.00	400 Hours
Management Certificate	1,950.00	320 Hours
Management: Customer Service	972.00	80 Hours

Master Teacher Specialization Infant Development Certificate	806.00	96 Hours
Master Teacher Specialization School Age Care and Development Certificate	806.00	96 Hours
Master Teacher Specialization Special Needs Certificate	806.00	96 Hours
Pipe Code Welding Certificate	1,082.00	192 Hours
Structural Code Welding Certificate	1,082.00	192 Hours
Welding Assistant/Helper Certificate	806.00	96 Hours
40-Hour HAZWOPER Safety Training - WESTEC	105.00	40 Hours
Basic Drilling & Workover Sub Sea - WESTEC	500.00	40 Hours
Basic Drilling & Workover Surface - WESTEC	450.00	32 Hours
Basic Drilling Surface Stack - WESTEC	350.00	28 Hours
Basic Employee Safety for General Industry - WESTEC	35.00	8 Hours
Calif. Commercial Driver License Permit Preparation - WESTEC	35.00	40 Hours
California Oilfield Producers Confined Space Entry Training - WESTEC	35.00	8 Hours
Court Reporting - WESTEC	4,848.00	4,848 Hours
Emergency Response Technician Training - WESTEC	35.00	24 Hours
Forklift Operator Safety Training - WESTEC	35.00	8 Hours
Introductory Well Control - WESTEC	200.00	8 Hours
Medic First Aid Training/CPR - WESTEC	35.00	8 Hours
Mine Safety & Health Refresher - WESTEC	35.00	8 Hours
Passport & Medic First Aid Refresher - WESTEC	35.00	8 Hours

- During this program year, Provider may add or amend CalJOBS approved programs to this Agreement with the written permission of County.
- Providers with six or more total participants within a two year period shall be held accountable for a Training Related Entered Employment Rate of  $\geq 70\%$ .
- Costs cannot exceed the lesser of the published catalog price or price posted on CalJOBS.
- The amount to be paid by County for services provided to any single client shall not exceed the approved tuition limit per client. Any amount in excess of the approved tuition shall be the responsibility of the client.
- .
- Provider will not charge County if a client has to repeat classes due to Provider's error(s), negligent act(s), or omission(s).
- Responsible County Department will only reimburse Provider for approved course work required for programs as listed in Provider's catalog.
- Financial grants (Pell Grant, etc.) awarded to the clients shall offset the above-listed costs of the programs prior to the use of Responsible County Department funding. The total amounts received by Provider shall never exceed the program amounts listed on this contract.

1. Full description of Services:

- A. Provider shall be listed as approved with the State of California's Bureau for Private Postsecondary Education, California Department of Education, Chancellor's office of the California Community Colleges, or recognized by an accreditation institution determined to be acceptable. If Provider loses their approval, then Provider shall notify County immediately, and this Agreement shall be deemed terminated.
- B. Subsequent eligibility for Provider to receive funding will be determined annually, based on CalJOBS requirements.
- C. Training programs must be included in the State of California's CalJOBS Eligible Training Provider List before an individual can be referred by County to such training.
- D. Class material shall conform to the State of California's established curriculum requirements.
- E. Provider shall maintain program, applicant, participant, personnel, and financial records as required by the Workforce Innovation and Opportunity Act (WIOA), the State of California, and the Secretary of Labor to assure a proper accounting of all WIOA funds to protect the confidentiality of parties involved. Provider shall retain all records pertinent to this Agreement for a period of three (3) years from the date of final payment of this Agreement. If at the end of three (3) years, there is litigation or an audit involving those records, Provider shall retain the records until the resolution of such litigation or audit.
- F. For truck driving schools, all ETR participants shall have training that includes the option of three-axle tractors, 46' trailers, and a minimum of a 10-speed transmission. All participants shall also receive, as

part of the cost of the program, a HAZMAT Endorsement, Doubles/Triples Endorsement, and Tank Endorsement if requested by the participant.

G. Referrals are at the sole discretion of County.

2. The location of training is 29 Cougar Court, Taft, California 93268 and 5801 East Lerdo Highway, Shafter, CA 93263. Additional training sites may be utilized with the written permission of the Employers' Training Resource Director after inclusion on CalJOBS.
3. Materials, equipment, facilities, manuals, study guides, etc., will be provided as indicated to assist the Provider in provision of Services:

By County: none

By Provider: All materials, equipment, facilities, etc., will be provided under the total purchase price of the training program.

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**KERN COUNTY**  
**PERSONAL/PROFESSIONAL AND CONTRACTUAL SERVICES AGREEMENT**  
**MASTER TERMS AND CONDITIONS**  
**PPCSA-20**

**THIS AGREEMENT** is made and entered into effective with the date entered on the Schedule which is attached hereto and incorporated herein by this reference, by and between the COUNTY OF KERN, a political subdivision of the State of California, as represented by Employers' Training Resource ("County"), with its principal location at 1600 E. Belle Terrace Street, Bakersfield, CA 93307, and Provider identified on the Schedule hereto;

**WHEREAS:**

(a) Government Code Sections 3100 and 53060 permit the County Board of Supervisors to contract for the furnishing of special services with individuals specially trained and experienced and competent to perform those services; and

(b) The County's Department identified on the Schedule as County requires those services which are specified in Exhibit A; and

(c) County desires to engage Provider to provide said services and Provider, by reason of his/hers/its qualifications, experience, and facilities for doing the type of work herein contemplated, has offered to provide the required services on the terms set forth herein;

**IT IS AGREED** between the parties hereto as follows:

- 1) **Services to be Rendered.** Provider shall provide the services described in Exhibit "A" which is attached to the Schedule and incorporated therein. This Agreement does not guarantee that there will be any minimum amount purchased.
- 2) **Compensation to Provider.** County shall compensate Provider in accordance with the compensation selection(s) annotated on the Schedule. No additional compensation will be paid for secretarial, clerical support staff, overhead or any other cost incurred by Provider pursuant to providing services to County.

**Invoicing.** Invoice shall be submitted to County. If the length of training is six (6) weeks or less, Provider shall submit an invoice for the total cost of the program once the client has completed the first day of training. If the length of the training program is longer than six (6) weeks, Provider shall submit an invoice for one-half of total program cost (**not to exceed \$5,000**) once the client completes the first day of training. Provider shall then submit an invoice for the remaining one-half of program cost (**not to exceed \$5,000**) once the client has completed over one-half of the training. For public California Colleges and Universities, invoices for reimbursement shall be based on actual costs incurred and shall be submitted for payment based on a semester or quarterly school year.

Upon written notice from County, an exception to the tuition limit of \$10,000 and schedule of payment may be made in writing. This can include special grants targeted to specific populations or occupations.

- 3) **Leveraged Resources.** Provider shall document and report any funding or expenditures used by and/or for clients no matter the source of such funding in order that these funds can be evaluated and considered as leveraged resources to training expenditures. Provider shall provide County with all such financial information concerning grants, scholarships, loans, etc. This documentation will list the amount of the funds, their source and any special provisions or stipulations that may be tied to these funds. Provider shall also supply supporting documentation for such funding used for the participant's training. This information shall accompany all submitted invoices if required. Per EDD Directive WSD-14-1 (July 8, 2014), beginning Program Year (PY) 2016-17 and each PY thereafter, County is required to spend at least 30 percent of the combined total of its adult and dislocated worker WIOA formula fund allocations on workforce training services. A portion of the minimum training expenditure requirement (an amount of up to 10 percent of the combined total of the adult

and dislocated worker formula fund allocation) may be met by applying designated leveraged resources used for training services.

Provider must keep sufficient records of the leveraged resources which can be independently verified by County and the EDD. Provider shall also ensure that any leveraged resources tied directly to individual participants (such as Pell Grants) are also reported to Employers' Training Resource MIS department for inclusion in each corresponding participant's file.

- 4) **Term.** This Agreement shall be deemed in force as of the effective date specified on the Schedule and shall terminate on the date therein specified unless sooner terminated as provided for herein.
- 5) **Assignment.** Provider shall not assign or transfer this Agreement, or any part hereof. Provider shall not assign any monies due or which become due to Provider under this Agreement without the prior express and written approval of County.
- 6) **Audit, Inspection and Retention of Records.** Provider agrees to maintain and make available to County accurate books and records relative to all its activities under this Agreement. Provider shall permit County to audit, examine and make excerpts and transcripts from such records, and to conduct audits of all invoices, materials, and records of personnel or other data related to all other matters covered by this Agreement. Provider shall maintain such data and records in an accessible location and condition for a period of not less than three (3) years from the date of final payment under this Agreement, or if at the end of the three years, there is litigation or an audit involving those records, Provider shall retain the records until the resolution of such litigation or audit. The State of California and/or any federal agency having an interest in the subject of this Agreement shall have the same rights conferred upon County herein.
- 7) **Authority to Bind County.** It is understood that Provider, in Provider's performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has no authority to bind County to any agreements or undertaking.
- 8) **Captions and Interpretation.** Section headings in this Agreement are used solely for convenience and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision. This Agreement is the product of negotiation and both parties are equally responsible for its authorship. Section 1654 of the California Civil Code shall not apply to the interpretation of this Agreement.
- 9) **Choice of Law/Venue.** The parties hereto agree that the provisions of this Agreement will be construed pursuant to the laws of the State of California. This Agreement has been entered into and is to be performed in the County of Kern. Accordingly, the parties agree that the venue of any action relating to this Agreement shall be in the County of Kern.
- 10) **Clean Air Act, Federal Water Pollution Control Act, Clean Water Act.** Provider shall comply with all applicable standards, orders or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
- 11) **Compliance with Law.** Provider shall observe and comply with all applicable County, state and federal laws, ordinances, rules and regulations now in effect or hereafter enacted, including all laws prohibiting sexual harassment. Vendor shall also abide by the County's Sexual Harassment and Hostile Work Environment Policies and be required to have any and all employees performing services under this Agreement to sign acknowledgment of having received and read such policies, each of which are hereby made a part hereof and incorporated herein by reference. To view our policies regarding the above mentioned, please go to <http://www.etronline.com/PolicyBulletins.asp>.



- 12) Confidentiality.** Provider shall not, without the written consent of County, communicate confidential information, designated in writing or identified in this Agreement as such, to any third party and shall protect such information from inadvertent disclosure to any third party in the same manner that they protect their own confidential information, unless such disclosure is required in response to a validly issued subpoena or other process of law. Upon completion of this Agreement, the provisions of this section shall continue to survive. Under 2 CFR 200.303, the provider is responsible for taking reasonable measures to adequately safeguard each participant's personally identifiable information (PII) and information designated as sensitive.
- 13) Conflict of Interest.** Provider has read and is aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflict of interest of public officers and employees. Provider agrees that they are unaware of any financial or economic interest of any public officer or employee of the County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement, the County may immediately terminate this Agreement by giving written notice thereof. Provider shall comply with the requirements of Government Code Section 1090 et seq. and 87100 et seq. during the term of this Agreement.
- 14) Counterparts.** This Agreement may be executed simultaneously in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.
- 15) Debarment and Suspension.** Provider is required to comply with the government-wide requirements, including Executive Orders 12459 and 12689, for debarment and suspension. Provider will certify under penalty of perjury under the laws of the State of California that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and had not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction.
- 16) Drug Free Workplace.** Provider is required to provide County with a certificate of Drug-Free Workplace which acknowledges notification of employees that action will be taken against them for violations under Government Code Sections 8350(a) and 8355(b) and 29 CFR 94, 48, 23.5; that a Drug-Free Awareness Program has been implemented; and that personnel will receive a copy of Provider's policy.
- 17) Energy Policy and Conservation Act.** Provider shall maintain mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
- 18) Enforcement of Remedies.** No right or remedy herein conferred on or reserved to County is exclusive or any other right or remedy herein or by law or equity provided or permitted, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing by laws or in equity or by statute or otherwise, and may be enforced concurrently or from time to time.
- 19) Equal Employment Opportunity.** Provider shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).
- 20) Exhibits.** All exhibits attached to this Agreement are incorporated into this Agreement by reference.
- 21) Immigration Reform and Control Act.** Provider acknowledges that Provider, and all subcontractors hired by Provider to perform services under this Agreement, are aware of and understand the Immigration Reform and Control Act ("IRCA"). Provider is and shall remain in compliance with the IRCA and shall ensure that any subcontractors hired by Provider to perform

services under this Agreement are in compliance with the IRCA. In addition, Provider agrees to indemnify, defend and hold harmless the County, its agents, officers and employees, from any liability, damages or causes of action arising out of or relating to any claims that Provider's employees, or the employees of any subcontractor hired by Provider, are not authorized to work in the United States for Provider or its subcontractors and/or any other claims based upon alleged IRCA violations committed by Provider or Provider's subcontractor(s).

## **22) Indemnification.**

- A) Provider agrees to indemnify, defend and hold harmless County and County's agents, board members, elected and appointed officials and officers, employees, volunteers and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, cost, and expenses (including, but not limited to, reasonable attorneys' fees of County Counsel and Counsel retained by County, expert fees, costs of staff time, and investigation costs) of whatever kind or nature, which arise out of or are in any way connected with any act or omission of Provider or Provider's officers, agents, employees, independent contractors, sub-contractors of any tier, or authorized representatives. Without limiting the generality of the foregoing, the same shall include bodily and personal injury or death to any person or persons; damage to any property, regardless of where located, including the property of County; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of Provider by any person or entity. The same hold true to Provider.
- B) If any claim is asserted or action or proceeding brought against County which alleges that all or any part of the services or products in the form supplied by Provider or County's use thereof, infringes or misappropriates any United States or foreign patent or copyright, or any trade secret or other proprietary right, County shall give Provider prompt written notice thereof. Provider shall defend any such claim or action with counsel of Provider's choice and at Provider's expense and shall indemnify County for any costs, including reasonable attorney's fees and damages actually incurred by County in connection therewith, including steps County may take to avoid entry of any default judgment or other waiver of County's rights. County shall cooperate fully with and may monitor Provider in the defense of any claim, action or proceeding and will make employees available as Provider may reasonably request with regard to such defense, subject to reimbursement by Provider of all costs and expenses occasioned by County's cooperation in such defense. This indemnity does not extend to modifications or additions to the services or products made by County or any third party without written consent of Provider, or to any unauthorized use of the services or products by County.
- C) If the services or products are, in Provider's opinion, likely to become or do become the subject of a claim of infringement or misappropriation of a United States or foreign patent, copyright, trade secret or other proprietary right, or is a temporary restraining order or other injunctive relief is entered against the use of part or all of the services or products, Provider shall within ninety (90) days:
- i) Promptly replace the services or products with compatible, functionally equivalent and non-infringing services or products;
  - ii) Promptly modify the services or products to make them non-infringing without materially impairing County's ability to use the services or products as intended;
  - iii) Promptly procure the right of County to continue using the services or products; or
  - iv) As a last resort, if none of the foregoing alternatives are reasonably available to Provider and County is enjoined or otherwise precluded legally from using the services or products, Provider will within 120 days of the judgment or other court action promptly refund to County affected fees and cost paid for the services or products under this Agreement and amendments thereto whereupon this Agreement shall terminate. All licensed products will

be disposed of as ordered by the governing court at the expense of Provider or as determined by County if the court does not so direct.

D) Upon completion of this Agreement, the provisions of this sub-section 22.B shall continue to survive.

**23) Insurance.** Provider, in order to protect County and its board members, officials, agents, officers, and employees against all claims and liability for death, injury, loss and damage as a result of Provider's actions in connection with the performance of Provider's obligations, as required in this Agreement, shall secure and maintain insurance as described below. Provider shall not perform any work under this Agreement until Provider has obtained all insurance required under this section and the required certificates of insurance and all required endorsements have been filed with the County's authorized insurance representative. Receipt of evidence of insurance that does not comply with all applicable insurance requirements shall not constitute a waiver of the insurance requirements set forth herein. The required documents must be signed by the authorized representative of the insurance company shown on the certificate. Upon request, Provider shall supply proof that such person is an authorized representative thereof and is authorized to bind the named underwriter(s) and their company to the coverage, limits and termination provisions shown thereon. The Provider shall promptly deliver a certificate of insurance, and all required endorsements, with respect to each renewal policy, as necessary to demonstrate the maintenance of the required insurance coverage for the term specified herein. Such certificates and endorsements shall be delivered to the County's authorized insurance representative prior to the expiration date of any policy and bear a notation evidencing payment of the premium thereof if so requested. Provider shall immediately pay any deductibles and self-insured retentions under all required insurance policies upon the submission of any claim by Provider or County as an additional insured.

A) Workers' Compensation and Employer's Liability Insurance Requirement:

- i) In the event Provider has employees who may perform any services pursuant to this Agreement, Provider shall submit written proof that Provider is insured against liability for workers' compensation in accordance with the provisions of section 3700 of the California Labor Code.
- ii) Provider shall require any subcontractors to provide workers' compensation for all of the subcontractors' employees, unless the subcontractors' employees are covered by the insurance afforded by Provider. If any class of employees engaged in work or services performed under this Agreement is not covered by California Labor Code section 3700, Provider shall provide and/or require each subcontractor to provide adequate insurance for the coverage of employees not otherwise covered.
- iii) Provider shall also maintain Employer's Liability Insurance with limits of one million dollars (\$1,000,000) for bodily injury or disease.

B) Liability Insurance Requirements:

- i) Provider shall maintain in full force and effect, at all times during the term of this Agreement, the following insurance:
  - (1) Commercial General Liability Insurance including, but not limited to, Contractual Liability Insurance (specifically concerning the indemnity provisions of this Agreement with the County), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of Provider's performance of work under this Agreement. The Commercial General Liability Insurance shall contain no exclusions or limitation for independent contractors working on the behalf of the named insured. Provider shall maintain the Products-Completed Operations Hazard

coverage for the longest period allowed by law following termination of this Agreement. The amount of said insurance coverage required by this Agreement shall be the policy limits, which shall be at least one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) aggregate.

- (2) If required on the Agreement, Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering any vehicle and/or all owned, leased, hired and non-owned vehicles used in the performance of services pursuant to this Agreement with coverage equal to policy limits, which shall be at least one million dollars (\$1,000,000) each occurrence.
- i. The Commercial General Liability and Automobile Liability Insurance required shall include an endorsement naming County and County Indemnified Parties as additional insureds for liability arising out of this Agreement and any related operations. The endorsement shall be provided using one of the following three options: (i) on ISO form CG 20 10 11 85; or (ii) on ISO form CG 20 37 10 01 plus either ISO form CG 20 10 10 01 or CG 20 33 10 01; or (iii) on other forms which provide coverage at least equal to or better than form CG 20 10 11 85.
  - ii. If Provider is, or becomes during the Term, self-insured or a member of a self-insurance pool, Consultant shall provide coverage equivalent to the required insurance coverages and endorsements. County will not accept the coverages unless the County Risk Manager determines, in its sole discretion and by written acceptance, that the coverages proposed to be provided by Consultant are equivalent to the required coverages. Any self-insured retentions in excess of \$100,000 must be declared on the Certificate of Insurance or other documentation provided to County and must be approved in writing by the County Risk Manager.
  - iii. If any of the insurance coverages required under this Agreement is written on a claims-made basis, Provider, at Provider's option, shall either (i) maintain said coverage for at least three (3) years following the termination of this Agreement with coverage extending back to the effective date of this Agreement; (ii) purchase an extended reporting period of not less than three (3) years following the termination of this Agreement; or (iii) acquire a full prior acts provision on any renewal or replacement policy.
  - iv. Cancellation of Insurance - The above stated insurance coverages required to be maintained by Provider shall be maintained until the completion of all of Provider's obligations under this Agreement except as otherwise indicated herein. Each insurance policy supplied by the Provider shall not be suspended, voided, cancelled or reduced in coverage or in limits except after ten (10) days written notice by Provider in the case of non-payment of premiums, or thirty (30) days written notice in all other cases. Such notice shall be by certified mail, return receipt requested. This notice requirement does not waive the insurance requirements stated herein. Provider shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.
  - v. All insurance shall be issued by a company or companies admitted to do business in California and listed in the current "Best's Key Rating Guide" publication with a minimum rating of A-; VII. Any exception to these requirements must be approved by the County Risk Manager.

