

WEST KERN COMMUNITY COLLEGE DISTRICT
AGENDA FOR REGULAR MEETING

April 15, 2020

Human Resource Conference Room
(Access Through the Library Entrance)

No in-person public attendance permitted. 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:

<https://zoom.us/j/481939879>

6:00 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. ACTIONS
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
5. GENERAL COMMUNICATIONS
6. APPROVAL OF MINUTES - Regular Meeting Held March 11, 2020
7. NEW BUSINESS:
 - A. Request for Approval - Accrediting Commission for Community and Junior Colleges (ACCJC) - Annual Report
Vote
Abstain: _____
Cole: ____ **Campos:** ____ **Long:** ____ **Orrin:** ____ **White:** ____
 - B. Request for Approval - Resolution 2019/20-20 - Declaring a State of Emergency and Delegating Authority to the Superintendent/President to Close District Centers, Campus, and Offices, and to Otherwise Respond to the Novel Coronavirus (COVID-19)
Vote
Abstain: _____
Cole: ____ **Campos:** ____ **Long:** ____ **Orrin:** ____ **White:** ____
 - C. Second Reading and Request for Approval - Board Policy Review

BP #3100 - Organizational Structure
BP #3200 - Accreditation
BP #3280 - Grants
BP #3600 - Auxiliary Organizations
BP #3710 - Intellectual Property and Copyright
BP #3720 - Computer and Network Use
BP #7135 - Substitute and Temporary Employees Paid Sick Leave
Vote
Abstain: _____
Cole: ____ **Campos:** ____ **Long:** ____ **Orrin:** ____ **White:** ____
 - D. First Reading - Updates Board Policies

BP #4025 - Philosophy and Criteria for Associate Degree and General Education
BP #4030 - Academic Freedom
BP #4100 - Graduation Requirements for Degrees and Certificates

BP #7240 - Confidential Employees

Vote

Abstain: _____

Cole: ___ **Campos:** ___ **Long:** ___ **Orrin:** ___ **White:** ___

E. First Reading - Board Policy Review

BP #2435 - Evaluation of Superintendent/President

BP #3310 - Records Retention and Destruction

BP #3440 - Service Animals

BP #3501 - Campus Security and Access

BP #3503 - Missing Student Notification

BP #3540 - Sexual and Other Assaults on Campus

BP #4010 - Academic Calendar

BP #4060 - Delineation of Functions Agreements

BP #4110 - Honorary Degrees

BP #4230 - Grading Symbols

BP #4231 - Grade Changes

BP #4240 - Academic Renewal

BP #4260 - Prerequisites and Co-Requisites

BP #4500 - Partnership with WESTEC

BP #5110 - Counseling

BP #5700 - Intercollegiate Athletics

BP #6100 - Delegation of Authority, Business and Fiscal Affairs

BP #6150 - Designation of Authorized Signatures

BP #6324 - Disclosure Policy for Public Debt Obligations

BP #7100 - Commitment to Diversity

BP #7110 - Delegation of Authority, Human Resources

BP #7130 - Compensation

BP #7140 - Collective Bargaining

BP #7210 - Academic Employees

BP #7345 - Catastrophic Leave Program

BP #7350 - Resignations

BP #7370 - Political Activity

BP #7510 - Domestic Partners

Vote

Abstain: _____

Cole: ___ **Campos:** ___ **Long:** ___ **Orrin:** ___ **White:** ___

8. CONSENT AGENDA (Items A - H)

- A. Request for Approval - West Kern Adult Education Network (WKAEN) Joint Powers Authority (JPA) Funds Agreement Between West Kern Community College District and WKAEN; 7/1/20 -6/3/21