- vi. If Provider is, or becomes during the term of this Agreement, self-insured or a member of a self-insurance pool, Provider shall provide coverage equivalent to the insurance coverages and endorsements required above. The County will not accept such coverage unless the County determines, in its sole discretion and by written acceptance, that the coverage proposed to be provided by Provider is equivalent to the above-required coverages.
- vii. All insurance afforded by Provider pursuant to this Agreement shall be primary to and not contributing to all insurance or self-insurance maintained by the County. An endorsement shall be provided on all policies which shall waive any right of recovery (waiver of subrogation) against the County.
- viii. Insurance coverages in the minimum amounts set forth herein shall not be construed to relieve Provider for any liability, whether within, outside, or in excess of such coverage, and regardless of solvency or insolvency of the insurer that issues the coverage; nor shall it preclude the County from taking such other actions as are available to it under any other provision of this Agreement or otherwise in law.
- ix. Failure by Provider to maintain all such insurance in effect at all times required by this Agreement shall be a material breach of this Agreement by Provider. County, at its sole option, may terminate this Agreement and obtain damages from Provider resulting from said breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Provider, County shall deduct from sums due to Provider any premiums and associated costs advanced or paid by County for such insurance. If the balance of monies obligated to Provider pursuant to this Agreement is insufficient to reimburse County for the premiums and any associated costs, Provider agrees to reimburse County for the premiums and pay for all costs associated with the purchase of said insurance. Any failure by County to take this alternative action shall not relieve Provider of its obligation to obtain and maintain the insurance coverages required by this Agreement.

**24) Lobbying Certification and Disclosure.**

- A) PROVIDER certifies that no Federal appropriated funds have been paid or will be paid, by Provider's officers or employees, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, AGENCY's signatory official shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C) Provider must submit to County a "Certification Regarding Lobbying" signed by Provider's signatory official, if the agreement amount is in excess of \$100,000.

**25) Modifications of Agreement.**

- A) This Agreement may be amended by a unilateral modification by County should it be determined that any provisions have been left off that are administratively required. The Director of Employers' Training Resource or his/her designee shall be the signor of the Modification.



B) Non-administrative modifications or extensions to this Agreement must be in writing, and signed by the parties in interest at the time of the modification. Revised cost cannot exceed the published catalog price.

C) During this program year, Provider may add CalJOBS approved programs to this Agreement with the written permission of the Employers' Training Resource Director.

**26) Negation of Partnership.** In the performance of all services under this Agreement, Provider shall be, and acknowledges that Provider is, in fact and law, an independent contractor and not an agent or employee of County. Provider has and retains the right to exercise full supervision and control of the manner and methods of providing services to County under this Agreement. Provider retains full supervision and control over the employment, direction, compensation and discharge of all persons assisting Provider in the provision of services under this Agreement. With respect to Provider's employees, if any, Provider shall be solely responsible for payment of wages, benefits and other compensations, compliance with all occupational safety, welfare and civil rights laws, tax withholding and payment of employee taxes, whether federal, State or local, and compliance with any and all other law regulating employment.

**27) No Third-Party Beneficiaries.** It is expressly understood and agreed that the enforcement of these terms and conditions and all rights of action relating to such enforcement, shall be strictly reserved to County and Provider. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of County and Provider that any such person or entity, other than County or Provider, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.

**28) Non-Collusion Covenant.** Provider represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of this Agreement with County. Provider has received from County no incentive or special payments, nor considerations not related to the provision of services under this Agreement.

**29) Nondiscrimination.**

A) As a condition to the award of financial assistance from the Department of Labor under Title 1 of the Workforce Innovation and Opportunity Act (WIOA), the grant applicant assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following assistance:

- i) Section 188 of WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title 1 financially assisted program or activity;
- ii) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
- iii) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- iv) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- v) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs.

- B) The grant applicant also assures that, as a recipient of WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.
- C) The assurance is considered incorporated by operation of law in the grant, cooperative agreement, contract or other arrangement whereby Federal financial assistance under Title I of WIOA is made available, whether it is explicitly incorporated in such document and whether there is a written agreement between the Department and the recipient, between the Department and the Governor, between the Governor and the recipient, or between recipients. The assurance also may be incorporated in such grants, cooperative agreements, contracts or other arrangements by reference.

**30) Non-waiver.** No term, covenant or condition of this Agreement can be waived except by the written consent of County. Forbearance or indulgence by County in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by Provider. County shall be entitled to invoke any remedy available to County under this Agreement or by law or in equity despite said forbearance or indulgence.

**31) Notices.**

- A) Notices to the County from the Provider that concern termination, suspension, breach, default, or other formal notices regarding this Agreement shall be sent to:

Employers' Training Resource  
Attn: Jeremy Shumaker, Administrative Services Officer-Administrative Division  
With copy to: Monica Jeffries, Business Manager  
1600 E. Belle Terrace  
Bakersfield, California 93307  
Email: [bills@kerncounty.com](mailto:bills@kerncounty.com)  
Email: [jeffriesm@kerncounty.com](mailto:jeffriesm@kerncounty.com)

- B) Notices to the Provider from County concerning any and all matters regarding this Agreement will be sent to:

Taft College  
Dr. Debra Daniels  
29 Cougar Court  
Taft, Ca 93268

- C) All notices, requests, demands, and other communications required under this Agreement shall be in writing, in English, and shall be deemed to have been duly given if delivered (i) personally, (ii) by facsimile transmission with written confirmation of receipt, (iii) on the day of transmission if sent by electronic mail (email) to the email address given above, and written confirmation of receipt is obtained promptly after completion of transmission, (iv) by overnight delivery with a reputable national overnight delivery service, or (v) by mail or by certified mail, return receipt requested, and postage prepaid. If any notice is mailed, it shall be deemed given three (3) business days after the date such notice is deposited in the United States mail. If notice is given to a party, it shall be given at the address for such party set forth above. It shall be the responsibility of the Parties to notify the other Party in writing of any name or address changes. In the case of communications delivered to the Parties, such communications shall be deemed to have been given on the date received.

Nothing in this Agreement shall be construed to prevent or render ineffective delivery of notices required or permitted under this Agreement by leaving such notice with the receptionist or other person of like capacity employed in Provider's office, or the receptionist for Employers' Training

Resource.

- 32) Ownership of Documents.** All reports, documents and other items provided by the County under this Agreement are and shall remain the property of the County, and shall be returned to County upon full completion of all services by Provider or termination of this Agreement, whichever first occurs. Documents and other items that have been created by Provider as a basis for the program shall remain the property of Provider.
- 33) Representations.** Provider makes the following representations which are agreed to be material to, and form a part of the inducement for this Agreement:
- A) Due to the nature of this program, Provider has created the programs and County is paying for the service of the Provider to train participants. There will be no products produced; and
  - B) Provider does not have any actual or potential interests adverse to County nor does Provider represent a person or firm with an interest adverse to County with reference to the subject of this Agreement; and
  - C) Provider shall diligently provide all required services in a timely and professional manner in accordance with the terms and conditions stated in this Agreement.
- 34) Rights to Contracted Products.**
- A) Due to the nature of this program, Provider has created the programs and County is paying for the service of the Provider to train participants. There will be no products produced.
  - B) Provider or Provider's assigned employees or subcontractors shall not publish or disseminate information gained through participation in this Agreement without specific prior review and written consent by the County.
  - C) Upon termination or expiration of this Agreement, Provider shall deliver to County all County reports, documents and other County items that may have been supplied by County.
  - D) Upon completion of this Agreement, the provisions of this Section shall continue to survive.
- 35) Severability.** Should any part, term, portion or provision of this Agreement be decided to be in conflict with any law of the United States or the State of California, or otherwise be unenforceable or ineffectual, the validity of the remaining parts, terms, portions, or provisions shall be deemed severable and shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the agreement which the parties intended to enter into in the first instance.
- 36) Signature Authority.** Each party has full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each party has been properly authorized and empowered to enter into this Agreement. This Agreement is not an authorization to provide services until signed by the Kern County Board of Supervisors.
- 37) Sole Agreement.** This document, including the attachments hereto, contains the entire agreement of the parties relating to the services, rights, obligations and covenants contained herein and assumed by the parties respectively. No inducements, representations or promises have been made, other than those recited in this Agreement. No oral promise, modification, change or inducement shall be effective or given any force or effect.
- 38) Solid Waste Disposal Act.** Provider shall comply with Section 6002 of the Solid Waste Disposal Act of January 24, 1994. This section includes procuring only items designated in guidelines of the

Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recycled materials as practicable.

**39) Termination.** Either party may, without cause, terminate this Agreement by written notice. A Notice of Termination will be deemed effective fifteen (15) days after personal delivery, or twenty (20) days after mailing by regular U.S. Mail, postage prepaid. In addition, either party may immediately terminate this Agreement should the other party fail to substantially perform in accordance with the terms and conditions of this Agreement through no fault of the party initiating the termination, allowing fifteen (15) days for the non-performing party to respond to the allegations. In the event this Agreement is terminated by either County or Provider, Provider shall submit to County all County files, memoranda, documents, correspondence, and other items provided by County in the course of performing this Agreement. Should either party terminate this Agreement as provided herein, County shall pay Provider for all services rendered by Provider prior to the effective date of termination in an amount not to exceed the maximum dollar amount indicated in the Schedule.

**40) Time of Essence.** Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision hereof, and each such provision is hereby made and declared to be a material, necessary and essential part of this Agreement.

Date: February 2, 2021

Submitted by: Amanda Bauer, Executive Director, Fiscal Services

Area Administrator: Brock McMurray, EVP of Administrative Services

Subject: Request for Approval



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Board Meeting Date: March 10, 2021

**Title of Board Item:**

2020/2021 Audit Service Engagement with CWDL, Certified Public Accountants

**Background:**

The audit firm of CWDL, Certified Public Accountants has performed required auditing services for the District since 2018/19. This is a recommendation to accept the engagement letter from CWDL, Certified Public Accountants for audit services regarding District requirements for the 2020/2021 fiscal year.

**Terms (if applicable):**

Not applicable.

**Expense (if applicable):**

The fees for audit services are \$55,380 for the District Annual Financial Report, \$6,310 for the Proposition 39 audit, and \$1,000 for the Foundation Tax Return totaling \$62,690.

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

The expense will be included in the 2021/2022 District budget and general revenue funds will be utilized. The Foundation will be billed accordingly.

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



Dr. Debra Daniels, Superintendent/President



February 2, 2021

Dr. Debra Daniels, President/Superintendent  
West Kern Community College District  
29 Cougar Drive  
Taft, CA 93268

We are pleased to confirm our understanding of the services we are to provide West Kern Community College District (the "District") for the fiscal year ending June 30, 2021. We will audit the financial statements of the business-type activities and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the fiscal year ending June 30, 2021. In addition, we will conduct the audits of the Measure A General Obligation Bond Financial and Performance audit, and the Taft College Foundation audit and tax return, for the fiscal year ending June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Changes in the Net OPEB Liability and Related Ratios
- 3) Schedule of Investment Returns - OPEB
- 4) Schedule of the District's Contributions - OPEB
- 5) Schedule of the District's Proportionate Share of the Net Pension Liability
- 6) Schedule of the District's Contributions – Pensions
- 7) Note to RSI



We have also been engaged to report of supplementary information other than RSI that accompanies West Kern Community College District's basic financial statements, including schedules required under the State Chancellor's Office *Contracted District Audit Manual*. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and will provide an opinion on it in relation to the financial statements as a whole:

- Schedule of expenditures of federal awards
- Schedule of expenditures of state awards
- Other schedules and/or information as required by the State Chancellor's Office
- Note to supplementary information

### **Audit Objectives**

The objective of our audits is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the third paragraph when considered in relation to the basic financial statements taken as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).
- Compliance with laws and regulations in accordance with the California State Chancellor's Office *Contracted District Audit Manual*.
- Annual District audit of all funds, books, and accounts completed in accordance with *Education Code 84040*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Trustees of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will also assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that District programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

## **Engagement Administration, Fees, and Other**

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of CWDL and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Chancellor's Office, Federal Oversight Agencies, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CWDL personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the District. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit at a mutually agreeable time and to issue our reports no later than December 31, 2021. John Dominguez, CPA, CFE, CGMA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.



Our fee for these services is: District and Foundation Financial Audit - \$55,380, Measure A Financial and Performance Audit - \$6,310, and Foundation Tax Returns - \$1,000. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services that have been requested of us. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



John Dominguez, CPA, CFE, CGMA  
Partner and Authorized Representative  
CWDL, Certified Public Accountants

**RESPONSE:**

This letter correctly sets forth the understanding of West Kern Community College District.

Management signature: \_\_\_\_\_

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

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

**Date:** February 23, 2021  
**Submitted by:** Jessica Grimes  
**Area Administrator:** Dr. Leslie Minor, VP of Instruction  
**Subject:** Request for Approval

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**Board Meeting Date:** March 10, 2021

**Title of Board Item:**  
Approval of the Emsi Software Subscription

**Background:**

Career Technical Education (CTE) programs are required to stay current to ensure our programs meet industry demand. The Emsi subscription helps us accomplish that goal by providing current labor market information filtered to our local region. The subscription includes the following data: current job postings, a 5-year and 10-year projection, top skills expected for jobs, top employers, demand and supply gap, and more. This data can be used in Annual Program Review (APR) and is also useful for the 2- and 5-year Course Outline revisions that CTE programs must do.

Moreover, the subscription includes a Widget Builder that can be embedded into our CTE website and our online catalog to show current, local industry information specific to CTE programs, such as annual salary and wages, number of current jobs, and the number of people currently employed. Having this information available in an online format is important for prospective and current CTE students as it further clarifies their career paths, one of our primary goals in Guided Pathways.

**Terms (if applicable):**  
March 22, 2021 – March 22, 2022

**Expense (if applicable):**  
\$15,000

**Fiscal Impact Including Source of Funds (if applicable):**  
Guided Pathways and Strong Workforce-Regional Funds

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



232 N. Almon Street  
 Moscow, ID 83843  
 Tel: 208-883-3500  
 Fax: 208-882-3317  
 www.economicmodeling.com

**Emsi Representative: Ralph Plaza**

**Analyst & Widget Builder Agreement**

This Analyst and Widget Builder agreement is between Taft College of Taft, California ("Licensee"), and Economic Modeling, LLC of Moscow, Idaho ("Emsi").

**I. Subscription Term**

Emsi will provide Licensee with access to Analyst and Widget Builder beginning March 22, 2021 and ending March 21, 2022, unless this agreement is extended or renewed.

**II. Fee**

The fee for the subscription is \$15,000.00, invoiced upon contract signature. Invoices are due 30 days from receipt. Sales tax will be added for non-tax-exempt institutions when applicable.

**III. Analyst Subscription Services**

**Users**

Emsi will provide Licensee with access to Analyst for up to 5 authorized user(s). Authorized users must be employees of Licensee or of a partner entity specifically listed below. Emsi will issue each authorized user a unique login credential (username and password). Login credentials may not be generic (e.g., email aliases) or shared. Licensee will designate one person as the admin user, who will be authorized to manage Licensee's authorized user list and coordinate training. List of partner entities receiving users through this agreement (if applicable):

**Licensed Dataset**

Licensee will be provided access to the following selected United States data ("Licensed Dataset"):

<u>Analyst Data Detail</u>		
<u>Region</u>		
<input type="checkbox"/> National	<input type="checkbox"/> Emsi Zip	<input type="checkbox"/> Emsi County
<input type="checkbox"/> __ State(s)	<input type="checkbox"/> Emsi Zip	<input type="checkbox"/> Emsi County
<input checked="" type="checkbox"/> 05County(ies)	<input checked="" type="checkbox"/> Emsi Zip	<input checked="" type="checkbox"/> Emsi County

<u>Business Data Detail*</u>		
<u>Region</u>		
<input type="checkbox"/> National	<input type="checkbox"/> Emsi Zip	<input type="checkbox"/> Emsi County
<input type="checkbox"/> __ State(s)	<input type="checkbox"/> Emsi Zip	<input type="checkbox"/> Emsi County
<input type="checkbox"/> __ County(ies)	<input type="checkbox"/> Emsi Zip	<input type="checkbox"/> Emsi County

<u>Analyst Add-Ons</u>
<input type="checkbox"/> On-Site Training**

List of selected region(s) (if applicable):

**\*Business Data Disclaimer** *Business data is offered as a convenience to Licensee, at Emsi's sole discretion. Emsi may terminate Licensee's access to business data at any time. Such termination will not entitle Licensee to a refund of any fees paid, or to a reduction of fees due for renewal subscriptions.*

**\*\*Additional Fee** *(this additional fee is applicable only if the Product Add-On "On-Site Training" is selected above)* In addition to the subscription fee, if Licensee chooses to add an On-Site Training to their agreement, Licensee shall reimburse Emsi, upon completion of the On-Site Training, for travel expenses of the Emsi trainer(s) at an estimated cost of \$1,500.00 but not to exceed \$2,000.00. Emsi will provide Licensee with an itemized invoice for reimbursable travel expenses payable within 30 days of receipt.

**Additional Services Provided**

The subscription includes the following services:

- Analyst user training
- Technical support via telephone or e-mail
- Access to all new data releases (new data is released periodically)
- Access to all Analyst updates and upgrades during the subscription period

#### **IV. Widget Builder Scope of Work**

Emsi will deliver to Licensee the Career Coach Widget Builder (“Widget Builder”), an interface which generates visualizations that Licensee will be able to embed on Licensee’s institutional website to display program and career data to website visitors for the Data Region defined below (such embedded visualizations hereinafter referred to as “widgets”).

Unless otherwise specified herein, the default geography for the Widget Builder will be set to the counties primarily covered by a 100-mile radius from the Licensee's main location (“Data Region”). Additional geography for the Widget Builder can be added upon request and will be included for an additional fee.

In order to ensure the data in the Widget Builder maps to Licensee’s programs, Emsi will scrape Licensee’s designated site location with the most updated list of Licensee’s program offerings. Licensee will have the opportunity to review the program to occupation mapping and propose changes to Emsi.

The Widget Builder will be delivered within two (2) weeks of agreement signature.

#### **V. Use of the Widget Builder**

Unless specifically agreed in writing, Licensee may publish the widgets only on Licensee's primary institutional website. However, Licensee may make the widgets freely available to site visitors on the site where the widgets are published. Licensee may not make the source code for the Widget Builder or widgets available to any third party except as necessary to publish the widgets as permitted hereunder.

#### **VI. Terms of Service**

Economic Modeling, LLC dba Emsi (“Emsi”) provides online SaaS applications that use labor market data to connect and inform people, education, and business. Emsi’s applications include Analyst, Developer, Career Coach, Workforce Insight, Alumni Insight, Profile Analytics, Talent, Staffing, and College Analyst. These Emsi Terms of Service (“ToS”) apply to all Emsi’s current applications, as well as any applications Emsi develops in the future whether or not they are named here (collectively “Emsi Apps”).

##### **License**

Licensees of Emsi Apps are granted a non-exclusive, nontransferable, non-assignable limited license to access data (the “Licensed Dataset”) through Emsi Apps as follows:

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**VII. Applicable Law**

Any litigation regarding interpretation or enforcement of this agreement shall be brought in the state of California, and this agreement shall be interpreted according to the laws of the state of California without regard to any conflict of law provisions.

**VIII. Licensee Contact Information (to be completed by Licensee before contract signature)**

	Invoice Contact	Admin User
Name:	_____	_____
Title:	_____	_____
Phone:	_____	_____
Email:	_____	_____





**Date:** March 1, 2021  
**Submitted by:** William L. Norris Jr., Bookstore Manager  
**Area Administrator:** Brock McMurray, EVP of Administrative Services *Bm*  
**Subject:** Request for Approval

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**Board Meeting Date:** March 10, 2021

**Title of Board Item:**

MBS Service Company, LLC. Implementation/installation of point-of-sale system

**Background:**

MBS Service Company, LLC currently provides the TC Bookstore with its operating software of its point-of-sale system. This is an addendum to the active MBS service agreement for the purpose of the installation of the TCX 800 registers and point-of-sale operating system for the new location.

MBS will designate an MBS employee as an activation coordinator for Taft College who will be Taft College's primary point of contact with MBS, and will coordinate the activation of the software, hardware, and services provided for under this Agreement (i.e., assistance in opening an online account, registration information, and general assistance in setting up the program).