- B. Request for Approval – Strong Work Force Regional Program – Central/Mother Lode Regional Consortium between State Center Community College District and West Kern Community College District – Amendment III; 12/31/20 – 12/31/21
- C. Request for Ratification – California Virtual Campus – Online Education Initiative (CVC-OEI) Subaward Agreement – Amendment #1
- D. Request for Approval – 2019/20 Audit Service Engagement with CWDL, Certified Public Accountants; \$55,380 for District Annual Report, \$6,310 for Proposition 39 Audit, and \$1,000 for Foundation Tax Return
- E. Request for Approval – Extension of Application Subscription Program Agreement with TouchNet Information Systems, Inc.; \$42,415 with TouchNet Reserving Right to Annual Increase Not to Exceed 10% per Year; Five Years Commencing 6/1/20 – 5/31/25
- F. Request for Approval – 2020-2023 Property and Casualty Claims Administration Services Agreement; 7/1/20 – 6/30/23
- G. Request for Approval – Adidas – Elite Team Agreement; 7/1/20 – 6/30/24
- H. Ratification of the March 2020 Vendor Check & Purchase Order Registers

Consent Agenda Vote

Abstain:

Cole: ____ **Campos:** ____ **Long:** ____ **Orrin:** ____ **White:** ____

9. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST

10. EMPLOYMENT (Action)

- A. Classified Employment (Appendix II)

Vote

Abstain:

Cole: ____ **Campos:** ____ **Long:** ____ **Orrin:** ____ **White:** ____

11. REPORTS:

- A. Financial Reports (For Information)
 - 1. Revenue Accounts (Account Level 1) FY 2019/20
 - 2. Expenditure Accounts (Account Level 1) FY 2019/20
 - 3. Expenditure Detail of \$10,000.00 or Greater, March 2020
 - 4. Student Organization and Special Accounts, March 2020
 - 5. Funds Deposited in County Treasury, March 2020
 - 6. Employee Travel Report – March 2020
- B. Trustee Reports
- C. Academic Senate Report
- D. Reports from Staff and Student Organizations

12. REPORT OF THE SUPERINTENDENT

13. NEXT MEETING DATE

The next regular meeting is scheduled for Wednesday, May 13, 2020, at 5:00 p.m.

14. PUBLIC COMMENT ON CLOSED SESSION ITEMS

15. 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)

16. RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION

17. ADJOURNMENT

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

REGULAR MEETING

March 11, 2020

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. Trustees Michael Long Dr. Kathy Orrin and Billy White were present. Secretary Emmanuel Campos was absent. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were heard.

CLOSED SESSION

At 5:04 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)

RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 5:50 p.m., it was moved by Trustee White, seconded by Trustee Long and unanimously carried, to reconvene in Public Session. President Cole reported there was no action taken in Closed Session.

PLEDGE OF ALLEGIANCE

President Cole led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

No comments were heard.

GENERAL COMMUNICATIONS

Aaron Markovits, Director of Transition to Independent Living, shared his experience attending the Zero Project Conference in Vienna, Austria (copy attached to official minutes). He, John Dodson and Sheri Horn-Bunk attended the conference on a grant. They presented a session on the TIL comprehensive educational program to prepare students for living, citizenship and career readiness.

APPROVAL OF MINUTES

On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the minutes of the Regular Meeting held February 12, 2020 were approved.

NEW BUSINESS

Request for Approval - Resolution 2019/20-15 - In Memoriam of Dr. David Cothrun

President Cole read the resolution honoring Dr. David Cothrun for his 21 years of service as the West Kern Community College District's Superintendent/President. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the resolution was approved (copy attached to official minutes).

Request for Approval - Dedication of Center for Independent Living (CIL) Lobby in Memoriam of Dr. David Cothrun

Dr. Daniels stated that the College would like to dedicate the CIL lobby in Dr. Cothrun's memory. The Transition to Independent Living program began with the support of Dr. Cothrun as the Superintendent/President. Under his tenure, the TIL program was able to pioneer educational practices for the developmentally disabled. On a motion by Trustee White, seconded by Trustee Long and unanimously carried, the dedication was approved (copy attached to official minutes).

Request for Approval - Solar Project - Proposal for Construction Materials Testing and Inspection Services from BSK Associates; Estimate \$25,751

Richard Treece, Director of Maintenance and Operations, explained the proposal would allow the District to have BSK Associates conduct necessary construction materials testing to meet the quality standards. On a motion by Trustee Long, seconded by Trustee Orrin and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval - Board Policy Review

BP #2015 - Student Member(s)

BP #2305 - Annual Organizational Meeting

BP #2310 - Regular Meetings of the Board

BP #2320 - Special and Emergency Meetings

BP #2350 - Speakers

BP #2355 - Decorum

BP #2360 - Minutes

BP #2365 - Recording

BP #6620 - Naming of District Facilities and Properties

Dr. Daniels said that these Board Policies have been reviewed and have no material changes. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the request was approved (copy attached to official minutes).

First Reading – Board Policy Review

BP #3100 – Organizational Structure

BP #3200 – Accreditation

BP #3280 – Grants

BP #3600 – Auxiliary Organizations

BP #3710 – Intellectual Property and Copyright

BP #3720 – Computer and Network Use

BP #7135 – Substitute and Temporary Employees Paid Sick Leave

CONSENT AGENDA:

A. Request for Approval – Distance Learning

Social Science Division

HIST 2202 Western Civilization to 1600

PSYC 2033 Personal and Social Adjustment

Liberal Arts Division

SPCH 1511 Public Speaking

B. Request for Approval – Course Revisions

Math and Science Division

DNTL 1054 Clinical Practice

DNTL 1510 Oral Biology

DNTL 1511 Oral Radiology

DNTL 1513 Dental Health Education/Seminar

DNTL 1514 Introduction to Clinic

DNTL 2020 Local Anesthesia and Nitrous Oxide

DNTL 2021 General and Oral Pathology

DNTL 2024 Clinical Practice I

DNTL 2026 Nutrition in Dentistry

DNTL 2130 Periodontics I

DNTL 2131 Pharmacology

DNTL 2132 Dental Materials

DNTL 2135 Community Oral Health I

DNTL 2243 Clinical Practice III

DNTL 2244 Community Oral Health II

ESCI 1520 Introduction to Earth Science Lecture and Laboratory

PSCI 1520 Introduction to Physical Science Lecture and Laboratory

PHED 1649 Beginning Athletic Training

PHED 2146 Techniques in Athletic Taping II

Learning Support Division

DS 1503 Introduction to Medication Support

English Division

ENGL 1500 Composition and Reading

ENGL 1600 Critical Thinking, Literature and Composition

Social Science Division

HIST 2202 Western Civilization to 1600

PSYC 2033 Personal and Social Adjustment

C. Request for Approval – Program Revision

Learning Support Division

Disability Services – Associate in Science

D. Request for Approval – Proposed Fee Increase for TIL Students; Fall 2020

E. Request for Approval – 2020-2021 Residence Hall/Dormitory and Meal Plan Fees

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

G. Request for Approval – 2019/20 Request for Authorization to Transfer Unrestricted General Funds to the Futuris Public Entity Investment Trust Program for Post-Employment Benefits

H. Request for Approval – Degree Works Upgrade to 5.0.3 for Student Services; \$81,390.00

I. Request for Approval – Agreement with Total Compensation Systems, Inc. for Actuarial Services; 5/1/20 – 1/31/21; \$10,410.00

J. Request for Approval – Barber & Gonzalez Consulting Group Services Contract for 1-Day Refresher Interest Based Bargaining Training (IBB) on January 14, 2020; \$2,840.35

K. Request for Approval – Declaration of Surplus Personal Property and Authorization for Sale

L. Ratification of the February 2020 Vendor Check & Purchase Order Registers

On a motion by Trustee Long, seconded by Trustee White and unanimously carried, Consent Agenda Items A – L 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 White and seconded by Trustee Orrin, amended Employment Items A – C were approved by the following vote (Employment Items A – C (*Appendix I & II*) are attached to official minutes):

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

No: None

Abstain: None

Absent: Emmanuel Campos

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 2019/20
2. Expenditure Accounts (Account Level 1) FY 2019/20
3. Expenditure Detail of \$10,000.00 or Greater, February 2020
4. Student Organization and Special Accounts, February 2020
5. Funds Deposited in County Treasury, February 2020
6. Employee Travel Report – February 2020

Trustee Reports

Trustee Orrin reported that she was told by an attendee at a job fair that the Taft College staff and presentation was phenomenal.