**Terms (if applicable):**

Please see attached agreement.

**Expense (if applicable):**

The total implementation/installation expenditures, including reimbursement of travel expenses, are not to exceed \$8,500.00.

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

This is a budgeted item within the Bookstore Fund.

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

## Installation, Implementation & Training Addendum

This Master Purchase Agreement ("Agreement") is entered into by and between:

**MBS Service Company, LLC.**  
**2711 West Ash Street**  
**Columbia, Missouri 65203**

**Taft College Bookstore**  
**29 Cougar Court**  
**Taft, California 93268**

a Delaware corporation

(which is referred to herein as "MBS") and

(which is referred to herein as "Customer"),

and is made and effective upon the date of the last signature below (the "Effective Date"). In consideration of the mutual covenants below, and for good and valuable consideration which is hereby acknowledged as received by both parties, the parties agree as follows:

Revisions to Schedules B & C of Installation, Implementation and Training Agreement originally signed on December 16, 2010.

The individuals executing this Addendum on behalf of the respective parties hereby represent, warrant and confirm that they are duly authorized to enter into this Agreement on behalf of each respective party.

**Agreed to by Customer:**

**Agreed to by MBS:**

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

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

\_\_\_\_\_  
Printed Name

David Henderson

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

President

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## SCHEDULE B: INSTALLATION/IMPLEMENTATION FEES

In exchange for Customer's payment of the Implementation Fees, MBS will provide the following installation and other implementation services (the "Implementation Services") for the Licensed Materials to Customer:

Activation advice and assistance as follows: MBS will designate an MBS employee as an activation coordinator for Customer who will be Customer's primary point of contact with MBS, and will coordinate the activation of the Software and services provided for under this Agreement (i.e., assistance in opening an online account, registration information, and general assistance in setting up the program).

		<b>Fee</b>
<b>Project Management Services</b>		
Implementation and Installation Fee	*	\$3,083
<i><b>Total Project Management Services</b></i>		<b>\$3,083</b>

Customer-specific details will be set forth in Customer's order or provided in a separate document.

Implementation/Installation fees are net of travel, lodging and out of pocket expenses. Customer agrees to reimburse MBS's travel, lodging and other expenses incurred in connection with providing the installation services. Three man/days for hardware and software installation have been included in this implementation fee. If additional installation days are required, they will be at the rate of \$750 per person per day plus expenses.

	<b>Fee</b>
<b>Shipping Expense</b>	
Implementation and Installation Fee	\$450
<i><b>Total Shipping Cost</b></i>	
	<b>\$450</b>

The above Shipping Expenses will be billed at actual cost but not to exceed the amount listed above.

### SCHEDULE C: TRAINING SERVICES

In exchange for Customer's payment of the Training Fees, MBS will provide the following training services (the "Training Services") for the Licensed Materials to Customer:

<b>Training Services Packages</b>	<b>Fee</b>
<b>Webinar Training</b> - Unlimited "custom" webinar training sessions	\$700
<i><b>Total Training Services</b></i>	<b>\$700</b>

Customer-specific details will be set forth in Customer's order or provided in a separate document.

# BOARD AGENDA ITEM

Date: March 1, 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: March 10, 2021

**Title of Board Item:**

Amended Agreement with Oleg Bepalov - Professional Editing Services for Accreditation Report

**Background:**

The College is in the process of preparing for a 2021 site visit from the Accreditation Commission for Community and Junior College (ACCJC) accreditation team. An important part of the accreditation process is the submission of the Institution Self-Evaluation Report (ISER) in which the College documents the meeting of required standards. I am recommending the amended agreement for professional services of Oleg Bepalov to review and edit the ISER document prior to submission to the ACCJC.

**Terms (if applicable):**

January 13 - May 31, 2021

**Expense (if applicable):**

\$150 per Hour, Not to Exceed 60 Hours (20 hours from initial agreement and an additional 40 hours)

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

Funds from the District budget will be used for this expense.

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

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

This amended agreement is entered into by and between the WEST KERN COMMUNITY COLLEGE DISTRICT (“District”) and Oleg Beshpalov (“Independent Contractor”). The agreement is effective 1/13/21.

**Recitals**

1. District desires to obtain the services of an education consultant especially trained and experienced in rendering the following services: review and edit of the Accreditation Institutional Self-Evaluation Report (ISER) (and as may be more particularly described in paragraph 3 of terms below).
2. Independent Contractor is an Independent Contractor especially trained and experienced in providing the services described in recital #1 above.
3. The parties have agreed that the Independent Contractor will provide the personal professional services as specified in this Agreement as an Independent Contractor, as available, and not as an employee of the District.

**Terms**

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Recitals Approved.** The above recitals are true and correct.
2. **Length of Agreement.** Independent Contractor shall provide the services January 13 through May 31, 2021.
3. **Services to be Provided.** The services to be provided to the District by the Independent Contractor include but are not necessarily limited to the following: review and editing of ISER in preparation for submission to the Accreditation Commission for Community and Junior Colleges (ACCJC) site visit in 2021.
4. **Compensation.** Independent Contractor shall be paid the sum of \$150.00 per hour (Not to Exceed 60 Hours – 20 from the initial agreement and an additional 40 hours through this amendment).
5. **Hold Harmless Agreement.** Any amounts paid under this Agreement constitute the total compensation for all services rendered by Independent Contractor. The Independent Contractor agrees to pay all Social Security and other income taxes which may accrue by reason of this Agreement, and to indemnify, defend, and hold the District, its officers, agents, and employees harmless from all claims, penalties, damages, liabilities,



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

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

7. **Travel Expenses/Mileage Reimbursement.** The District shall reimburse Independent Contractor for travel expenses.

8. **Standards of Ethical Conduct and Confidentiality.** Standards of ethical conduct and confidentiality shall be maintained, and Independent Contractor will not engage in inappropriate contacts or professional conflicts of interest.

9. **Earlier Termination.** District may terminate this Agreement upon providing Independent Contractor with 15 days (this should be negotiated to fit the need) prior written notice of such termination.

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

Date of WKCCD Board Approval:  
1/13/21 (original) and Amendment 3/10/21

West Kern Community College District:

By: Dr. Debra S. Daniels

Independent Contractor:

By: Oleg Bespalov

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Signature

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Signature



## BOARD AGENDA ITEM

**Date:** February 24, 2021  
**Submitted by:** Xiaohong Li, Interim Executive Director Information Technology  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** March 10, 2021

**Title of Board Item:**

PortalGuard Invoice #012621-S1 Annual Renewal – PortalGuard Software License, Technical Support & Maintenance Contract

**Background:**

Single-Sign On (SSO) / Federated ID enabled software is a technology component that is required for membership into the California Community Colleges Online Education Initiative (OEI).

**Terms (if applicable):**

One year contract renewal is April 27, 2021 – April 26, 2022

**Expense (if applicable):**

Total cost of the annual maintenance contract is \$5,000.00

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

Annual maintenance renewal cost has been built into the 2020-2021 IT administrative budget.

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

# Invoice


BIO-Key International, Inc.  
 Dept CH 19250  
 Palatine, IL 60055-9250

Date	Invoice #
26-Jan-2021	012621-S1

<b>Bill To:</b>
Taft College Attn: Accounts Payable 29 Cougar Court Taft, CA 93268

PO #	Terms	Due Date
N/A	Net 30	26-Mar-2021

Qty	Description	Rate	Amount														
1	<p><b><u>Annual Renewal - PortalGuard Software License, Technical Support &amp; Maintenance Contract:</u></b>            (Includes 12 Support Incidents)            Support Term: [04-27-2021 -to- 04-26-2022]</p> <p><b>PLEASE NOTE THERE IS A CHANGE IN BANK AND ACCT #'S</b></p> <p><b>**Payments can be made by Check, Wire Transfer or ACH**</b></p> <table border="0"> <tr> <td><b>Wire Transfer Info:</b></td> <td><b>ACH Payment Info:</b></td> </tr> <tr> <td>Citizens Bank</td> <td>Routing # 011401533</td> </tr> <tr> <td>1 Citizens Dr.</td> <td>Account # 3316027310</td> </tr> <tr> <td>Riverside, RI 02915 USA</td> <td></td> </tr> <tr> <td>Wire Routing # 011500120</td> <td></td> </tr> <tr> <td>Account # 3316027310</td> <td></td> </tr> <tr> <td>SWIFT Code: CTZIUS33</td> <td></td> </tr> </table> <p>Questions regarding this invoice should be directed to:            Gwen Watkins            603-547-1208  <a href="mailto:accounts@bio-key.com">accounts@bio-key.com</a></p> <p style="text-align: right;">***All Amounts are in US Dollars***</p>	<b>Wire Transfer Info:</b>	<b>ACH Payment Info:</b>	Citizens Bank	Routing # 011401533	1 Citizens Dr.	Account # 3316027310	Riverside, RI 02915 USA		Wire Routing # 011500120		Account # 3316027310		SWIFT Code: CTZIUS33		\$ 5,000.00	\$ 5,000.00
<b>Wire Transfer Info:</b>	<b>ACH Payment Info:</b>																
Citizens Bank	Routing # 011401533																
1 Citizens Dr.	Account # 3316027310																
Riverside, RI 02915 USA																	
Wire Routing # 011500120																	
Account # 3316027310																	
SWIFT Code: CTZIUS33																	
<b>Total</b>			<b>\$ 5,000.00</b>														

**Date:** February 18, 2021  
**Submitted by:** Amanda Bauer, Executive Director, Fiscal Services  
**Area Administrator:** Brock McMurray, EVP of Administrative Services   
**Subject:** Request for Ratification

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**Board Meeting Date:** March 10, 2021

**Title of Board Item:**

Agreement with Total Compensation Systems, Inc. for actuarial services.

**Background:**

West Kern Community College District is required by the Governmental Accounting Standards Board (GASB) to conduct an actuarial study related to retiree health benefits every two years. WKCCD has contracted with Total Compensation Systems, Inc. for several years for actuarial services to comply with the GASB accounting standards 74/75.

The attached consulting services agreement is for actuarial services to comply with GASB 74/75. The actuarial reports from Total Compensation Systems, Inc. will include one full valuation and one "roll-forward" valuation, and are separated between four employee classifications.

It is my recommendation that the Board of Trustees approve this agreement.

**Terms (if applicable):**

The agreement will be effective beginning February 22, 2021, and will continue through December 31, 2021, or until all consulting services has been performed.

**Expense (if applicable):**

The total expenditures are not to exceed \$2,970.

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

This is a budgeted General Fund expenditure.

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

## CONSULTING SERVICES AGREEMENT

This Agreement is entered into effective the 22nd day of February, 2021 by and between Total Compensation Systems, Inc. ("Consultant"), a California corporation with principal offices located at 5655 Lindero Canyon Road, Suite 223, Westlake Village, California, 91362 and West Kern Community College District ("Customer").

The following shall govern the provision of consulting services by Consultant to Customer.

1. Consulting Services. Consultant shall provide the consulting services described on Schedule 1 attached hereto.
2. Compensation to Consultant. Customer shall pay Consultant for the consulting services described on Schedule 1 attached hereto the compensation set forth on Schedule 2 attached hereto.
3. Term and Termination. (a) Term. This Agreement shall commence on the date first written above and shall continue in effect until December 31, 2021, or until all consulting services described on Schedule 1 have been performed, whichever occurs first, unless sooner terminated in accordance with the provisions of this Agreement. (b) Termination Without Cause. This agreement may be terminated at any time by either party upon sixty (60) days prior written notice to the other party. (c) Termination With Cause. Either party shall have the right to terminate this Agreement upon the failure of either party to observe any of the covenants and agreements required to be observed by it under this Agreement, and such failure continues for a period of thirty (30) days after written notice thereof. (d) Rights and Obligations after Termination. Termination of this agreement shall not relieve either party of any rights or obligations arising out of the Agreement prior to termination, with the exception that the amount of the final payment that shall be made by Customer shall be based solely upon the percentage of work that was completed by Consultant.
4. Customer Will Provide Information. Customer shall provide Consultant with the information necessary for Consultant to provide the consulting services described on Schedule 1 attached hereto.
5. Authorization to Acquire Information. Customer hereby authorizes Consultant to acquire the necessary information reasonably required by Consultant to provide the consulting services described on Schedule 1 attached hereto from any agency, agencies, source or sources.
6. Customer's Right to Provide Information. Customer represents and warrants to Consultant that it has the right to provide the information that will be given by Customer to Consultant, or which will be acquired by Consultant pursuant to paragraphs 4 and 5 above.
7. Limitation on Services. Customer understands that Customer retains sole authority and responsibility for the operation and design of all Customer's employee benefit plans.
8. Ownership of Systems and Materials. All systems, programs, operating instructions, forms and other documentation prepared by or for Consultant shall be and remain the property of Consultant. All data source documents provided by Customer shall remain the property of Customer.
9. Indemnification. (a) By Customer. Customer hereby agrees to defend and indemnify Consultant and hold Consultant harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Customer's gross negligence or willful misconduct. (b) By Consultant. Consultant hereby agrees to defend and indemnify Customer and hold Customer harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Consultant's gross negligence or willful misconduct.

10. General.

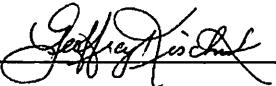
- a. Relationship of the Parties. The relationship between Consultant and Customer established by this Agreement is that of independent contractors. Consultant and Customer shall each conduct its respective business at its own initiative, responsibility, and expense, and shall have no authority to incur any obligations on behalf of the other.
- b. Force Majeure. No party shall have liability for damages or non-performance under this Agreement due to fire, explosion, strikes or labor disputes, water, acts of God, war, civil disturbances, acts of civil or military authorities or the public enemy, transportation, facilities, labor, fuel or energy shortages, or other causes beyond that party's control.
- c. Entire Agreement. This Agreement and the Schedules attached hereto contain the entire agreement between the parties and supersedes all previous agreements and proposals, oral or written, and all negotiations, conversations, or discussions between the parties related to the subject matter of this Agreement. This Agreement shall not be deemed or construed to be modified, amended, rescinded, canceled or waived in whole or in part, except by written amendment signed by both of the parties hereto.

- 11. Confidentiality. Consultant recognizes that its work will bring it into close contact with confidential information of Customer, including personal information about employees of Customer. Consultant agrees not to disclose anything that is the confidential information of Customer, or that is proprietary to Customer, including its software, its legacy applications, and its databases, to any third party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as set forth below.

"CONSULTANT"  
TOTAL COMPENSATION SYSTEMS, INC.

"CUSTOMER"  
WEST KERN COMMUNITY COLLEGE  
DISTRICT

Signed: \_\_\_\_\_  


Signed: \_\_\_\_\_

By: \_\_\_\_\_  
Geoffrey L. Kischuk

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

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

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

Date: \_\_\_\_\_  
February 18, 2021

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



## SCHEDULE 1

For the purposes of this Agreement, "consulting services" shall include the following services provided by Consultant to Customer:

Consulting reports including all actuarial information necessary for Customer to comply with the requirements of current GASB accounting standards 74/75 related to retiree health benefits for 2021, including one "roll-forward" valuation. Study results will be separated between four employee classifications. Consultant will provide as many copies of the final reports as Customer shall reasonably request.

Services do not include Consultant's attendance at any meetings, unless requested by Customer at the fee shown in Schedule 2. Services also do not include a funding valuation unless requested by Customer at the fee shown in Schedule 2

## SCHEDULE 2

Customer shall pay Consultant for the retiree health valuation report based on the roll-forward valuation a total of \$2,970. One-half, or \$1,485 shall be due within 30 days of the commencement of work by Consultant. One-half, or \$1,485 shall be due within 30 days of the delivery by Consultant to Customer of the draft consulting report for the full valuation (or within 30 days of contract termination, if earlier).

In addition to the above fees, Customer agrees to pay Consultant an all-inclusive fee of \$1,900 per meeting to attend meetings related to the consulting services. Customer shall pay such meeting fees within 30 days of the meeting. Also in addition, to all of the above fees, Customer will pay Consultant \$1,500 for each "funding valuation" requested by Customer. Neither the meeting fee nor the fee for a "funding valuation" shall be subject to the above discount or to any other discounts.

**Taft College Check Register Report**

**01-February-21 through 28-February-21**

**FY 20-21**

78050885	02/01/2021	A00319152Adorama Inc.	I0063947	27238806	12561	223	4310	68900	1,228.02
			I0063970	27241310	12561	223	4310	68900	72.02
78050886	02/01/2021	A00203579Alcorn Aire, Inc.	I0063991	57727	11000	431	4317	65100	600.00
78050887	02/01/2021	A00200037Allstate Sign & Plaque	I0063923	185205-1	12740	421	4310	67900	876.75
78050888	02/01/2021	A00223048AMS.NET	I0063977	0043330	12725	421	6414	67900	0.00
					12725	421	6412	67900	0.01
					12725	421	6414	67900	0.00
					12725	421	5642	67900	0.01
					12725	421	6414	67900	0.00
					12725	421	6412	67900	0.01
					12725	421	6414	67900	0.00
					12725	421	6412	67900	2,576.52
					12725	421	6414	67900	0.00
					12725	421	6412	67900	282.65
78050889	02/01/2021	A00305826Ayon, Delia M.	I0063928	011321	31000	423	5985	69100	25.00
78050890	02/01/2021	A00259229Blackboard Inc.	I0063964	1360378	11000	301	5641	64500	4,650.00
78050891	02/01/2021	A00200107Bright House Networks	I0063916	011821	35000	000	5890	69700	99.98
78050892	02/01/2021	A00200107Bright House Networks	I0063972	011921	31000	423	5840	69100	134.97
78050893	02/01/2021	A00200109Brown & Reich Petroleum, Inc	I0063924	19049	11000	431	4316	65500	97.36
					11000	432	4316	65100	210.46
					11000	432	4316	65300	57.90
					11000	432	4316	65500	90.53
78050894	02/01/2021	A00200119C.A. Reding Company, Inc.	I0063922	581536	31000	423	5971	69100	5.94
			I0063957	578475	31000	423	5971	69100	4.62
78050895	02/01/2021	A00200127California Dept. of Educatio	I0063992	4000361	31000	423	4110	69100	219.50
					31000	423	5940	69100	13.58
78050896	02/01/2021	A00099536Campbell, Brooke L.	I0063934	122220	33428	310	5985	69200	18.75
					33588	310	5985	69200	18.75
					33528	310	5985	69200	18.75
					33591	310	5985	69200	18.75
78050897	02/01/2021	A00257716Capitol Public Finance Group	I0063950	2021-020	11000	401	5510	67200	1,500.00
78050898	02/01/2021	A00200143Carlson, Kamala A.	I0063969	25	31000	423	4110	69100	1,260.00
78050899	02/01/2021	A00201685Cengage Learning	I0063927	73131663	31000	423	4110	69100	900.00
					31000	423	4115	69100	0.01
					31000	423	5940	69100	40.64
78050900	02/01/2021	A00201051Central Sanitary Supply	I0063986	1136468	33588	310	4310	69200	47.02
					33528	310	4310	69200	23.51
					33428	310	4310	69200	23.51
78050901	02/01/2021	A00258703College House	I0063968	41309	31000	423	4310	69100	1,397.70
					31000	423	5940	69100	103.15
78050902	02/01/2021	A00300497Content Distributors	I0063962	OR-22006	31000	423	4110	69100	671.68
					31000	423	5940	69100	170.24
78050903	02/01/2021	A00264649Convergint Technologies, LLC	I0063938	277655	11000	113	5641	67801	800.00
			I0063939	278096	11000	113	5641	67801	800.00
78050904	02/01/2021	A00200213Council of Chief Librarians	I0063915	20-104	11000	203	5210	61200	150.00
78050905	02/01/2021	A00233814D3 Sports	I0063943	5593	12740	421	4310	67900	1,783.63
78050906	02/01/2021	A00315136Daniel Burke, Marriage and F	I0063942	090520	39000	314	5510	64991	857.50
78050907	02/01/2021	A00200240Dept. of Social Services	I0063941	215394	33428	310	5990	69200	423.50
					33528	310	5990	69200	423.50
					33588	310	5990	69200	847.00
78050908	02/01/2021	A00200243Dick Blick	I0063954	5439258	31000	423	4310	69100	143.50