Associated Student Organization

Whisper Lynn Null told the Board of future events including Wind Wolves Spring Festival, a movie night, RPG club fundraiser and a census outreach event.

Faculty Association

Ruby Payne, President of the Faculty Association, thanked maintenance staff for the installment of antibacterial hand gel dispensers in preventative effort from recent illness concerns.

Human Resources

Heather del Rosario, Vice President of Human Resources, said timeclock implementation continues and is going well. She added that several staff members will be attending an Academic Senate conference with a focus on recruiting and retaining diverse employees.

Fiscal Services

Amanda Bauer, Executive Director of Fiscal Services, thanked Human Resources for leading the timeclock transition. Ms. Bauer said that staff are preparing and beginning training for the 2020-21 budget.

Facilities

Richard Treece, Director of Facilities, Maintenance and Transportation, told the Board that phase three of the Solar Project will begin on Monday. The project is going well.

Child Development Center

Meghan Hall-Silveira, Director of the Child Development Center, thanked maintenance for connecting a sidewalk to provide a continuous walk path. She also reported that a children's library in the lobby of the CDC is coming along and that a grant partner is now working on identifying playground equipment and supplies for a future improvement project. Ms. Hall-Silveira also said that curriculum for bilingual evidence based curriculum had been purchased with grant funds. The CDC is in contact with Taft Union High School to possibly host high school students in a program that allows for career exploration.

Foundation

Sheri Horn-Bunk, Executive Director of Foundation, reported on recent alumni outreach visits and told the Board that the 2020 Faculty Innovation Grant applications have been shared. Ms. Horn-Bunk thanked Aaron Markovits and John Dodson for the experience at the Zero Project Conference.

Transition to Independent Living

Aaron Markovits, Director of TIL, explained the transition process that students and staff are working on with current sophomores as they prepare to head home after graduation. He added that staff are also recruiting for the 2020-21 classes. Shelly Mitchell, Public Information intern, shared the most recent TIL Times with the Board.

Instruction

Dr. Leslie Minor, Vice President of Instruction, told the Board that midterms are going well and the late-start classes have begun. She also reported on the status of vacancies. Dr. Minor recently completed a site visit on an accreditation team. She learned how a similarly sized school is interpreted by a site team and also how the current accreditation standards are analyzed. She will be attending a conference on employee diversification.

Institutional Research

Xiaohong Li, Executive Director of Institutional Research, said that the annual accreditation report is being reviewed by the Strategic Planning Committee and the Governance Council prior to being submitted. She also provided a status update of the data dashboard that is coming to the IR website.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, noted the logo used in the TIL Zero Project Conference PowerPoint. The brand-compliant logo will be used this year as a

celebration of the program's 25th anniversary. Ms. Groveman detailed a marketing campaign for summer/fall registration that will commence two weeks prior to the first registration dates.

Information Technology Services

Andrew Prestage, Executive Director of Information Technology Services, provided an update on vacancies in the department. He told the Board that a phishing campaign was again used to educate staff on the digital security threat. A real phishing scam was sent to many employees but employees were alert and informed the ITS staff without any issues.

Student Services

Severo Balason, Vice President of Student Services, told the Board that wifi for student access will be a project in the upcoming weeks. He also told the Board that he had received a four-ticket package to Dodger stadium to use at the annual Al Baldock golf tournament.

Campus Safety & Security

Kevin Altenhofel, Director of Campus Safety & Security, provided an update on cameras that needed replaced at the Cougar dorms. He also noted that campus emergency response guides are currently being designed to replace outdated versions. A refresher training for late duty administrators was held today and there will be another training held next week. Staff have also updated emergency contact lists in classrooms.