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78050909	02/01/2021	A00277845	Double D Cleaning Service	I0063925	067	12560	223	5890	09565	265.00
78050910	02/01/2021	A00200308	Federal Express Corporation	I0063966	7-253-55	11000	401	5940	67705	27.10
78050911	02/01/2021	A00283264	Frontier California Inc.	I0063944	011021	11000	431	5840	65700	48.48
78050912	02/01/2021	A00283264	Frontier California Inc.	I0063956	122220	31000	423	5840	69100	47.90
78050913	02/01/2021	A00210378	Grey House Publishing	I0063917	175738	12477	203	6310	61200	1,359.00
78050914	02/01/2021	A00200645	Hardy Diagnostics	I0063967	2464610	11000	209	4311	04012	222.27
78050915	02/01/2021	A00200655	Henry Schein, Inc.	I0063978	87710375	12651	205	4311	12042	190.35
				I0063979	87654047	12651	205	4311	12042	29.16
				I0063980	87292707	12651	205	4311	12042	117.95
				I0063981	86802618	12651	205	4311	12042	1,072.07
78050916	02/01/2021	A00201122	Home Depot Credit Services	I0063918	9503174	11000	431	6412	65100	1,277.32
						11000	431	6412	65500	1,394.52
						11000	431	6120	65500	0.01
				I0063932	2612271	11000	431	6120	65500	277.28
78050917	02/01/2021	A00202073	Human Kinetics	I0063988	43562590	31000	423	4110	69100	236.00
						31000	423	5940	69100	21.16
78050918	02/01/2021	A00312050	Karre, Idahlynn	I0063929	012121	11000	110	5510	66003	900.00
78050919	02/01/2021	A00227772	MBS Textbook Exchange, Inc.	I0063960	IBB37852	31000	423	4112	69100	1,151.00
				I0063976	47-50269	31000	423	4110	69100	323.02
						31000	423	4115	69100	506.10
						31000	423	5940	69100	146.44
						31000	423	5641	69100	0.01
						31000	423	4112	69100	0.01
78050920	02/01/2021	A00299989	Mejia, German B.	S0050061	78049238	11000		9526		910.00
78050921	02/01/2021	A002858200	Connor Construction Manage	I0063933	36859	42351	000	5510	71002	1,120.00
78050922	02/01/2021	A00200498	Office Depot	I0063955	14739299	31000	423	4321	69100	61.11
				I0063989	14975459	11000	209	4310	19051	248.73
				I0063990	14880923	12401	353	4310	64600	983.38
78050923	02/01/2021	A00288637	Otis Elevator Company	I0063926	10040020	11000	431	5641	65100	671.31
78050924	02/01/2021	A00200508	P. G. & E.	I0063951	01/13/21	31000	423	5820	69100	613.85
						31000	423	5830	69100	8.66
78050925	02/01/2021	A00200508	P. G. & E.	I0063958	121321	31000	423	5820	69100	561.05
						31000	423	5830	69100	7.85
78050926	02/01/2021	A00313624	Pacific Torch & Regulator	I0063946	3160	12560	223	4311	09565	100.26
				I0063948	3192	12560	223	4311	09565	120.00
78050927	02/01/2021	A00238004	Paymetric, Inc.	I0063959	11200997	31000	423	5641	69100	1,500.00
78050928	02/01/2021	A00200518	Pearson Education	I0063987	12423802	31000	423	4110	69100	14,916.11
						31000	423	4115	69100	0.01
78050928	02/01/2021	A00200518	Pearson Education	I0063987	12423802	31000	423	5940	69100	97.60
78050929	02/01/2021	A00274574	Penguin Random House LLC	I0063975	10883274	31000	423	4110	69100	39.48
						31000	423	5940	69100	0.01
78050930	02/01/2021	A00200522	Pepsi-Cola Company	I0063935	12074102	32000	422	4410	69400	102.94
78050931	02/01/2021	A00200536	Praxair Distribution, Inc.	I0063982	61199031	12651	205	4311	12042	477.21
78050932	02/01/2021	A00234666	Sigma-Aldrich, Inc.	I0063920	55240848	12745	421	5980	67900	0.01
						12745	421	5980	67900	190.27
						12745	421	5980	67900	0.01
78050933	02/01/2021	A00237176	SSD Systems	I0063971	R-002582	31000	423	5880	69100	59.34
78050934	02/01/2021	A00200400	Stinson's	I0063953	969851-0	11000	223	4310	60103	268.03
78050935	02/01/2021	A00200417	Sysco Food Service of Ventur	I0063974	27935505	32000	422	4410	69400	687.95
						32000	422	4411	69400	61.61
						32000	422	4411	69400	0.01

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Check Number	Date	Vendor Name	Account Number	Check Amount	Check Date	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
			I0063985	32000		422	5940	69400		4.69	
			I0063945	27935252	33429	310	4410	69250		659.58	
78050936	02/01/2021	A00200862Taft College Bookstore	I0063945	9659.	12000	207	4311	09565		125.38	
78050937	02/01/2021	A00252942TC Federal Financial Aid Cle	I0063963	012021	11000	353	7130	64600		1,457.00	
78050938	02/01/2021	A00200434Teacher's College Press	I0063952	5356600	31000	423	4110	69100		249.11	
								69100		0.01	
78050939	02/01/2021	A00200282True Value Home Center	I0063940	437860	33428	310	4310	69200		13.64	
								69200		13.64	
								69200		27.29	
								69200		27.29	
78050940	02/01/2021	A00200284U.S. Foods	I0063984	5761183	33429	310	4410	69250		695.72	
78050941	02/01/2021	A00312920Vital Source	I0063983	VST11479	31000	423	4110	69100		185.52	
78050942	02/01/2021	A00202272VWR International	I0063936	88032636	12745	421	5980	64900		0.00	
								67900		2,712.45	
								67900		331.19	
78050943	02/01/2021	A00200355West Kern Water District	I0063937	88031962	12725	421	4311	67900		331.19	
78050944	02/01/2021	A00200355West Kern Water District	I0063921	011621	12560	223	5810	09565		73.40	
			I0063930	01/08/21	33428	310	5810	69200		27.67	
								69200		27.67	
								69200		27.63	
78050945	02/01/2021	A00200355West Kern Water District	I0063965	01-08-21	35000	000	5810	69700		60.55	
78050946	02/01/2021	A00275443WestAir Gases & Equipment In	I0063973	80351665	31000	423	4321	69100		27.64	
78050947	02/01/2021	A00200360Westec	I0063949	27506	11450	204	5641	09543		32,271.75	
78050948	02/01/2021	A00200357Westside Urgent Care	I0063919	28423A14	11000	431	5980	65300		151.40	
78050949	02/01/2021	A00201081Westside Waste Management Co	I0063931	3769	11000	431	5850	69200		46.21	
								69400		124.17	
78050950	02/01/2021	A00319010XanEdu Publishing, Inc.	I0063961	812463-9	31000	423	4115	69100		580.00	
78050951	02/02/2021	A00314333Adamak, Benjamin A.	S0050826		11000		9526			138.00	
78050952	02/02/2021	A00313707Allen, Rachel S.	S0050824		11000		9526			186.00	
78050953	02/02/2021	A00292283Altamirano, Leslie	S0050801		11000		9526			828.00	
78050954	02/02/2021	A00305260Alvarez, Graciela	S0050775		11000		9526			184.00	
78050955	02/02/2021	A00317832Angeles, Faith S.	S0050806		11000		9526			138.00	
78050956	02/02/2021	A00294573Arenas, Sandra Y.	S0050831		11000		9526			1,000.00	
78050957	02/02/2021	A00319419Berna, Kayla B.	S0050814		11000		9526			186.00	
78050958	02/02/2021	A00227069Burgess, Starr R.	S0050782		11000		9526			413.00	
78050959	02/02/2021	A00211849Cabe, Nicole R.	S0050780		11000		9526			278.00	
78050960	02/02/2021	A00228501Camacho, Valerie D.	S0050784		11000		9526			136.00	
78050961	02/02/2021	A00301287Cantrell, Allison H.	S0050838		11000		9526			230.00	
78050962	02/02/2021	A00283141Carreto, Borys B.	S0050794		11000		9526			140.00	
78050963	02/02/2021	A00267269Cisneros, Eduardo	S0050788		11000		9526			232.00	
78050964	02/02/2021	A00306349Cloutier, Jillian M.	S0050843		11000		9526			1,000.00	
78050965	02/02/2021	A00228335Contreras, Angel	S0050783		11000		9526			230.00	
78050966	02/02/2021	A00307661Cornford, Jenna M.	S0050820		11000		9526			138.00	
78050967	02/02/2021	A00280400Crouch, Canon R.	S0050793		11000		9526			414.00	
78050968	02/02/2021	A00269831Davis, Bradley A.	S0050789		11000		9526			2.00	
78050969	02/02/2021	A00305994Detloff, Aidan A.	S0050818		11000		9526			138.00	
78050970	02/02/2021	A00307144Donato, Michael A.	S0050819		11000		9526			368.00	
78050971	02/02/2021	A00291301Elenes, Stephanie	S0050799		11000		9526			2.00	
78050972	02/02/2021	A00305273Felix, Gabrielle B.	S0050817		11000		9526			230.00	
78050973	02/02/2021	A00295170Frayre, Nicole B.	S0050834		11000		9526			184.00	
78050974	02/02/2021	A00292956Fuentes, Jennifer M.	S0050828		11000		9526			46.00	
78050975	02/02/2021	A00318784Gaytan, Abel A.	S0050811		11000		9526			414.00	
78050976	02/02/2021	A00291626Gill, Harneet K.	S0050800		11000		9526			414.00	

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78050977	02/02/2021	A00290848Ginn, Bryson C.	S0050798	11000	9526	46.00
78050978	02/02/2021	A00285722Granados de Estrada, Laura I	S0050795	11000	9526	2.00
78050979	02/02/2021	A00298950Gregory, Hannah	S0050836	11000	9526	230.00
78050980	02/02/2021	A00296557Grimaldi, Madisen P.	S0050835	11000	9526	230.00
78050981	02/02/2021	A00318622Guevara, Noah D.	S0050809	11000	9526	322.00
78050982	02/02/2021	A00319016Gusman, Yanet G.	S0050812	11000	9526	460.00
78050983	02/02/2021	A00308176Hale, Gillian R.	S0050822	11000	9526	1,000.00
78050984	02/02/2021	A00302515Hamilton, Logan T.	S0050840	11000	9526	414.00
78050985	02/02/2021	A00201997Harless, Teri L.	S0050779	11000	9526	140.00
78050986	02/02/2021	A00319044Hernandez, Lucero	S0050813	11000	9526	414.00
78050987	02/02/2021	A00302945Jackson, Brett R.	S0050841	11000	9526	184.00
78050988	02/02/2021	A00200945James, Tara L.	S0050778	11000	9526	138.00
78050989	02/02/2021	A00299363Koenig, Kasie L.	S0050837	11000	9526	278.00
78050990	02/02/2021	A00319727Lopez, Andrea J.	S0050816	11000	9526	140.00
78050991	02/02/2021	A00319645Luevano, Ashley M.	S0050815	11000	9526	1,000.00
78050992	02/02/2021	A00231872Lugo, Claudia C.	S0050785	11000	9526	184.00
78050993	02/02/2021	A00286369Maier, Sawyer R.	S0050796	11000	9526	186.00
78050994	02/02/2021	A00318568Maravilla, Jose S.	S0050808	11000	9526	2,253.00
78050995	02/02/2021	A00303935Marks, Josiah B.	S0050773	11000	9526	140.00
78050996	02/02/2021	A00315137Medina, Anthony L.	S0050803	11000	9526	184.00
78050997	02/02/2021	A00317405Mejia, Hedar	S0050805	11000	9526	92.00
78050998	02/02/2021	A00276812Mendoza, Ivana J.	S0050791	11000	9526	138.00
78050999	02/02/2021	A00095105Miller, Anna M.	S0050776	11000	9526	138.00
78051000	02/02/2021	A00293912Murphy, Cassidy R.	S0050829	11000	9526	184.00
78051001	02/02/2021	A00301684Nguyen, Johnny	S0050839	11000	9526	140.00
78051002	02/02/2021	A00275345Oberholzer, Timothy C.	S0050790	11000	9526	347.00
78051003	02/02/2021	A00318402Osborne, Thomas L.	S0050807	11000	9526	138.00
78051004	02/02/2021	A00200374Patterson, Paula R.	S0050777	11000	9526	2.00
78051005	02/02/2021	A00292827Perez, Joshua E.	S0050827	11000	9526	186.00
78051006	02/02/2021	A00300285Prendez, Aubree J.	S0050844	11000	9526	1,000.00
78051007	02/02/2021	A00295167Randhawa, Simran	S0050833	11000	9526	230.00
78051008	02/02/2021	A00287350Reynolds, Christian J.	S0050797	11000	9526	184.00
78051009	02/02/2021	A00310633Robison, Lauren H.	S0050823	11000	9526	138.00
78051010	02/02/2021	A00294403Rouell, Jordan J.	S0050845	11000	9526	230.00
78051011	02/02/2021	A00215732Salazar, Jasmin	S0050781	11000	9526	2.00
78051012	02/02/2021	A00234154Salcedo, Elizabeth M.	S0050786	11000	9526	140.00
78051013	02/02/2021	A00305935Sandoval, Hugo V.	S0050846	11000	9526	1,000.00
78051014	02/02/2021	A00316946Scherberth, Christopher D.	S0050804	11000	9526	3,998.00
78051015	02/02/2021	A00313734Spies, Colton M.	S0050825	11000	9526	138.00
78051016	02/02/2021	A00294455Stubblefield, Kallie P.	S0050830	11000	9526	184.00
78051017	02/02/2021	A00292313Sweeny, Jack H.	S0050802	11000	9526	184.00
78051018	02/02/2021	A00318769Ton, Isabelle V.	S0050810	11000	9526	46.00
78051019	02/02/2021	A00304030Valdivia, Roman	S0050774	11000	9526	276.00
78051020	02/02/2021	A00277522Velasquez, Edgar J.	S0050792	11000	9526	138.00
78051021	02/02/2021	A00307727Velez, Hector A.	S0050821	11000	9526	736.00
78051022	02/02/2021	A00295036Villa, Alexis J.	S0050832	11000	9526	184.00
78051023	02/02/2021	A00263811Ward, Dylan T.	S0050787	11000	9526	186.00
78051024	02/02/2021	A00303424Wright, Laura S.	S0050842	11000	9526	232.00
78051025	02/03/2021	A00265338Almaguer, Ivette	S0050855	11000	9526	348.00
78051026	02/03/2021	A00300114Barnachia, Regan M.	S0050852	11000	9526	300.00
78051027	02/03/2021	A00298242Burell, Carson T.	S0050856	11000	9526	300.00



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78051028	02/03/2021	A00300282Cisneros, Yasmin	S0050857		11000		9526		300.00
78051029	02/03/2021	A00312907Figueroa, Jose	S0050849		11000		9526		298.00
78051030	02/03/2021	A00300084Flores, Davino G.	S0050851		11000		9526		300.00
78051031	02/03/2021	A00298229Gutierrez Cuevas, Ivonne J.	S0050858		11000		9526		298.00
78051032	02/03/2021	A00298240Huerta Arechiga, Maria L.	S0050859		11000		9526		300.00
78051033	02/03/2021	A00314390Leaf, Courtney A.	S0050860		11000		9526		298.00
78051034	02/03/2021	A00315414Medina, Lizeth S.	S0050847		11000		9526		300.00
78051035	02/03/2021	A00311817Michel, Natalie V.	S0050848		11000		9526		298.00
78051036	02/03/2021	A00304250Mizener, Rylee J.	S0050850		11000		9526		298.00
78051037	02/03/2021	A00298235Orsburn, Kenya K.	S0050854		11000		9526		300.00
78051038	02/03/2021	A00303763Pulido, Morgan E.	S0050861		11000		9526		300.00
78051039	02/03/2021	A00298231Sebastian, Carmen L.	S0050853		11000		9526		300.00
78051040	02/03/2021	A00298236Silva Almanza, Accsiris L.	S0050862		11000		9526		298.00
78051041	02/03/2021	A00303787Smith, Ashlynn C.	S0050863		11000		9526		300.00
78051042	02/03/2021	A00298735Uribe, Camila M.	S0050864		11000		9526		300.00
78051043	02/08/2021	A00200017A.P.I. Plumbing	I0064051	19225	11000	431	4312	69400	53.63
78051044	02/08/2021	A00243588AARP Health Care Options	I0063995	FEB 21	11000	412	3350	59100	20,031.74
78051045	02/08/2021	A00306660Advanced Data Storage, Inc.	I0063998	0123953	11000	411	5990	67300	85.00
78051046	02/08/2021	A00203579Alcorn Aire, Inc.	I0064002	57604	35000	357	6121	69700	43,968.75
78051047	02/08/2021	A00238497All-Tech Electronic Systems,	I0064032	1944	11000	431	5631	65100	525.00
78051048	02/08/2021	A00200043American Express	I0064021	11005012	11000	000	7211	00000	4,969.67
78051049	02/08/2021	A00200092Bio Rad	I0064033	90458795	12745	421	6414	67900	0.01
					12745	421	5390	67900	3,067.34
78051050	02/08/2021	A00318628Blue Frame Technology, LLC	I0064010	POBBIF31	12725	421	5645	67900	700.00
78051051	02/08/2021	A00200108Broadcast Music, Inc.	I0064007	38993563	11000	301	5642	64500	884.35
78051052	02/08/2021	A00320747CalGovHR	I0063993	04233	12571	411	5985	67300	449.00
78051053	02/08/2021	A00250381California Chamber of Commer	I0064000	11509884	11000	411	4310	67300	500.22
78051054	02/08/2021	A00200161CDW-G	I0064017	6994622	12725	421	4313	67900	54.10
78051054	02/08/2021	A00200161CDW-G	I0064018	6994517	12745	421	6415	67900	3,876.90
			I0064019	6902526	31000	423	6412	69100	433.40
78051055	02/08/2021	A00201051Central Sanitary Supply	I0064027	1139410	12745	421	4310	67900	633.58
			I0064028	1139411	12745	421	4310	67900	1,257.77
78051056	02/08/2021	A00200182City of Taft Police Departme	I0064008	0121WKCC	33428	310	5985	69200	34.25
					33588	310	5985	69200	34.25
					33528	310	5985	69200	34.25
					33591	310	5985	69200	34.25
					11000	431	5985	65300	29.00
					11000	202	5985	60100	29.00
78051057	02/08/2021	A00313072Colombo Construction Co., In	I0064005	PAY REQ	42351	000	6211	71003	101,022.55
78051058	02/08/2021	A00285161Contreras Salgado, Teresa	S0050636		11000		9526		100.00
78051059	02/08/2021	A00200243Dick Blick	I0064053	5563673	31000	423	4310	69100	931.06
78051060	02/08/2021	A00200323Flinn Scientific, Inc.	I0064050	2524251	11000	209	4311	19051	12.10
78051061	02/08/2021	A00283264Frontier California Inc.	I0063996	79000128	11000	431	5840	65700	807.74
78051062	02/08/2021	A00283264Frontier California Inc.	I0063997	77000128	11000	431	5840	65700	1,016.40
78051063	02/08/2021	A00283264Frontier California Inc.	I0064011	13580122	31000	423	5840	69100	48.48
78051064	02/08/2021	A00200629Grainger	I0064045	97716096	11000	431	4312	69400	114.12
78051065	02/08/2021	A00202979Health First Corporation	I0064037	INV60530	11000	205	4311	12042	159.55
78051066	02/08/2021	A00200655Henry Schein, Inc.	I0064022	88655240	12651	205	4311	12042	33.01
78051067	02/08/2021	A00279164Instructure, Inc.	I0064003	INV36222	11000	224	5642	60200	1,051.50
78051068	02/08/2021	A00108728Issue Trak, Inc	I0064004	72833	11000	224	5642	60200	3,640.00
78051069	02/08/2021	A00318857KBFX-CD	I0064048	1512675-	12000	319	5970	63200	5,585.00