REPORT OF THE SUPERINTENDENT/PRESIDENT

Community Events

Dr. Daniels said that a team from Taft College attended the CSU Bakersfield Hall of Fame event in honor of Taft Union High School Superintendent Dr. Blanca Cavazos. Dr. Cavazos was inducted to the Hall of Fame and is an educational partner of the College. There were also staff present at the Taft District Chamber of Commerce 2020 Installation Ceremony. Foundation Intern and College student Sierra Pilgrim was honored at the event. Today Dr. Daniels, several Board members, and Foundation staff and members attended the Kern Economic Development Corporation (KEDC) Economic Summit. Dr. Daniels recently attended the 2020 CEO Symposium conference where topics like artificial intelligence, marketing as well as funding formula metrics were discussed.

As a part of a Promise basket prize, Taft College Dental Hygiene and several other staff recently toured and had dinner at the Kern County Fire substation in Taft. She shared details of the tour and shared that the firefighters showed interest in supporting the Promise program in the future.

College Events

Dr. Daniels shared the history of the Dental Hygiene candlelight ceremony tradition, which is held upon the start of a class' clinical education. She recently attended the annual event and noted it is always great to see the students celebrating their educational progress.

Board of Trustees Goals – Update

Dr. Daniels distributed a current list of items discussed during the current year's Board meetings in an effort to meet each goal set by the Board at their annual retreat. She reviewed the list with the Board

and discussed how the goals are used to development future topics and meeting items so that progress is made in each area of interest.

Coronavirus

Dr. Daniels assured the Board that the College staff continue to monitor current information on the coronavirus issue. Staff have installed hand sanitizer dispensers in classrooms, distributed Lysol wipes, and have encouraged those who have fever to stay home. Staff also have used guidelines to clean areas of the College routinely as a preventative effort.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, April 15, 2020, at 5:00 p.m.

ADJOURNMENT

At 7:04 p.m., on a motion by Trustee Orrin, seconded by Trustee White and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

Dawn Cole, President

Date: April 8, 2020
Submitted by: Dr. Debra Daniels, Superintendent/President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: April 15, 2020

Title of Board Item:

Accrediting Commission for Community and Junior Colleges (ACCJC) – Annual Report


Background:

In March of 2020 District staff prepared and submitted an Annual Report as required by the ACCJC accrediting process.

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

| [Help](#) | [Logout](#)

**2020 Annual Report
REVIEW**

Taft College
29 Cougar Court
Taft, CA 93268

General Information

#	Question	Answer
1.	Confirm logged into the correct institution's report	Confirmed
2.	Name of individual preparing report:	Xiaohong Li
3.	Phone number of person preparing report:	661-763-7978
4.	E-mail of person preparing report:	xli@taftcollege.edu
5.	Type of Institution	California Community College

Headcount Enrollment Data

#	Question	Answer
6.	Total unduplicated headcount enrollment:	2016-17: 12,249 2017-18: 12,292 2018-19: 12,110
6a.	Percent Change 2016-17 to 2017-18: (calculated) Percent Change 2017-18 to 2018-19: (calculated)	0 % -1 %
7.	Total unduplicated headcount enrollment in degree applicable credit courses:	2016-17: 12,245 2017-18: 12,285 2018-19: 12,110
7a.	<p>Please list any individual program which has experienced a 50% increase or decrease in the last year.</p> <p>Below are the programs have experienced a 50% increase in the last year with the program status: ADT-Spanish for Transfer - Active; AS Early Childhood Educ - Active; CA in Energy Technology - Inactive; CA in Ind Hlth Safety Found - Deleted; CA in Energy Tech: Entry Level- Deleted; CA in Admin Services II - Active; ADT-Biology for Transfer - Active; CA in Direct Support Education - Active; CA in Structural Code Welding - Active; AS Dental Hygiene - Approved; Below are the programs have experienced a 50% decrease in the last year with the program status. AA Social Science - Deleted; CC in Energy Tech Foundation - Deleted; CA Ind Hlth & Safety Midlevel - Deleted; CA in Early Intervntn Asst II - Active; AA Multi-Media Journalism - Inactive, effective F2020; CA in Pipe Code Welding - Active; ADT-Anthropology for Transfer - Inactive; CA in Early Intervntn Asst I - Active; CA in Energy Tech Field Tech - Deactivated; CC in Ind Hlth Safety Haz Matl - Deactivated; CC Master Tcher Special Needs Active CC Mster Tcher School Age Care Deleted</p>	

Distance Education and Correspondence Education

#	Question	Answer						
8.	Total unduplicated headcount enrollment in distance education in last three years:	<table border="1"> <tr> <td>2016-17</td> <td>3,180</td> </tr> <tr> <td>2017-18</td> <td>3,348</td> </tr> <tr> <td>2018-19</td> <td>3,381</td> </tr> </table>	2016-17	3,180	2017-18	3,348	2018-19	3,381
2016-17	3,180							
2017-18	3,348							
2018-19	3,381							
8a.	Percent Change 2016-17 to2017-18: (calculated) Percent Change 2017-18 to2018-19: (calculated)	<table border="1"> <tr> <td></td> <td>5 %</td> </tr> <tr> <td></td> <td>1 %</td> </tr> </table>		5 %		1 %		
	5 %							
	1 %							
9.	Do you offer Correspondence Education?	Yes						
9a.	Total unduplicated headcount enrollment in all types of Correspondence Education:	<table border="1"> <tr> <td>2016-17</td> <td>391</td> </tr> <tr> <td>2017-18</td> <td>349</td> </tr> <tr> <td>2018-19</td> <td>327</td> </tr> </table>	2016-17	391	2017-18	349	2018-19	327
2016-17	391							
2017-18	349							
2018-19	327							
9b.	Percent Change 2016-17 to2017-18: (calculated) Percent Change 2017-18 to2018-19: (calculated)	<table border="1"> <tr> <td></td> <td>-11 %</td> </tr> <tr> <td></td> <td>-6 %</td> </tr> </table>		-11 %		-6 %		
	-11 %							
	-6 %							

Federal Data

#	Question	Answer
10.	List the Graduation Rate per the US Education Department College Scorecard	6 %
11.	If your college relies on another source for reporting success metrics, please identify the source (select one).	CCCCO Student Success Metrics dashboard (Scorecard)
12.	Please provide a link to the exact page on your institution's website that displays its most recent listing of student achievement data.	http://www.taftcollege.edu/iarp/student-achievement-data-reports/

Institution Set Standards for Student Achievement

#	Question	Answer						
Course Completion Rates								
13.	List your Institution-Set Standard (floor) for successful student course completion rate:	<table border="1"> <tr> <td>2016-17</td> <td>2017-18</td> <td>2018-19</td> </tr> <tr> <td>66 %</td> <td>66 %</td> <td>66 %</td> </tr> </table>	2016-17	2017-18	2018-19	66 %	66 %	66 %
2016-17	2017-18	2018-19						
66 %	66 %	66 %						
13a.	List your stretch goal (aspirational) for successful student course completion rate:	<table border="1"> <tr> <td>2016-17</td> <td>2017-18</td> <td>2018-19</td> </tr> <tr> <td>70 %</td> <td>73 %</td> <td>76 %</td> </tr> </table>	2016-17	2017-18	2018-19	70 %	73 %	76 %
2016-17	2017-18	2018-19						
70 %	73 %	76 %						
13b.	List the actual successful student course completion rate:	<table border="1"> <tr> <td>2016-17</td> <td>2017-18</td> <td>2018-19</td> </tr> <tr> <td>83 %</td> <td>84 %</td> <td>82 %</td> </tr> </table>	2016-17	2017-18	2018-19	83 %	84 %	82 %
2016-17	2017-18	2018-19						
83 %	84 %	82 %						
Certificates								
14.	Type of Institute-set standard for certificates (Please Select Number or Percentage):	Number of certificates						
	If Number-Other or Percent-other, please describe:	include awards with 18 units and above based on CCCC's DataMart category						
14a.	List your Institution-Set Standard (floor) for certificates:	<table border="1"> <tr> <td>2016-17</td> <td>2017-18</td> <td>2018-19</td> </tr> <tr> <td>30</td> <td>30</td> <td>30</td> </tr> </table>	2016-17	2017-18	2018-19	30	30	30
2016-17	2017-18	2018-19						
30	30	30						