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78051070	02/08/2021	A00200712	Kern County Supt. of Schools	I0064030	101841	11000	421	4310	67200	308.00		
78051071	02/08/2021	A00200715	Kern Electric Distributors	I0064042	582894	11000	431	4310	65100	47.11		
				I0064043	582893	11000	431	4310	69800	60.85		
						11000	431	4310	69100	106.00		
						11000	431	4310	69400	106.00		
78051072	02/08/2021	A00200498	Office Depot	I0064031	14859024	11000	421	4310	67200	448.66		
78051073	02/08/2021	A00315956	Orkin Pest Control	I0064014	20711472	11000	431	5860	65100	165.00		
78051074	02/08/2021	A00318539	Paycor, Inc.	I0063999	INV00034	12571	411	5985	67300	333.00		
78051075	02/08/2021	A00200536	Praxair Distribution, Inc.	I0064024	60225061	12560	223	4311	09565	149.65		
78051076	02/08/2021	A00270674	Public Agency Law Group	I0064054	012421	42350	000	5430	71003	2,315.80		
78051076	02/08/2021	A00270674	Public Agency Law Group	I0064054	012421	11000	401	5430	67200	2,842.80		
78051077	02/08/2021	A00200482	Sesac, Inc.	I0064046	706652	11000	301	5642	64500	283.00		
78051078	02/08/2021	A00234793	Southwest Signs	I0064029	26334	31000	423	4310	69100	929.00		
78051079	02/08/2021	A00200393	Sparkletts	I0064034	011521	31000	423	4321	69100	44.85		
78051080	02/08/2021	A00200396	Spurr	I0064055	111984	11000	431	5820	65700	5,430.74		
								35827	357	5820	69700	230.83
								33428	310	5820	69200	98.44
								33528	310	5820	69200	98.44
								33588	310	5820	69200	98.46
78051081	02/08/2021	A00200400	Stinson's	I0064001	983840-0	11000	113	4318	67801	131.45		
78051082	02/08/2021	A00200407	Student Insurance	I0062358	2165	11000	401	5340	67702	55,061.00		
78051083	02/08/2021	A00200417	Sysco Food Service of Ventur	I0064026	27935989	32000	422	4410	69400	280.93		
								32000	422	4411	69400	29.90
								32000	422	4411	69400	0.01
								32000	422	5940	69400	4.69
				I0064040	27935989	33429	310	4410	69250	777.47		
78051084	02/08/2021	A00319064	T-Mobile USA Inc.	I0064013	012121	39000	314	5840	64991	56.30		
78051085	02/08/2021	A00312622	Tableau Software, Inc.	I0064047	72006848	12582	301	5642	67800	1,260.00		
78051086	02/08/2021	A00200423	Taft City School District	I0064057	21-058	11000	432	4312	67703	18.78		
								11000	432	5632	67703	177.50
78051087	02/08/2021	A00200862	Taft College Bookstore	I0064012	0169	11000	213	4110	11051	128.70		
78051088	02/08/2021	A00200862	Taft College Bookstore	I0064036	01465	12000	207	4311	09565	1,968.82		
78051089	02/08/2021	A00200862	Taft College Bookstore	I0064038	0630	11000	421	5425	67200	189.00		
78051090	02/08/2021	A00200862	Taft College Bookstore	I0064041	0620	11000	421	5971	67200	9.60		
78051091	02/08/2021	A00200862	Taft College Bookstore	I0064056	0461	11000	224	4110	60200	3,054.44		
78051092	02/08/2021	A00200426	Taft College Cafeteria	I0064035	020121	32000	422	4410	69400	19.99		
78051093	02/08/2021	A00312691	TC State Financial Aid Clear	I0064049	01252021	11999	000	7412	73900	9,161.10		
78051094	02/08/2021	A00200434	Teacher's College Press	I0064052	5397971	31000	423	4110	69100	249.11		
								31000	423	5940	69100	0.01
78051095	02/08/2021	A00200282	True Value Home Center	I0064023	438096	11000	431	4310	69610	5.56		
				I0064025	438112	11000	431	4310	69200	40.73		
78051096	02/08/2021	A00200284	U.S. Foods	I0064039	5876553	33429	310	4410	69250	803.79		
78051097	02/08/2021	A00243587	United Healthcare Insurance	I0063994	FEB 21	11000	412	3350	59100	22,264.90		
78051098	02/08/2021	A00200309	United Refrigeration, Inc.	I0064044	76044403	11000	431	4312	65100	656.82		
								11000	431	5940	65100	32.84
78051099	02/08/2021	A00000456	Uribe, Jose	I0064058	JAN 21	35000	000	5633	69700	190.00		
78051100	02/08/2021	A00200338	Verizon Wireless	I0064020	98720658	11000	113	5840	67801	76.02		
								12551	353	6415	64600	38.01
78051101	02/08/2021	A00202272	VWR International	I0064015	88034924	12745	421	5980	67900	2,725.08		
				I0064016	88035666	12745	421	5980	67900	585.34		
78051102	02/08/2021	A00275443	WestAir Gases & Equipment In	I0064006	80346235	11000	352	4310	69610	29.45		

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			I0064009	80351664	11000	352	4310	69610	27.64
78051103	02/10/2021	A00200017A.P.I. Plumbing	I0064101	19268	11000	431	4310	69610	85.80
78051104	02/10/2021	A00306660Advanced Data Storage, Inc.	I0064113	0124291	11000	401	5990	67200	215.05
78051105	02/10/2021	A00292936Albertson's LLC	I0064074	17769101	32000	422	4410	69400	98.56
			I0064097	17769001	33429	310	4410	69250	47.86
78051106	02/10/2021	A00223048AMS.NET	I0064103	0043343	11000	421	4310	67200	282.63
78051107	02/10/2021	A00320403Arcpoint Labs of Bakersfield	I0064096	0121327	12745	421	5980	67900	150.00
78051108	02/10/2021	A00200064B & B Surplus	I0064120	314493	12560	223	4311	09565	1,276.28
78051109	02/10/2021	A00200065B & H Photo-Video, Inc.	I0064138	18445389	42351	000	6414	71003	9,669.72
78051110	02/10/2021	A00200069Bakersfield Californian	I0064070	14761063	11000	421	5970	67200	316.52
78051111	02/10/2021	A00201248Bakersfield Californian Circ	I0064135	020221	11000	110	4211	66003	155.88
78051112	02/10/2021	A00200079Bar Charts, Inc.	I0064087	INV00141	31000	423	4310	69100	253.99
					31000	423	5940	69100	20.99
78051113	02/10/2021	A00293035Bespalov, Oleg	I0064080	020821	11000	110	5415	66003	3,000.00
78051114	02/10/2021	A00200105Brandco	I0064118	23354	11000	431	4310	65100	10.19
78051115	02/10/2021	A00200107Bright House Networks	I0064083	020421	12560	223	5645	09565	311.93
78051116	02/10/2021	A00200112BSK & Associates, Inc.	I0064089	0093618	43100	000	5510	71002	0.00
					42351	000	5510	71002	3,455.28
78051117	02/10/2021	A00200146Carolina Biological Supply C	I0064126	51282317	11000	209	4311	04012	179.19
78051118	02/10/2021	A00200161CDW-G	I0064133	7257756	12725	421	4313	67900	48.83
78051119	02/10/2021	A00258703College House	I0064084	42551	31000	423	4310	69100	233.50
78051119	02/10/2021	A00258703College House	I0064084	42551	31000	423	5940	69100	40.67
78051120	02/10/2021	A00313072Colombo Construction Co., In	I0064134	PAY REQ	42351	000	6211	71003	737,991.78
78051121	02/10/2021	A00265309Daikin Applied	I0064116	3294714	11000	431	5641	65100	1,102.25
78051122	02/10/2021	A00200243Dick Blick	I0064131	5669032	31000	423	4310	69100	105.37
78051123	02/10/2021	A00200307Farmer Bros. Company	I0064130	80190014	32000	422	4410	69400	90.22
78051124	02/10/2021	A00200308Federal Express Corporation	I0064090	7-268-62	11000	353	5940	64600	39.48
78051125	02/10/2021	A00319544FFP Fund V Lessee1, LLC	I0064108	2021-FSL	11000	431	5830	65700	11,231.83
78051126	02/10/2021	A00200627Gonzalez, Lourdes	I0064114	042021	12600	309	5710	64992	300.00
78051127	02/10/2021	A00200629Grainger	I0064095	97781317	35819	357	4312	69700	66.41
78051128	02/10/2021	A00200655Henry Schein, Inc.	I0064060	88391824	12651	205	4311	12042	205.87
			I0064076	88616868	11000	205	4311	12042	64.74
			I0064077	88883972	12651	205	4311	12042	77.12
			I0064079	89519991	12651	205	4311	12042	1,605.71
78051129	02/10/2021	A00200806Kern Gardening Service	I0064073	31636	12560	223	5633	09565	200.00
78051130	02/10/2021	A00318019Limbert, Alexander P.	I0064125	02022021	11999	000	7412	73900	140.00
78051131	02/10/2021	A00227772MBS Textbook Exchange, Inc.	I0064136	IUS37986	31000	423	5641	69100	17,914.00
			I0064137	IIM37963	42351	000	6414	71003	833.00
78051132	02/10/2021	A00294618McNeil and Associates, LLC	I0064081	36	11000	110	5510	66003	3,150.00
78051133	02/10/2021	A00209760MTS IntegraTRAK, INC	I0064064	2021-452	11000	113	5644	67801	1,044.75
78051134	02/10/2021	A00320569Murillo, Rebecca A.	I0064105	012521	11000	358	5985	62100	17.00
					11000	358	5985	69990	1.00
					11000	358	5985	70990	2.00
78051135	02/10/2021	A00271462OCLC, Inc.	I0064099	10000987	12477	203	5643	61200	608.05
78051136	02/10/2021	A00200498Office Depot	I0064059	14366346	11000	202	4310	60100	20.21
			I0064072	14551182	11000	421	4310	67200	57.15
			I0064121	15284554	11000	202	4310	60100	183.28
			I0064122	14929046	11000	209	4313	17011	47.48
			I0064123	14907836	12725	421	4313	67900	47.18
78051137	02/10/2021	A00200508P. G. & E.	I0064065	020121	12560	223	5830	09565	332.05
78051138	02/10/2021	A00200508P. G. & E.	I0064068	020221	35000	000	5830	69700	76.05

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						35000	000	5820	69700	123.46
78051139	02/10/2021	A00274574	Penguin Random House LLC	I0064086	10885155	31000	423	4110	69100	86.39
						31000	423	5940	69100	0.01
78051140	02/10/2021	A00200536	Praxair Distribution, Inc.	I0064091	61681076	12651	205	4311	12042	297.33
				I0064104	60517847	12560	223	4311	09565	151.04
78051141	02/10/2021	A00317367	Quadient Leasing USA, Inc.	I0064093	12441230	11000	411	5950	67300	3,000.00
78051142	02/10/2021	A00200458	Roth, Rebecca E.	I0064124	02022021	11999	000	7412	73900	35.98
78051143	02/10/2021	A00280086	Rothgeb, Julie J.	I0064109	DEC 20	12560	223	5710	60103	24.15
78051144	02/10/2021	A00292796	Safe 1 Credit Union	I0064107	43770113	31000	423	5910	69100	3.00
						31000	423	4321	69100	19.29
78051145	02/10/2021	A00288885	SenSource Inc.	I0064069	47423	12477	203	5643	61200	480.00
78051146	02/10/2021	A00234666	Sigma-Aldrich, Inc.	I0064063	55253235	12745	421	5980	67900	118.15
						12745	421	5980	67900	454.98
78051147	02/10/2021	A00200393	Sparkletts	I0064078	020421	11000	205	4311	12042	58.58
78051148	02/10/2021	A00268861	Sports Imports, Inc.	I0064071	154241	11000	352	4310	69610	32.18
78051149	02/10/2021	A00200400	Stinson's	I0064127	985792-0	11000	358	4318	62100	73.78
						11000	358	4318	62100	285.81
				I0064128	985793-0	12434	219	4318	17010	262.23
78051150	02/10/2021	A00200417	Sysco Food Service of Ventur	I0064075	27936609	32000	422	4410	69400	461.82
						32000	422	4411	69400	31.98
						32000	422	4411	69400	0.01
						32000	422	5940	69400	4.69
				I0064098	27936609	33429	310	4410	69250	781.24
78051151	02/10/2021	A00200423	Taft City School District	I0064106	21-057	11000	432	4312	67703	3,284.94
						11000	432	5632	67703	1,029.50
						11000	113	4312	67801	78.22
						11000	113	5632	67801	71.00
						39000	314	4310	64991	964.58
						12560	223	5885	60103	169.00
78051152	02/10/2021	A00200862	Taft College Bookstore	I0064092	020221	12000	353	7604	73200	48,401.54
78051153	02/10/2021	A00200862	Taft College Bookstore	I0064110	02/02/21	11000	000	9161	00000	289.48
78051154	02/10/2021	A00200862	Taft College Bookstore	I0064111	02-02-21	12000	353	7604	73200	714.04
78051155	02/10/2021	A00200862	Taft College Bookstore	I0064112	02.02.21	12000	353	7604	73200	5,270.77
78051156	02/10/2021	A00200832	Taft College Foundation	I0064067	020821	12375	110	5990	66003	1,500.00
78051157	02/10/2021	A00200430	Taft Plaza, LLC	I0064129	MAR 21	31000	423	5611	69100	1,907.00
78051158	02/10/2021	A00200282	True Value Home Center	I0064061	438180	11000	431	4310	65500	167.28
				I0064062	437336	39000	314	4310	64991	1.81
						12433	314	4310	69800	0.00
						12433	314	4310	69800	0.32
				I0064094	437009	11000	431	4310	12042	20.37
						11000	431	4310	69400	48.42
						11000	431	4310	69800	55.74
				I0064115	438183	11000	431	4312	65100	13.93
78051159	02/10/2021	A00200284	U.S. Foods	I0064102	3126524	33429	310	4410	69250	576.42
78051160	02/10/2021	A00200338	Verizon Wireless	I0064119	98720686	11000	431	5840	65100	91.09
78051161	02/10/2021	A00312920	Vital Source	I0064132	VST11479	31000	423	4110	69100	1,914.03
78051162	02/10/2021	A00294733	West Kern Adult Education Ne	I0064100	02282021	12603	125	7410	73100	69,387.00
78051163	02/10/2021	A00275443	WestAir Gases & Equipment In	I0064085	80357090	31000	423	4321	69100	27.64
78051164	02/10/2021	A00200360	Westec	I0064082	27537	11450	204	5641	09543	25,100.25
				I0064088	27534	11450	204	5641	09543	60,957.75
78051165	02/10/2021	A00201081	Westside Waste Management Co	I0064117	5108	11000	431	5850	69200	46.21

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78051166	02/10/2021	A00200379WKCCD#2 Revolving Fund	I0064066		11000	431	5850	69400	124.17
78051166	02/10/2021	A00200379WKCCD#2 Revolving Fund	I0064066	020821	11004	000	5425	00000	6,614.81
78051167	02/17/2021	A00200053Apple Computer Inc.	I0064169	AE257183	11000	209	4313	04100	84.73
78051168	02/17/2021	A00202445AT&T Mobility	I0064148	020221	12725	421	7601	73200	3,219.20
78051169	02/17/2021	A00200063Austin's Pest Control, Inc.	I0064142	FEB 21	39000	314	5860	64991	100.00
			I0064160	FEB. 21	11000	431	5860	65100	455.00
78051170	02/17/2021	A00272600Beard Family Trust	I0064152	MAR 21	12560	223	5610	09565	3,500.00
78051171	02/17/2021	A00200146Carolina Biological Supply C	I0064168	51220258	11000	209	4311	04014	215.57
78051172	02/17/2021	A00300432Cazares, Sharri E.	S0050555		11000		9526		462.00
78051173	02/17/2021	A00200161CDW-G	I0064149	7678020	12745	421	6415	67900	1,292.30
78051174	02/17/2021	A00201051Central Sanitary Supply	I0064150	1141003	33428	310	4310	69200	218.72
					33528	310	4310	69200	218.72
					33588	310	4310	69200	437.40
78051175	02/17/2021	A00259314Espinoza, Jovana	I0064175	02162021	11999	000	7412	73900	184.00
78051176	02/17/2021	A00200307Farmer Bros. Company	I0064155	80190679	32000	422	4410	69400	243.01
78051177	02/17/2021	A00283264Frontier California Inc.	I0064158	57030207	11000	431	5840	65700	142.08
78051178	02/17/2021	A00283264Frontier California Inc.	I0064171	57340210	11000	431	5840	65700	48.48
78051179	02/17/2021	A00200645Hardy Diagnostics	I0064161	2479245	11000	209	4311	04012	756.46
78051180	02/17/2021	A00301224Hung, Justin	I0064174	02162021	11999	000	7412	73900	260.00
78051181	02/17/2021	A00224086inContact, Inc.	I0064157	6743991	11000	431	5840	65100	145.93
					11000	431	5840	65700	1,180.71
78051182	02/17/2021	A00302124Ippolito, Brandon J.	I0064177	02162021	11999	000	7412	73900	228.00
78051183	02/17/2021	A00200704Karwoski, John	I0064167	FEB 21	42350	000	5510	71002	10,920.00
78051184	02/17/2021	A00200712Kern County Supt. of Schools	I0064181	102104	11000	421	5911	67200	570.75
78051185	02/17/2021	A00312591Marcicano, Alma P.	I0064146	012521	12000	303	7606	73200	99.99
78051186	02/17/2021	A00310167McCarty, Reid M.	I0064178	02162021	11999	000	7412	73900	120.00
					11999	000	7412	73900	216.00
					11999	000	7412	73900	260.00
78051187	02/17/2021	A00251929Oja, Michelle E.	I0064163	123020	11000	210	5210	20014	262.00
78051188	02/17/2021	A00200508P. G. & E.	I0064147	021021	35000	000	5830	69700	204.25
					35000	000	5820	69700	269.37
78051189	02/17/2021	A00313624Pacific Torch & Regulator	I0064153	3240	12560	223	4311	09565	161.38
78051190	02/17/2021	A00200522Pepsi-Cola Company	I0064139	13174359	31000	423	4310	69100	191.97
78051191	02/17/2021	A00200536Praxair Distribution, Inc.	I0064151	99650719	12560	223	4311	09565	121.50
78051192	02/17/2021	A00310166Riel, Jacob W.	I0064173	02162021	11999	000	7412	73900	39.00
					11999	000	7412	73900	208.00
					11999	000	7412	73900	24.00
78051193	02/17/2021	A00280086Rothgeb, Julie J.	I0064140	120720	11000	223	5970	60103	19.41
			I0064141	JAN 21	12560	223	5710	60103	23.52
78051194	02/17/2021	A00285838Sammy's Detail	I0064165	640	11000	432	5632	67703	240.00
78051195	02/17/2021	A00308084Siteimprove, Inc.	I0064145	US-880	12582	301	5643	67800	8,728.05
78051196	02/17/2021	A00237176SSD Systems	I0064144	R-002639	31000	423	5880	69100	59.34
78051197	02/17/2021	A00201787Standard Insurance Company	I0064166	FEB 21	11000	411	3410	67300	442.68
					11000	411	3420	67300	1,278.10
78051198	02/17/2021	A00200417Sysco Food Service of Ventur	I0064154	27937098	32000	422	4410	69400	329.26
					32000	422	4411	69400	0.01
					32000	422	4411	69400	326.12
					32000	422	5940	69400	5.04
78051199	02/17/2021	A00200419T.C. Clearing Account	I0064164	JAN 21	11000	421	5912	67200	3,556.26
78051200	02/17/2021	A00259618Taft College ASB General	I0064156	202050.	11000	601	7130	70990	9,270.00
78051201	02/17/2021	A00200862Taft College Bookstore	I0064162	0060	11000	306	4318	49306	36.47

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78051202	02/17/2021	A00255644U.S. Bank Equipment Finance	I0064179	43587781	12560	223	5612	60103	242.15
					11000	205	5612	12042	242.15
					12201	203	5612	61200	242.15
					12201	203	5612	61200	242.15
					12201	203	5612	61200	242.15
					11000	301	5612	64500	121.08
					12000	318	5612	64800	121.08
					11000	113	5612	67801	242.15
					11000	431	5612	65100	242.15
					33428	310	5612	69200	60.54
					33528	310	5612	69200	60.54
					33588	310	5612	69200	60.54
					33591	310	5612	69200	60.54
					11000	207	5612	49999	242.15
					11000	202	5612	60100	242.15
					11000	110	5612	66003	80.72
					11000	202	5612	60100	80.72
					11000	114	5612	66005	80.72
					11000	202	5612	60100	242.15
					11000	421	5612	67200	108.96
					11000	401	5612	67200	24.22
					11000	411	5612	67300	108.97
					39000	314	5612	64991	242.15
					12551	353	5612	64600	60.54
					11000	301	5612	64500	60.54
					11000	302	5612	63100	60.54
					11000	358	5612	62100	60.54
					11000	421	5612	67200	242.15
					11000	401	5612	67200	242.15
					11000	401	5612	67200	242.15
					31000	423	5612	69100	242.15
					31000	423	5612	69100	152.90
					12495	319	5612	61900	55.50
78051203	02/17/2021	A00210209ULINE	I0064143	12974356	31000	423	4321	69100	273.92
					31000	423	5940	69100	72.02
78051204	02/17/2021	A00243587United Healthcare Insurance	I0064159	MAR 21	11000	412	3350	59100	21,741.02
78051205	02/17/2021	A00200338Verizon Wireless	I0064170	98723789	11000	357	5840	69700	162.65
78051206	02/17/2021	A00303922Villasenor, Makayla D.	I0064176	02162021	11999	000	7412	73900	2.00
78051207	02/17/2021	A00200355West Kern Water District	I0064172	021221	11000	431	5810	65700	1,029.39
					39000	314	5810	64991	189.76
					12433	314	5810	69800	0.00
					12433	314	5810	69800	21.08
78051208	02/17/2021	A00200355West Kern Water District	I0064180	2/12/21	35000	000	5810	69700	96.48
78051209	02/22/2021	A00292283Altamirano, Leslie	S0050871		11000		9526		391.00
78051210	02/22/2021	A00242720Alvarez, Joanna	S0050865		11000		9526		2.00
78051211	02/22/2021	A00305826Ayon, Delia M.	S0050875		11000		9526		211.50
78051212	02/22/2021	A00303310Berry, Teerica S.	S0050877		11000		9526		350.00
78051213	02/22/2021	A00249901Camarillo, Vanessa A.	S0050867		11000		9526		2.00
78051214	02/22/2021	A00289798Castillo, Michelle D.	S0050870		11000		9526		100.00
78051215	02/22/2021	A00300209Clay, Jazmine C.	S0050879		11000		9526		348.00
78051216	02/22/2021	A00302452Curry, Sarah R.	S0050878		11000		9526		352.00



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78051217	02/22/2021	A00269831	Davis, Bradley A.	S0050868		11000		9526		71.00		
78051218	02/22/2021	A00298444	Lane, Jordyn R.	S0050881		11000		9526		2.00		
78051219	02/22/2021	A00311625	Langston, Allison M.	S0050882		11000		9526		1,150.00		
78051220	02/22/2021	A00230005	Morse, Rachel E.	S0050884		11000		9526		350.00		
78051221	02/22/2021	A00298599	Murphy, Alexandra H.	S0050880		11000		9526		1,000.00		
78051222	02/22/2021	A00307417	Murphy, Hailey	S0050883		11000		9526		1,000.00		
78051223	02/22/2021	A00065914	Olayo, Martin	S0050872		11000		9526		1,556.00		
78051224	02/22/2021	A00295793	Ortiz, Verania D.	S0050874		11000		9526		100.00		
78051225	02/22/2021	A00269974	Park, Jerry N.	S0050869		11000		9526		138.00		
78051226	02/22/2021	A00247415	Russell, Samantha A.	S0050866		11000		9526		100.00		
78051227	02/22/2021	A00309629	Salazar Madera, Nicole A.	S0050873		11000		9526		100.00		
78051228	02/22/2021	A00303468	Tiwana, Sumeet	S0050876		11000		9526		2.00		
78051229	02/23/2021	A00243588	AARP Health Care Options	I0064228	MAR 21	11000	412	3350	59100	18,434.28		
78051230	02/23/2021	A00316970	Alvaro-Thomas, Abby K.	I0064190	013021	11000	352	5985	69610	20.00		
78051231	02/23/2021	A00200040	American Business Machines	I0064226	550829	12000	303	5641	64300	32.40		
78051232	02/23/2021	A00223048	AMS.NET	I0064220	0044037	12725	421	6414	67900	0.00		
						12725	421	6412	67900	2,949.93		
						12725	421	6414	67900	0.00		
						12725	421	5642	67900	220.49		
						12725	421	6414	67900	0.00		
						12725	421	6412	67900	736.32		
78051233	02/23/2021	A00272534	Avina, Eddy	I0064218	02172021	11999	000	7412	73900	368.00		
78051234	02/23/2021	A00320892	Barnes Welding	I0064196	62711672	31000	423	4310	69100	1,564.40		
78051235	02/23/2021	A00320625	BMTX	I0064234	556-0121	11000	421	5641	67200	178.65		
78051236	02/23/2021	A00318337	Botelho- Patoc, Kaimana C.	I0064191	013021	11000	352	5985	69610	20.00		
78051237	02/23/2021	A00200107	Bright House Networks	I0064225	021921	31000	423	5840	69100	134.97		
78051238	02/23/2021	A00200116	Burt Electric & Communicatio	I0064207	16343	35000	360	5632	67701	764.64		
78051239	02/23/2021	A00200161	CDW-G	I0064223	8256430	12725	421	6415	67900	13,676.86		
						12725	421	6412	67900	70.00		
78051240	02/23/2021	A00258703	College House	I0064221	42761	31000	423	4310	69100	1,320.40		
						31000	423	5940	69100	222.30		
78051241	02/23/2021	A00310493	DeLeon, Julian J.	I0064192	013021	11000	352	5985	08350	25.00		
78051242	02/23/2021	A00317312	Dias, Jada	I0064188	013021	11000	352	5985	69610	20.00		
78051243	02/23/2021	A00200323	Flinn Scientific, Inc.	I0064224	2537366	11000	209	4311	19051	883.27		
78051244	02/23/2021	A00317823	Francis, Justin W.	I0064193	013021	11000	352	5985	08350	25.00		
78051245	02/23/2021	A00202041	Fresno Oxygen	I0064182	62721108	12560	223	4311	09565	988.93		
78051246	02/23/2021	A00201549	Harper Collins Publishers	I0064215	67982724	31000	423	4110	69100	98.95		
						31000	423	5940	69100	27.02		
78051247	02/23/2021	A00200655	Henry Schein, Inc.	I0064198	89873977	11000	205	4311	12042	601.29		
						I0064199	89595461	12651	205	4311	12042	51.93
						I0064200	89702008	12652	205	4311	12042	888.99
						I0064233	8984377	11000	352	4310	69619	394.94
78051248	02/23/2021	A00244581	Independent Fire and Safety,	I0064230	49402	32000	422	5632	69400	523.00		
78051249	02/23/2021	A00316187	Iwata, Kayla P.	I0064187	013021	11000	352	5985	69610	20.00		
78051250	02/23/2021	A00200715	Kern Electric Distributors	I0064183	583187	11000	431	4310	69200	357.79		
78051251	02/23/2021	A00308756	Montgomery Hardware Co.	I0064205	732655	11000	431	4310	69200	58.21		
						11000	431	4310	12042	58.21		
78051252	02/23/2021	A002858200	'Connor Construction Manage	I0064209	36917	42351	000	5510	71002	3,200.00		
78051253	02/23/2021	A00252523	Oak Hall Cap and Gown	I0064222	2500230	31000	423	4310	69100	1,100.00		
78051253	02/23/2021	A00252523	Oak Hall Cap and Gown	I0064222	2500230	31000	423	5940	69100	31.76		
78051254	02/23/2021	A00200498	Office Depot	I0064201	15048984	12651	205	4310	12042	37.73		

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			I0064202	15331643	12652	205	4310	12042	93.00
			I0064208	15498084	11000	352	4310	69610	72.16
			I0064227	15606755	11000	209	4310	19051	291.51
78051255	02/23/2021	A00200536Praxair Distribution, Inc.	I0064185	60764255	12560	223	4311	09565	150.69
			I0064186	61334260	12560	223	4311	09565	150.69
78051256	02/23/2021	A00202968San Joaquin Chemicals, Inc.	I0064211	134154	11000	431	5641	65100	1,175.00
78051257	02/23/2021	A00200393Sparkletts	I0064206	012121	11000	306	4310	49306	4.00
78051258	02/23/2021	A00200393Sparkletts	I0064229	021221	31000	423	4321	69100	7.99
78051259	02/23/2021	A00200417Sysco Food Service of Ventur	I0064217	27937098	33429	310	4410	69250	1,293.07
			I0064236	27937602	32000	422	4410	69400	694.62
					32000	422	4411	69400	61.61
					32000	422	4411	69400	42.31
					32000	422	5940	69400	4.83
78051260	02/23/2021	A00200862Taft College Bookstore	I0064231	6331	12000	303	7604	73200	20.69
78051261	02/23/2021	A00200428Taft District Chamber of Com	I0064204	5761	31000	423	5210	69100	125.00
78051262	02/23/2021	A00252942TC Federal Financial Aid Cle	I0064184	021621	11000	000	9526	00000	2.00
78051263	02/23/2021	A00319584Therap Services LLC	I0063794	SH221960	12433	314	5643	69990	0.00
					12433	314	5643	69800	7,788.00
78051264	02/23/2021	A00200282True Value Home Center	I0064194	438450	11000	431	4310	65500	21.82
			I0064197	438411	11000	431	4310	69200	9.09
78051265	02/23/2021	A00255644U.S. Bank Equipment Finance	I0064219	43587781	31000	423	5971	69100	3,174.67
78051266	02/23/2021	A00200284U.S. Foods	I0064216	3359378	33429	310	4410	69250	666.92
78051267	02/23/2021	A00210209ULINE	I0064214	12984887	11000	431	6412	65100	2,716.66
78051268	02/23/2021	A00200309United Refrigeration, Inc.	I0064210	77452105	11000	431	4312	65100	37.89
					11000	431	5940	65100	12.99
			I0064212	77398336	11000	431	4312	69400	133.62
			I0064213	77470664	11000	431	4312	69400	177.52
78051269	02/23/2021	A00304195Velazquez, Ernesto	I0064189	020821	11000	431	5985	65300	20.00
78051270	02/23/2021	A00202272VWR International	I0064235	88036883	11000	209	4311	19051	1,189.71
78051271	02/23/2021	A00200355West Kern Water District	I0064232	021821	12560	223	5810	09565	84.20
78051272	02/23/2021	A00275443WestAir Gases & Equipment In	I0064203	80357089	11000	352	4310	69610	27.64
78051273	02/23/2021	A00200379WKCCD#2 Revolving Fund	I0064195	021021	11004	000	5425	00000	1,288.36
78051274	02/24/2021	A00200109Brown & Reich Petroleum, Inc	I0064244	19582	11000	431	4316	65500	57.65
					11000	432	4316	65100	48.01
					11000	432	4316	65300	66.72
					11000	432	4316	65500	98.60
78051275	02/24/2021	A00200146Carolina Biological Supply C	I0064252	51298918	11000	209	4311	04014	554.18
78051276	02/24/2021	A00201051Central Sanitary Supply	I0064241	1143975	12745	421	4310	67900	340.93
78051277	02/24/2021	A00311324CWDL, CPAs	I0064249	4944	11000	421	5420	67200	6,169.00
78051278	02/24/2021	A00277845Double D Cleaning Service	I0064251	066	12560	223	5890	09565	480.00
78051279	02/24/2021	A00200655Henry Schein, Inc.	I0064237	89701742	12651	205	4311	12042	1,815.56
78051280	02/24/2021	A00250284Perry, Chelsi L.	I0064242	02222021	11999	000	7412	73900	138.00
78051281	02/24/2021	A00237176SSD Systems	I0064243	S-010415	33428	310	5632	69200	31.25
					33528	310	5632	69200	31.25
					33588	310	5632	69200	62.50
78051282	02/24/2021	A00200400Stinson's	I0064248	987416-0	11000	358	4318	62100	66.99
					11000	358	4318	62100	128.25
78051283	02/24/2021	A00200417Sysco Food Service of Ventur	I0064254	27938149	32000	422	4410	69400	662.41
					32000	422	4411	69400	259.37
					32000	422	4411	69400	0.01
					32000	422	5940	69400	4.70

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78051284	02/24/2021	A00200832	Taft College Foundation	I0064238	2020	31000	423	4310	69100	710.00
				I0064239	CHRISTMA	31000	423	4310	69100	80.36
78051285	02/24/2021	A00200282	True Value Home Center	I0064250	438945	11000	431	4310	65100	16.07
78051286	02/24/2021	A00200284	U.S. Foods	I0064253	3359378.	33429	310	4410	69250	692.79
78051287	02/24/2021	A00210209	ULINE	I0064245	13000327	11000	431	6412	65100	1,888.69
78051288	02/24/2021	A00200293	United Parcel Service	I0064240	00009697	31000	423	5940	67705	3,892.11
78051289	02/24/2021	A00318657	Valley Association of Rehabi	I0064246	272021	39000	314	5210	64991	100.00
				I0064247	272019	39000	314	5210	64991	100.00
78051290	02/24/2021	A00200360	Westec	I0064255	27555	11450	204	5641	09543	35,857.50
										=====
BANK TOTAL										1,685,355.87

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USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
ABAUER	02/09/2021	A00200379	WKCCD#2 Revolving Fund	P0055999	02/08/2021	02/08/2021			\$6,615.00
		A00202445	AT&T Mobility	P0056005	02/08/2021	02/08/2021			\$9,657.60
				P0056006	02/08/2021	02/08/2021			\$9,657.60
	02/17/2021	A00200498	Office Depot	P0056015	02/09/2021	02/09/2021			\$31.81
				P0056016	02/09/2021	02/09/2021			\$32.81
		A00200379	WKCCD#2 Revolving Fund	P0056029	02/10/2021	02/10/2021			\$1,288.36
	A00252942	TC Federal Financial Aid Cle	P0056038	02/16/2021	02/16/2021			\$2.00	
-----									
						TOTAL USER			\$27,285.18
AOMEGA	02/01/2021	A00200498	Office Depot	P0055913	01/26/2021	01/26/2021			\$37.73
	02/03/2021	A00200655	Henry Schein, Inc.	P0055949	02/01/2021	02/01/2021			\$205.87
				P0055959	02/02/2021	02/02/2021			\$601.31
	02/08/2021	A00200498	Office Depot	P0055980	02/04/2021	02/04/2021			\$93.01
		A00200536	Praxair Distribution, Inc.	P0055986	02/05/2021	02/05/2021			\$297.32
		A00200655	Henry Schein, Inc.	P0055987	02/05/2021	02/05/2021			\$77.11
				P0055988	02/05/2021	02/05/2021			\$64.73
		A00200393	Sparkletts	P0055995	02/08/2021	02/08/2021			\$58.58
	02/09/2021	A00200655	Henry Schein, Inc.	P0055979	02/04/2021	02/04/2021			\$1,681.39
	02/22/2021	A00200655	Henry Schein, Inc.	P0056065	02/19/2021	02/19/2021			\$888.99
		A00227931	Hershkowitz, Eric Randall.	P0056066	02/19/2021	02/19/2021			\$26.50
	02/24/2021	A00200655	Henry Schein, Inc.	P0056094	02/24/2021	02/24/2021			\$1,740.18
				P0056095	02/24/2021	02/24/2021			\$1,749.00
				P0056064	02/19/2021	02/19/2021			\$1,815.56
			P0056068	02/19/2021	02/19/2021			\$1,240.84	
		A00286529	West Side Family Health Care	P0056058	02/17/2021	02/17/2021		\$750.00	
-----									
						TOTAL USER			\$11,328.12
BALKORIN	02/17/2021	A00200498	Office Depot	P0056051	02/17/2021	02/17/2021			\$493.12
-----									
DDURAN	02/01/2021	A00200498	Office Depot	P0055947	02/01/2021	02/01/2021			\$10.17
		A00283088	Mitchell, David Thomas.	P0055902	01/25/2021	01/25/2021			\$99.00
	02/02/2021	A00200862	Taft College Bookstore	P0055948	02/01/2021	02/01/2021			\$128.70
	02/03/2021	A00200498	Office Depot	P0055968	02/03/2021	02/03/2021			\$20.21
		A00320018	Integrated DNA Technologies,	P0055938	01/28/2021	01/28/2021			\$334.53
		A00320652	Thomas Scientific, LLC	P0055940	01/28/2021	01/28/2021			\$3,313.13
	02/04/2021	A00200053	Apple Computer Inc.	P0055982	02/04/2021	02/04/2021			\$84.73
		A00200862	Taft College Bookstore	P0055944	02/01/2021	02/01/2021			\$749.86
				P0055945	02/01/2021	02/01/2021			\$324.63
	02/08/2021	A00200498	Office Depot	P0055994	02/08/2021	02/08/2021			\$291.51
	02/10/2021	A00320862	Biopac Systems Inc	P0056001	02/08/2021	02/08/2021			\$74,150.37
02/16/2021	A00200146	Carolina Biological Supply C	P0056003	02/08/2021	02/08/2021			\$713.03	

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00251929	Oja, Michelle Elizabeth.	P0056024	02/10/2021	02/10/2021				\$262.00
	02/17/2021	A00200161	CDW-G	P0056002	02/08/2021	02/08/2021				\$15,095.50
		A00320856	Tiger Medical Inc.	P0055996	02/08/2021	02/08/2021				\$3,387.89
	02/23/2021	A00200481	Sehi Computer Products	P0056061	02/18/2021	02/18/2021				\$56,806.40
	02/24/2021	A00313464	GTSimulators by Global Techn	P0056074	02/23/2021	02/23/2021				\$96,008.06
										-----
							TOTAL USER			\$251,779.72
DHICKS	02/03/2021	A00209760	MTS IntegraTRAK, INC	P0055936	01/28/2021	01/28/2021				\$1,044.75
		A00223048	AMS.NET	P0055953	02/02/2021	02/02/2021				\$303.13
	02/04/2021	A00200400	Stinson's	P0055952	02/02/2021	02/02/2021				\$262.23
	02/07/2021	A00200400	Stinson's	P0055951	02/02/2021	02/02/2021				\$359.59
	02/08/2021	A00200481	Sehi Computer Products	P0055972	02/03/2021	02/03/2021				\$21,447.56
	02/12/2021	A00200400	Stinson's	P0056007	02/08/2021	02/08/2021				\$195.24
	02/17/2021	A00255644	U.S. Bank Equipment Finance	P0056035	02/10/2021	02/10/2021				\$3,174.67
	02/24/2021	A00200161	CDW-G	P0056085	02/24/2021	02/24/2021				\$2,065.92
	02/25/2021	A00200161	CDW-G	P0056082	02/24/2021	02/24/2021				\$1,465.40
										-----
							TOTAL USER			\$30,318.49
DRIOS	02/03/2021	A00200109	Brown & Reich Petroleum, Inc	P0054794	07/16/2020	07/16/2020				\$1,000.00
		A00200282	True Value Home Center	P0054798	07/16/2020	07/16/2020				\$735.00
		A00200498	Office Depot	P0054799	07/16/2020	07/16/2020				\$500.00
		A00200680	J & L Locksmithing	P0054797	07/16/2020	07/16/2020				\$150.00
	02/22/2021	A00318657	Valley Association of Rehabi	P0056056	02/17/2021	02/17/2021				\$100.00
										-----
							TOTAL USER			\$2,485.00
GDUNHAM	02/01/2021	A00200426	Taft College Cafeteria	P0055941	02/01/2021	02/01/2021				\$19.99
										-----
							TOTAL USER			\$19.99
HCASH	02/02/2021	A00108728	Issue Trak, Inc	P0055928	01/27/2021	01/27/2021				\$3,640.00
		A00200862	Taft College Bookstore	P0055926	01/27/2021	01/27/2021				\$3,054.44
		A00279164	Instructure, Inc.	P0055927	01/27/2021	01/27/2021				\$1,051.50
										-----
							TOTAL USER			\$7,745.94
JEDMAISTON	02/17/2021	A00200498	Office Depot	P0056010	02/09/2021	02/09/2021				\$72.15
		A00200655	Henry Schein, Inc.	P0056028	02/10/2021	02/10/2021				\$484.74
	02/24/2021	A00200862	Taft College Bookstore	P0056089	02/24/2021	02/24/2021				\$36.47
				P0056090	02/24/2021	02/24/2021				\$18.60
	02/25/2021	A00200862	Taft College Bookstore	P0056097	02/25/2021	02/25/2021				\$557.68
										-----
							TOTAL USER			\$1,169.64
JMADDING	02/03/2021	A00200043	American Express	P0055957	02/02/2021	02/02/2021				\$4,969.67
		A00319544	FFP Fund V Lessee1, LLC	P0055954	02/02/2021	02/02/2021				\$11,231.83

**Taft College Purchase Order Activity Report**

**1-February-2021 through 28-February-2021**

**FY 20-21**

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
	02/04/2021	A00200862	Taft College Bookstore	P0055966	02/03/2021	02/03/2021			\$289.48
	02/07/2021	A00200112	BSK & Associates, Inc.	P0054757	07/15/2020	07/15/2020			\$43,215.86
		A00200862	Taft College Bookstore	P0055967	02/03/2021	02/03/2021			\$714.04
		A00220442	Serban Sound & Communication	P0055222	09/14/2020	09/14/2020			\$94,915.88
	02/08/2021	A00200862	Taft College Bookstore	P0055965	02/03/2021	02/03/2021			\$5,270.77
	02/09/2021	A00200862	Taft College Bookstore	P0055964	02/03/2021	02/03/2021			\$48,401.54
		A00200308	Federal Express Corporation	P0055990	02/08/2021	02/08/2021			\$39.48
		A00320884	Valbridge Property Advisors	P0056009	02/09/2021	02/09/2021			\$5,500.00
		A00306660	Advanced Data Storage, Inc.	P0056012	02/09/2021	02/09/2021			\$215.05
	02/10/2021	A00313072	Colombo Construction Co., In	P0055997	02/08/2021	02/08/2021			\$737,991.78
	02/22/2021	A00285820	O'Connor Construction Manage	P0056059	02/18/2021	02/18/2021			\$3,200.00
	02/24/2021	A00200293	United Parcel Service	P0056039	02/16/2021	02/16/2021			\$5,000.00
									-----
						TOTAL USER			\$960,955.38
JROTHGEB	02/02/2021	A00200862	Taft College Bookstore	P0055939	01/28/2021	01/28/2021			\$1,968.82
	02/04/2021	A00200536	Praxair Distribution, Inc.	P0055960	02/02/2021	02/02/2021			\$151.04
	02/08/2021	A00200064	B & B Surplus	P0055958	02/02/2021	02/02/2021			\$1,741.74
	02/16/2021	A00200393	Sparkletts	P0054738	07/14/2020	07/14/2020			\$500.00
	02/17/2021	A00200536	Praxair Distribution, Inc.	P0056026	02/10/2021	02/10/2021			\$150.69
				P0056027	02/10/2021	02/10/2021			\$150.69
		A00202041	Fresno Oxygen	P0056018	02/10/2021	02/10/2021			\$988.93
		A00313624	Pacific Torch & Regulator	P0056045	02/16/2021	02/16/2021			\$161.38
		A00200862	Taft College Bookstore	P0056057	02/17/2021	02/17/2021			\$689.61
	02/24/2021	A00200282	True Value Home Center	P0056086	02/24/2021	02/24/2021			\$15.54
									-----
						TOTAL USER			\$6,518.44
KEHELMS	02/03/2021	A00292796	Safe 1 Credit Union	P0055956	02/02/2021	02/02/2021			\$22.29
	02/17/2021	A00200428	Taft District Chamber of Com	P0056020	02/10/2021	02/10/2021			\$125.00
		A00320892	Barnes Welding	P0056025	02/10/2021	02/10/2021			\$1,564.40
	02/24/2021	A00200119	C.A. Reding Company, Inc.	P0055288	09/22/2020	09/22/2020			\$100.00
		A00200127	California Dept. of Educatio	P0055356	09/30/2020	09/30/2020			\$1,150.00
		A00200498	Office Depot	P0055243	09/15/2020	09/15/2020			\$500.00
		A00200518	Pearson Education	P0055323	09/28/2020	09/28/2020			\$46,479.95
		A00200832	Taft College Foundation	P0056063	02/19/2021	02/19/2021			\$80.36
				P0056067	02/19/2021	02/19/2021			\$710.00
		A00227772	MBS Textbook Exchange, Inc.	P0056062	02/18/2021	02/18/2021			\$6,000.00
		A00234628	MPS	P0055398	09/30/2020	09/30/2020			\$6,400.00
		A00258705	El Dorado Trading Group	P0055366	09/30/2020	09/30/2020			\$1,100.00
									-----
						TOTAL USER			\$64,232.00
MBLANCO	02/12/2021	A00200862	Taft College Bookstore	P0055976	02/03/2021	02/03/2021			\$36.47
		A00312591	Marcicano, Alma P.	P0055950	02/02/2021	02/02/2021			\$99.99



# Taft College Purchase Order Activity Report

1-February-2021 through 28-February-2021

FY 20-21

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
	02/17/2021	A00200862	Taft College Bookstore	P0056013	02/09/2021	02/09/2021			\$1,715.58
		A00200393	Sparkletts	P0056055	02/17/2021	02/17/2021			\$8.00
	02/24/2021	A00274984	Bogden, Steven D.	P0056093	02/24/2021	02/24/2021			\$1,800.00
	02/25/2021	A00302718	Husch Blackwell LLP	P0056087	02/24/2021	02/24/2021			\$6,000.00
									-----
						TOTAL USER			\$9,660.04
MSANCHEZ	02/25/2021	A00200862	Taft College Bookstore	P0056071	02/23/2021	02/23/2021			\$45.02
									-----
						TOTAL USER			\$45.02
MSILVEIRA	02/03/2021	A00201051	Central Sanitary Supply	P0055971	02/03/2021	02/03/2021			\$871.89
	02/16/2021	A00201051	Central Sanitary Supply	P0056037	02/11/2021	02/11/2021			\$874.85
	02/24/2021	A00237176	SSD Systems	P0056079	02/24/2021	02/24/2021			\$125.00
									-----
						TOTAL USER			\$1,871.74
MTOFTE	02/04/2021	A00288885	SenSource Inc.	P0055981	02/04/2021	02/04/2021			\$480.00
									-----
						TOTAL USER			\$480.00
MWHITE	02/01/2021	A00223048	AMS.NET	P0055923	01/27/2021	01/27/2021			\$85,819.89
		A00200017	A.P.I. Plumbing	P0055935	01/28/2021	01/28/2021			\$53.63
	02/02/2021	A00200282	True Value Home Center	P0055943	02/01/2021	02/01/2021			\$5.56
				P0055946	02/01/2021	02/01/2021			\$40.73
	02/04/2021	A00200282	True Value Home Center	P0055970	02/03/2021	02/03/2021			\$167.28
		A00200715	Kern Electric Distributors	P0055969	02/03/2021	02/03/2021			\$214.50
		A00200423	Taft City School District	P0055891	01/21/2021	01/21/2021			\$5,597.24
	02/08/2021	A00200715	Kern Electric Distributors	P0055973	02/03/2021	02/03/2021			\$116.98
		A00200017	A.P.I. Plumbing	P0055984	02/04/2021	02/04/2021			\$85.80
		A00200282	True Value Home Center	P0055977	02/04/2021	02/04/2021			\$124.53
		A00201122	Home Depot Credit Services	P0055978	02/04/2021	02/04/2021			\$293.41
		A00210209	ULINE	P0055983	02/04/2021	02/04/2021			\$2,726.23
	02/09/2021	A00200282	True Value Home Center	P0055992	02/08/2021	02/08/2021			\$13.93
		A00200309	United Refrigeration, Inc.	P0055989	02/08/2021	02/08/2021			\$133.62
				P0055998	02/08/2021	02/08/2021			\$164.92
		A00200536	Praxair Distribution, Inc.	P0055991	02/08/2021	02/08/2021			\$30.22
		A00202334	Linder Backflow Service	P0056000	02/08/2021	02/08/2021			\$650.00
	02/10/2021	A00210209	ULINE	P0056011	02/09/2021	02/09/2021			\$2,000.00
	02/17/2021	A00200282	True Value Home Center	P0056023	02/10/2021	02/10/2021			\$9.09
		A00200715	Kern Electric Distributors	P0056022	02/10/2021	02/10/2021			\$357.79
		A00200282	True Value Home Center	P0056036	02/10/2021	02/10/2021			\$21.82
	02/22/2021	A00201122	Home Depot Credit Services	P0056060	02/18/2021	02/18/2021			\$1,426.22
		A00308756	Montgomery Hardware Co.	P0056054	02/17/2021	02/17/2021			\$116.42
	02/24/2021	A00200423	Taft City School District	P0056078	02/24/2021	02/24/2021			\$155.00
		A00308504	Wright Express FSC	P0056084	02/24/2021	02/24/2021			\$125.53

**Taft College Purchase Order Activity Report**

**1-February-2021 through 28-February-2021**

**FY 20-21**

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00200228	Dave's Glass Shop	P0056070	02/23/2021	02/23/2021				\$500.00
		A00200311	Ferguson Enterprises, Inc.	P0056076	02/24/2021	02/24/2021				\$290.86
		A00201051	Central Sanitary Supply	P0056072	02/23/2021	02/23/2021				\$1,136.43
				P0056073	02/23/2021	02/23/2021				\$340.93
	02/25/2021	A00200282	True Value Home Center	P0056077	02/24/2021	02/24/2021				\$16.07
		A00200282	True Value Home Center	P0056099	02/25/2021	02/25/2021				\$13.34
		A00200715	Kern Electric Distributors	P0056098	02/25/2021	02/25/2021				\$60.92
		A00201122	Home Depot Credit Services	P0056096	02/25/2021	02/25/2021				\$250.00
		A00200282	True Value Home Center	P0056088	02/24/2021	02/24/2021				\$22.60
		A00200715	Kern Electric Distributors	P0056091	02/24/2021	02/24/2021				\$44.98
		A00200680	J & L Locksmithing	P0056092	02/24/2021	02/24/2021				\$87.50
										-----
							TOTAL USER			\$103,213.97
NFIGUEROA	02/03/2021	A00320625	BMTX	P0055942	02/01/2021	02/01/2021				\$170.00
	02/04/2021	A00200458	Roth, Rebecca E.	P0055963	02/03/2021	02/03/2021				\$35.98
		A00318019	Limbert, Alexander Paul.	P0055962	02/03/2021	02/03/2021				\$140.00
	02/17/2021	A00259314	Espinoza, Jovana	P0056043	02/16/2021	02/16/2021				\$184.00
		A00301224	Hung, Justin	P0056042	02/16/2021	02/16/2021				\$260.00
		A00302124	Ippolito, Brandon Joseph.	P0056047	02/16/2021	12/16/2021				\$228.00
		A00303922	Villasenor, Makayla Dawn.	P0056044	02/16/2021	02/16/2021				\$2.00
		A00310166	Riel, Jacob William.	P0056049	02/16/2021	02/16/2021				\$271.00
		A00310167	McCarty, Reid Michael.	P0056048	02/16/2021	02/16/2021				\$596.00
	02/18/2021	A00272534	Avina, Eddy	P0056052	02/17/2021	02/17/2021				\$368.00
	02/24/2021	A00250284	Perry, Chelsi Lea.	P0056069	02/22/2021	02/22/2021				\$138.00
	02/25/2021	A00252942	TC Federal Financial Aid Cle	P0056075	02/24/2021	02/24/2021				\$2,141.00
										-----
							TOTAL USER			\$4,533.98
SCRISS	02/09/2021	A00200832	Taft College Foundation	P0056004	02/08/2021	02/08/2021				\$1,500.00
		A00293035	Bespalov, Oleg	P0055993	02/08/2021	02/08/2021				\$3,000.00
	02/10/2021	A00201248	Bakersfield Californian Circ	P0056014	02/09/2021	02/09/2021				\$155.88
	02/17/2021	A00223048	AMS.NET	P0056040	02/16/2021	02/16/2021				\$556.85
										-----
							TOTAL USER			\$5,212.73
TROWDEN	02/03/2021	A00200182	City of Taft Police Departme	P0055906	01/26/2021	01/26/2021				\$195.00
		A00317367	Quadient Leasing USA, Inc.	P0055955	02/02/2021	02/02/2021				\$6,000.00
		A00320747	CalGovHR	P0055961	02/02/2021	02/02/2021				\$449.00
	02/04/2021	A00320403	Arcpoint Labs of Bakersfield	P0055975	02/03/2021	02/03/2021				\$150.00
	02/07/2021	A00320569	Murillo, Rebecca A.	P0055907	01/26/2021	01/26/2021				\$20.00
	02/17/2021	A00304195	Velazquez, Ernesto	P0056030	02/10/2021	02/10/2021				\$20.00
		A00310493	DeLeon, Julian J.	P0056019	02/10/2021	02/10/2021				\$25.00
		A00316187	Iwata, Kayla Pulama Tsukie.	P0056032	02/10/2021	02/10/2021				\$20.00
		A00316970	Alvaro-Thomas, Abby Kehaulan	P0056021	02/10/2021	02/10/2021				\$20.00

**Taft College Purchase Order Activity Report**

**1-February-2021 through 28-February-2021**

**FY 20-21**

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00317312	Dias, Jada	P0056031	02/10/2021	02/10/2021				\$20.00
		A00317823	Francis, Justin Waylon.	P0056008	02/09/2021	02/09/2021				\$25.00
		A00318337	Botelho- Patoc, Kaimana Chey	P0056033	02/10/2021	02/10/2021				\$20.00
	02/24/2021	A00200168	Central Valley Occupational	P0056041	02/16/2021	02/16/2021				\$30.00
		A00200238	Department of Justice	P0055974	02/03/2021	02/03/2021				\$128.00
	02/25/2021	A00200238	Department of Justice	P0056034	02/10/2021	02/10/2021				\$145.00
										-----
							TOTAL USER			\$7,267.00
WBELCHER	02/03/2021	A00200109	Brown & Reich Petroleum, Inc	P0054794	1	07/16/2020	07/16/2020			-\$500.00
		A00200282	True Value Home Center	P0054798	3	07/16/2020	07/16/2020			-\$1,765.00
		A00200498	Office Depot	P0054799	3	07/16/2020	07/16/2020			-\$2,000.00
		A00200680	J & L Locksmithing	P0054797	1	07/16/2020	07/16/2020			-\$100.00
	02/16/2021	A00200393	Sparkletts	P0054738	1	07/14/2020	07/14/2020			-\$900.00
	02/24/2021	A00200119	C.A. Reding Company, Inc.	P0055288	1	09/22/2020	09/22/2020			-\$2,600.00
		A00200127	California Dept. of Education	P0055356	2	09/30/2020	09/30/2020			-\$1,000.00
		A00200498	Office Depot	P0055243	1	09/15/2020	09/15/2020			-\$700.00
		A00200518	Pearson Education	P0055323	2	09/28/2020	09/28/2020			-\$29,520.05
		A00258705	El Dorado Trading Group	P0055366	1	09/30/2020	09/30/2020			-\$4,900.00
										-----
							TOTAL USER			\$ .00

**West Kern Community College District  
Board of Trustees Meeting  
March 10, 2021**

**Agenda Item 12.  
A. Academic Employment**

**1. Extra Duty Assignments-Stipend**

Item	Name	Assignment	Step	Stipend	Effective Date
a.	Bledsoe, Adam	Extra Duty: Zero Textbook Cost (ZTC) Course Development for Select CTE C-ID Approved Courses	--	\$2,800.00	3/11/2021 - 12/31/2021
b.	Raber, Tabitha	Extra Duty: Zero Textbook Cost (ZTC) Course Development for Select CTE C-ID Approved Courses	--	\$2,800.00	3/11/2021 - 12/31/2021
c.	Sheibani, Shahrzad	Extra Duty: Zero Textbook Cost (ZTC) Course Development for Select CTE C-ID Approved Courses	--	\$2,800.00	3/11/2021 - 12/31/2021

**2. Extra Duty Assignments-Hourly**

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Chung-Wee, Chris	Extra Duty-CAPP Outreach Activities (TC Faculty)	3	\$74.62*	3/11/2021 - 6/30/2021
b.	Devine, Bill	Extra Duty-CAPP Outreach Activities (TC Faculty)	3	\$74.62*	3/11/2021 - 6/30/2021
c.	Dyer, Geoffrey	Extra Duty-CAPP Outreach Activities (TC Faculty)	3	\$74.62*	3/11/2021 - 6/30/2021
d.	Getty, Shelley	Extra Duty-CAPP Outreach Activities (TC Faculty)	3	\$74.62*	3/11/2021 - 6/30/2021
e.	Jones, Diane	Extra Duty-CAPP Outreach Activities (TC Faculty)	3	\$74.62*	3/11/2021 - 6/30/2021
f.	Kerr, Danielle	Extra Duty-CAPP Outreach Activities (TC Faculty)	3	\$74.62*	3/11/2021 - 6/30/2021
g.	Jkulzer-Reyes, Kelly	Extra Duty-CAPP Outreach Activities (TC Faculty)	3	\$74.62*	3/11/2021 - 6/30/2021
h.	Martinez, Mariza	Extra Duty-CAPP Outreach Activities (TC Faculty)	3	\$74.62*	3/11/2021 - 6/30/2021

i.	Mitchell, David	Extra Duty-CAPP Outreach Activities (TC Faculty)	3	\$74.62*	3/11/2021 - 6/30/2021
j.	Payne, Ruby	Extra Duty-CAPP Outreach Activities (TC Faculty)	3	\$74.62*	3/11/2021 - 6/30/2021
k.	Reynolds, Joy	Extra Duty-CAPP Outreach Activities (TC Faculty)	3	\$74.62*	3/11/2021 - 6/30/2021

\*Not to exceed 50 hours total

**West Kern Community College District  
Board of Trustees Meeting  
March 10, 2021**

**Agenda Item 12.  
B. Classified Employment**

**1. Classified**

Item	Name	Assignment	Range/ Step	FTE	Hourly Rate	Effective Date
a.	Tipton-Cash, Heather	Integrated Technology Support Technician	30A	100%	\$27.19	3/11/2021

**C. Resignations/Retirements**

Item	Name	Position	Range/ Step	FTE	Stipend/ Salary	Effective Date
a.	Torres, Marisol	Distance Education Aide I	--	--	--	2/24/2021
b.	A00256927	CTE and Career Transitions Counselor	--	--	--	6/30/2021
c.	A00277399	Pre-Collegiate Success Coordinator	--	--	--	6/30/2021
d.	A00272268	Counselor CalWORKS/CARE/EOPS	--	--	--	6/30/2021



**WEST KERN COMMUNITY COLLEGE DISTRICT GENERAL FUND UNRESTRICTED  
 BUDGETED SOURCES OF FUNDS AT ACCOUNT LEVEL 1  
 REVENUE ACCOUNTS FISCAL YEAR 2020-2021  
 FOR THE MONTH ENDING FEBRUARY 28, 2021**

Account Level	Account Level Description	Proposed Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
8600	State Revenues	21,216,280	21,216,280	16,676,235	0	4,540,045
8800	Local Revenues	8,117,179	8,117,225	5,611,941	0	2,505,284
<b>Summary</b>		<b>29,333,459</b>	<b>29,333,505</b>	<b>22,288,176</b>	<b>0</b>	<b>7,045,329</b>

**West Kern Community College District General Fund Unrestricted  
 Budgeted Sources of Funds at Account Level 1  
 Expenditure Accounts Fiscal Year 2020-2021  
 For the Month Ending February 28, 2021**

Account Level	Account Level Description	Proposed Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
1000	Academic Salaries	9,534,565	9,573,325	5,774,339	0	3,798,987
2000	Classified & Other Nonacademic Sala	5,458,862	5,460,974	3,414,738	0	2,046,235
3000	Employee Benefits	8,485,784	8,500,800	4,523,768	155,718	3,821,314
4000	Supplies and Materials	505,745	491,886	131,901	56,746	303,239
5000	Other Operating Expenses & Services	4,410,186	4,420,261	1,408,589	1,486,668	1,525,004
5899	Contingency Reserve	379,491	328,708	0	0	328,708
6000	Capital Outlay	165,493	164,173	39,142	2,373	122,658
7000	Other Outgo	101,000	101,000	35,695	50,160	15,145
7200	Transfers	292,332	292,378	275,529	0	16,849
		<b>29,333,459</b>	<b>29,333,505</b>	<b>15,603,701</b>	<b>1,751,664</b>	<b>11,978,140</b>

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

Check Number	Check Date	Vendor Name	Description	Net Amount
78050928	02/01/2021	Pearson Education	Textbooks	15,013.72
78050947	02/01/2021	Westec	WESTEC - 2020-21 Contract FTES	32,271.75
78051044	02/08/2021	AARP Health Care Options	2020-21 Retiree Health Sup Insurance	20,031.74
78051046	02/08/2021	Alcorn Aire, Inc.	Cougar Dorms HVAC Replacement	43,968.75
78051057	02/08/2021	Colombo Construction Co., Inc.	Colombo Const - Student Center - Pay App 10a	101,022.55
78051082	02/08/2021	Student Insurance	8/1/2020-7/31/2021 Student Insurance Renewal	55,061.00
78051097	02/08/2021	United Healthcare Insurance Company	2020-21 Retiree Health RX Sup Insurance	22,264.90
78051120	02/10/2021	Colombo Construction Co., Inc.	Colombo - Student Center - Pay App 11	737,991.78
78051125	02/10/2021	FFP Fund V Lessee1, LLC	Forefront - January Power	11,231.83
78051131	02/10/2021	MBS Textbook Exchange, Inc.	Software & Leases	17,914.00
78051152	02/10/2021	Taft College Bookstore	TC Bookstore - PELL book vouchers	48,401.54
78051162	02/10/2021	West Kern Adult Education Network JPA	2020-21 AEBG Pass-through to WKEAN	69,387.00
78051164	02/10/2021	Westec	WESTEC - 2020-21 Contract FTES	25,100.25
78051164	02/10/2021	Westec	WESTEC - 2020-21 Contract FTES	60,957.75
78051183	02/17/2021	John Karwoski	John Karwoski - student center open po	10,920.00
78051204	02/17/2021	United Healthcare Insurance Company	2020-21 Retiree Health RX Sup Insurance	21,741.02
78051229	02/23/2021	AARP Health Care Options	2020-21 Retiree Health Sup Insurance	18,434.28
78051239	02/23/2021	CDW-G	Student laptops for Physiology lab	13,746.86
78051290	02/24/2021	Westec	WESTEC - 2020-21 Contract FTES	35,857.50
				<b>1,361,318.22</b>

**ASO 2020/21**  
**Balance Sheet**  
As of February 28, 2021

February 28, 2021

**ASSETS**

**Current Assets**

**Checking/Savings**

ASO Safe 1 240,271.02

ASO Safe 1 - Savings 143.78

**Total Checking/Savings** 240,414.80

**Total Current Assets** 240,414.80

**TOTAL ASSETS** 240,414.80

**LIABILITIES & EQUITY**

**Equity**

**Restricted Funds**

Anime and Above 1,692.00

Art Club 834.00

ASO Athletics 50,837.74

ASO General - Interest 69.57

ASO General - Bank Charges -20.00

ASO General - Operating 118,310.44

ASSE 385.43

Baseball Club 98.85

Best Buddies 4,152.03

Cougar Echo 773.50

**D.H. GENERAL**

D.H. CLASS OF 2021 2,392.38

D.H. CLASS OF 2020 0.00

D.H. GENERAL - Other 3,315.11

**Total D.H. GENERAL** 5,707.49

**ECE** 3,518.99

Golf Club - Mens 1,365.00

Golf Club - Womens 1,121.25

Intersivity Club 1,748.37

Literary Club 1,831.53

NSLS Club 3,905.15

On Our Own 870.58

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 Fund 3,964.78

**ASO 2020/21**  
**Balance Sheet**  
As of February 28, 2021

Spectrum	1,482.45
STEM	3,972.40
TC Cares	609.00
TIL Reunion	1,461.73
Uniform Replacement	11,725.26
Veterans Club	1,639.91
Women's Athletic Club	2,721.46
Women's Basketball Club	1,450.13
<b>Total Restricted Funds</b>	<b>240,414.80</b>
<b>Total Equity</b>	<b>240,414.80</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>240,414.80</b>

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Feb 02, 2021 09:12:22AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 540047

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 \$2,222,891.00

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
JANUARY SCHOOL APPORTIONMENT	84096	0886	5490	\$1,815,358.00	\$1,815,358.00
JANUARY SCHOOL APPORTIONMENT	84097	0886	5490	\$407,533.00	\$407,533.00

TOTAL DEPOSIT: \$2,222,891.00

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$2,222,891.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #210087

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: 02/02/2021 To 02/02/2021  
 Transaction Number from: 210087 To 210087  
 Date entered from: 00/00/0000 To 99/99/9999

J15384 DC0100 L.00.01 02/02/21 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL DESCR			
210087	02/02/2021	02/02/2021	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	JANUARY SCHOOL	APPORTIONMENT	11000-000-8612-00000	1,779,248.00
2.	78	JANUARY SCHOOL	APPORTIONMENT	11000-000-8618-00000	19,081.00
3.	78	JANUARY SCHOOL	APPORTIONMENT	11006-201-8633-00000	17,029.00
4.	78	JANUARY SCHOOL	APPORTIONMENT	12551-353-8615-64600	7,672.00
5.	78	JANUARY SCHOOL	APPORTIONMENT	12551-353-8625-64600	26,524.00
6.	78	JANUARY SCHOOL	APPORTIONMENT	12000-303-8622-64300	70,022.00
7.	78	JANUARY SCHOOL	APPORTIONMENT	12000-305-8624-64301	9,174.00
8.	78	JANUARY SCHOOL	APPORTIONMENT	12000-311-8623-64200	41,303.00
9.	78	JANUARY SCHOOL	APPORTIONMENT	12000-311-8660-64200	834.00
10.	78	JANUARY SCHOOL	APPORTIONMENT	12600-309-8627-64992	23,433.00
11.	78	JANUARY SCHOOL	APPORTIONMENT	12571-411-8628-67300	4,000.00
12.	78	JANUARY SCHOOL	APPORTIONMENT	12573-353-8691-64600	23,230.00
13.	78	JANUARY SCHOOL	APPORTIONMENT	12569-353-8699-64600	7,178.00
14.	78	JANUARY SCHOOL	APPORTIONMENT	12640-223-8647-60103	35,997.00
15.	78	JANUARY SCHOOL	APPORTIONMENT	12603-125-8643-68900	69,387.00
16.	78	JANUARY SCHOOL	APPORTIONMENT	12653-301-8699-63900	4,008.00
17.	78	TANF		12599-309-8632-64992	14,763.00
18.	78	PERKINS		12560-223-8158-09565	49,708.00
19.	78	CTE		12562-223-8658-60103	20,300.00
				TOTAL AMOUNT	2,222,891.00
				DISTRICT TOTAL	2,222,891.00
				GRAND TOTAL	2,222,891.00

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

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Feb 03, 2021 10:18:47AM

PROCESS DATE  
NOT PROCESSED AT  
THIS TIME

DEPT NO.  
0886

EROD NO.  
540148

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 \$2,780.91

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$2,780.91	\$2,780.91

TOTAL DEPOSIT: \$2,780.91

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$2,780.91 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #210088

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: 02/03/2021 To 02/03/2021  
 Transaction Number from: 210088 To 210088  
 Date entered from: 00/00/0000 To 99/99/9999

J16101 DC0100 L.00.01 02/03/21 PAC

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
210088	02/03/2021	02/03/2021	WKCCD DEPOSIT		
1.	78	BOOKSTORE SALES		31000-423-8841-69100	
				ENTERED BY: MDJB UNAPPROVED	2,780.91
				TOTAL AMOUNT	2,780.91
				DISTRICT TOTAL	2,780.91
				GRAND TOTAL	2,780.91

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Feb 03, 2021 10:19:52AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 540149

DEPT NO.  
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$5,711.50

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$5,711.50	\$5,711.50

TOTAL DEPOSIT: \$5,711.50

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$5,711.50 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00  
 NOTES: DEPOSIT #210089

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: 02/03/2021 To 02/03/2021  
 Transaction Number from: 210089 To 210089  
 Date entered from: 00/00/0000 To 99/99/9999

J16102 DC0100 L.00.01 02/03/21 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
210089	02/03/2021	02/03/2021	WKCCD DEPOSIT		5,711.50
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	5,711.50
				ENTERED BY: MDJB UNAPPROVED	
				TOTAL AMOUNT	5,711.50
				DISTRICT TOTAL	5,711.50
				GRAND TOTAL	5,711.50

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

USER NAME  
Mindy Jewell  
 SUBMIT DATE  
Feb 03, 2021 10:21:45AM  
 PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
 EROD NO.  
540150

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 \$132,982.11

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
DORM REVENUE	75960	0886	5490	\$875.00	\$875.00
GENERAL FUND	84096	0886	5490	\$672.58	\$672.58
RESTRICTED FUND	84097	0886	5490	\$57,545.15	\$57,545.15
TIL	84697	0886	5490	\$73,605.38	\$73,605.38
CAFETERIA	84699	0886	5490	\$284.00	\$284.00

TOTAL DEPOSIT: \$132,982.11

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$132,982.11 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00  
 NOTES: DEPOSIT #210090

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

J16103 DC0100 L.00.01 02/03/21 PA

Date last used from: 02/03/2021 To 02/03/2021  
Transaction Number from: 210090 To 210090  
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
210090	02/03/2021	02/03/2021	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300	672.58
2.	78	PATHWAYS		12904-223-8699-66005	4,509.90
3.	78	STRONG WORKFORCE		12642-223-8647-68900	53,035.25
4.	78	CAFETERIA SALES		32000-422-8841-69400	284.00
5.	78	HOUSING PAYMENTS		35000-000-8851-00000	875.00
6.	78			39000-314-8699-64991	73,605.38
				TOTAL AMOUNT	132,982.11
				DISTRICT TOTAL	132,982.11
				GRAND TOTAL	132,982.11



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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Feb 10, 2021 01:21:08PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 540622

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 \$2,364.52

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$2,364.52	\$2,364.52

TOTAL DEPOSIT: \$2,364.52

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$2,364.52 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00  
 NOTES: DEPOSIT #210091

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: 02/10/2021 To 02/10/2021  
Transaction Number from: 210091 To 210091  
Date entered from: 00/00/0000 To 99/99/9999

J18757 DC0100 L.00.01 02/10/21 PA

APPROVED AND UNAPPROVED TRANSACTIONS						
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-		AMOUNT
LN.	DI	DETAIL	DESCR			
210091	02/10/2021	02/10/2021	WKCCD DEPOSIT		ENTERED BY: MDJB UNAPPROVED	2,364.52
1.	78	BOOKSTORE SALES		31000-423-8841-69100		2,364.52
					TOTAL AMOUNT	2,364.52
					DISTRICT TOTAL	2,364.52
					GRAND TOTAL	2,364.52

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Feb 10, 2021 01:22:24PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO. 0886  
 EROD NO. 540623

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 \$2,709.00

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$2,709.00	\$2,709.00

TOTAL DEPOSIT: \$2,709.00

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$2,709.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00  
 NOTES: DEPOSIT #210092

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

J18759 DC0100 L.00.01 02/10/21 PAC

Date last used from: 02/10/2021 To 02/10/2021  
Transaction Number from: 210092 To 210092  
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
210092	02/10/2021	02/10/2021	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	2,709.00
				TOTAL AMOUNT	2,709.00
				DISTRICT TOTAL	2,709.00
				GRAND TOTAL	2,709.00

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Feb 10, 2021 01:24:01PM

PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME

DEPT NO.  
 0886

EROD NO.  
 540624

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 **\$232,640.78**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$70,012.53	\$70,012.53
CHILD DEVELOPMENT	84496	0886	5490	\$162,295.00	\$162,295.00
CAFETERIA	84699	0886	5490	\$333.25	\$333.25

TOTAL DEPOSIT: **\$232,640.78**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$232,640.78 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00  
 NOTES: DEPOSIT #210093

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: 02/10/2021 To 02/10/2021  
 Transaction Number from: 210093 To 210093  
 Date entered from: 00/00/0000 To 99/99/9999

J18760 DC0100 L.00.01 02/10/21 PA

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
210093	02/10/2021	02/10/2021	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300	159.20
2.	78			11000-000-9526-00000	69,428.04
3.	78	TRANSCRIPT FEES		11000-000-8879-00000	425.29
4.	78	CAFETERIA SALES		32000-422-8841-69400	333.25
5.	78	CC GENERAL		33428-310-8621-69200	102,859.00
6.	78	CC STATE PRESCHOOL		33528-310-8621-69200	47,221.00
7.	78	CC MIGRANT BILINGUAL		33591-310-8621-69200	12,215.00
				TOTAL AMOUNT	232,640.78
				DISTRICT TOTAL	232,640.78
				GRAND TOTAL	232,640.78

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Feb 17, 2021 10:28:11AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 541001

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 **\$505.82**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$505.82	\$505.82

TOTAL DEPOSIT: **\$505.82**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$505.82 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #210094

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

J21762 DC0100 L.00.01 02/17/21 PAC

Date last used from: 02/17/2021 To 02/17/2021  
Transaction Number from: 210094 To 210094  
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
210094	02/17/2021	02/17/2021	WKCCD DEPOSIT		505.82
1.	78	BOOKSTORE SALES		31000-423-8841-69100	505.82
				ENTERED BY: MDJB UNAPPROVED	
				TOTAL AMOUNT	505.82
				DISTRICT TOTAL	505.82
				GRAND TOTAL	505.82

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Feb 17, 2021 10:30:00AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 541003

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 \$75,413.23

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$40,307.61	\$40,307.61
RESTRICTED FUND	84097	0886	5490	\$34,895.37	\$34,895.37
CAFETERIA	84699	0886	5490	\$210.25	\$210.25

TOTAL DEPOSIT: \$75,413.23

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$75,413.23 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #210095

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: 02/17/2021 To 02/17/2021  
 Transaction Number from: 210095 To 210095  
 Date entered from: 00/00/0000 To 99/99/9999

J21763 DC0100 L.00.01 02/17/21 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
210095	02/17/2021	02/17/2021	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300	670.25
2.	78	OPEB		11000-412-5990-73900	39,500.00
3.	78	CALPERS ADJUSTMENT		11000-114-3220-70999	137.36
4.	78	CALPERS ADJUSTMENT		12000-114-3220-70999	91.58
5.	78	FOUNDATION SALARIES		12000-114-8892-70999	8,152.70
6.	78	CARES ACT - INSTITUTIONAL		12725-421-8199-00000	26,021.09
7.	78	CARES ACT - MSI		12730-421-8199-00000	630.00
8.	78	CAFETERIA SALES		32000-422-8841-69400	210.25
				TOTAL AMOUNT	75,413.23
				DISTRICT TOTAL	75,413.23
				GRAND TOTAL	75,413.23

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

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Feb 22, 2021 02:01:29PM

PROCESS DATE  
NOT PROCESSED AT  
THIS TIME

DEPT NO.  
0886

EROD NO.  
541345

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 \$9,150,000.00

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
ALLIED WORLD INS. SETTLEMENT	84701	0886	5490	\$9,150,000.00	\$9,150,000.00

TOTAL DEPOSIT: \$9,150,000.00

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$9,150,000.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #210096

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: 02/22/2021 To 02/22/2021  
 Transaction Number from: 210096 To 210096  
 Date entered from: 00/00/0000 To 99/99/9999

J23869 DC0100 L.00.01 02/22/21 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
210096	02/22/2021	02/22/2021	WKCCD DEPOSIT		
1.	78	ALLIED WORLD INS.	SETTLEMENT	42350-000-8985-00000	
				ENTERED BY: MDJB UNAPPROVED	9,150,000.00
				TOTAL AMOUNT	9,150,000.00
				DISTRICT TOTAL	9,150,000.00
				GRAND TOTAL	9,150,000.00

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Feb 24, 2021 10:52:10AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 541571

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 **\$64,873.49**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$64,873.49	\$64,873.49

TOTAL DEPOSIT: **\$64,873.49**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$64,873.49 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00  
 NOTES: DEPOSIT #210097

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: 02/24/2021 To 02/24/2021  
Transaction Number from: 210097 To 210097  
Date entered from: 00/00/0000 To 99/99/9999

J25090 DC0100 L.00.01 02/24/21 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
210097	02/24/2021	02/24/2021	WKCCD DEPOSIT		
1.	78	BOOKSTORE SALES		31000-423-8841-69100	
				ENTERED BY: MDJB UNAPPROVED	64,873.49
				TOTAL AMOUNT	64,873.49
				DISTRICT TOTAL	64,873.49
				GRAND TOTAL	64,873.49



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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Feb 24, 2021 10:53:48AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 541573

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 **\$832.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$832.00	\$832.00

TOTAL DEPOSIT: **\$832.00**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$832.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00  
 NOTES: DEPOSIT #210098

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: 02/24/2021 To 02/24/2021  
Transaction Number from: 210098 To 210098  
Date entered from: 00/00/0000 To 99/99/9999

J25094 DC0100 L.00.01 02/24/21 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	AMOUNT
LN.	DI	DETAIL	DESCR	
210098	02/24/2021	02/24/2021	WKCCD DEPOSIT	832.00
1.	78	STUDENT RECEIPTS	11000-000-9161-00000	832.00
			ENTERED BY: MDJB UNAPPROVED	
			TOTAL AMOUNT	832.00
			DISTRICT TOTAL	832.00
			GRAND TOTAL	832.00

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

USER NAME  
Mindy Jewell  
 SUBMIT DATE  
Feb 24, 2021 10:56:05AM  
 PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
 EROD NO.  
541578

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 \$133,328.65

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$2,873.40	\$2,873.40
RESTRICTED FUND	84097	0886	5490	\$75,578.18	\$75,578.18
TIL	84697	0886	5490	\$54,512.72	\$54,512.72
CAFETERIA	84699	0886	5490	\$364.35	\$364.35

TOTAL DEPOSIT: \$133,328.65

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$133,328.65 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00  
 NOTES: DEPOSIT #210099

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: 02/24/2021 To 02/24/2021  
 Transaction Number from: 210099 To 210099  
 Date entered from: 00/00/0000 To 99/99/9999

J25095 DC0100 L.00.01 02/24/21 PAC

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
210099	02/24/2021	02/24/2021	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300	249.40
2.	78	RETAINED FINANCIAL AID		11000-000-9526-00000	2,624.00
3.	78	CDTC UNITS		12427-210-8699-69200	8,004.00
4.	78	FEDERAL WORK STUDY		12401-353-8153-64600	4,307.89
5.	78	FWS ADMIN ALLOWANCE		12401-353-8151-64600	215.11
6.	78	TPSID		12433-314-8199-00000	63,051.18
7.	78	CAFETERIA SALES		32000-422-8841-69400	364.35
8.	78	TIL REGIONAL CENTERS		39000-314-8699-64991	54,512.72
				TOTAL AMOUNT	133,328.65
				DISTRICT TOTAL	133,328.65
				GRAND TOTAL	133,328.65

WEST KERN COMMUNITY COLLEGE DISTRICT

Travel Period: 2/1/2021 - 2/28/2021

Employee	Event/Purpose	Location	Travel Start Date	Travel End Date	Estimated Cost
Kasper, Kevin	2021 CISOA Tech Summit	Virtual	2/8/2021	2/11/2021	\$ -
Zsiba, Jason	2021 CISOA Tech Summit	Virtual	2/8/2021	2/11/2021	\$ -
Gonzalez, Gustavo	2021 CISOA Tech Summit	Virtual	2/8/2021	2/11/2021	\$ -
Hicks, Dana	2021 CISOA Tech Summit	Virtual	2/8/2021	2/11/2021	\$ -
Li, Xiaohong	2021 CISOA Tech Summit	Virtual	2/8/2021	2/11/2021	\$ 500.00
Thoo, Vincent	2021 CISOA Tech Summit	Virtual	2/8/2021	2/11/2021	\$ -
Andrade, Rafael	2021 CISOA Tech Summit	Virtual	2/8/2021	2/11/2021	\$ -