14b.	List your stretch goal (aspirational) for certificates:	2016-17	2017-18	2018-19
		33	33	33
14c.	List actual number or percentage of certificates:	2016-17	2017-18	2018-19
		61	31	31

Associate Degree (A.A./A.S.)

15.	Type of Institute-set standard for degrees awarded (Please Select Number or Percentage):	Number of degrees		
	If Number-Other or Percent-other, please describe:			
15a.	List your Institution-Set Standard (floor) for degrees:	2016-17	2017-18	2018-19
		323	323	323
15b.	List your stretch goal (aspirational) for degrees:	2016-17	2017-18	2018-19
		357	357	357
15c.	List actual number or percentage of degrees:	2016-17	2017-18	2018-19
		471	470	521

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

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

Transfer

17.	Type of Institute-set standard for transfers(Please Select Number or Percentage):	Number of transfers		
	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:	2016-17	2017-18	2018-19
		157	157	157
17b.	List your stretch goal (aspirational) for the number of students who transfer to a 4-year college/university:	2016-17	2017-18	2018-19
		185	185	185
17c.	List actual number or percentage of students who transfer to a 4-year college/university:	2016-17	2017-18	2018-19
		260	218	231

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	Examination	Institution set standard	2016-17 Pass Rate	2017-18 Pass Rate	2018-19 Pass Rate
	Dental Hygiene	state	95 %	100 %	100 %	81 %

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	2016-17 Job Placement Rate	2017-18 Job Placement Rate	2018-19 Job Placement Rate
	Early Childcare Education	69 %	91.3 %	83.33 %	77.36 %
	Dental Hygiene	69 %	83.33 %	95.65 %	100 %
	Liberal Arts Allied Health	69 %	70.8 %	74.29 %	76.67 %
	Administration of Justice	77 %	85 %	90.48 %	88 %

Other Information

20.	Please use this text box to provide any comments regarding the data submitted in this report (optional, no limit). <input type="text"/>
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Go To Question #:

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.

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RESOLUTION 2019/20-20

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

Declaring a State of Emergency and Delegating Authority to the Superintendent/President to Close District Centers, Campus, and Offices, and to Otherwise Respond to the Novel Coronavirus (COVID-19)

WHEREAS, on March 4, 2020, the Governor of California declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

WHEREAS, it is imperative that the District implement measures to prepare for and respond to the potential further spread of COVID-19; and

WHEREAS, under Education Code Section 70902(a)(1), a governing board of a community college district “may initiate and carry on any program, activity, or may otherwise act in any manner that is not in conflict with or inconsistent with, or preempted by, any law and that is not in conflict with the purposes for which community college districts are established”; and

WHEREAS, Education Code Section 70902(d) allows governing boards to delegate this authority, except when an authority is expressly non-delegable; and

WHEREAS, federal, state, and local public health authorities have determined thresholds for college closures based on evidence of exposure, potential spread, and confirmed cases of COVID-19.

WHEREAS, that the Board determines that the circumstances surrounding the outbreak and potential further spread of COVID-19 threatens the health, safety, and welfare of District students and employees, and accordingly, the Board hereby declares a State of Emergency.

BE IT FURTHER RESOLVED, that the Board authorizes the Superintendent/President, in her discretion, to order closed, if necessary, District and College centers, campus, offices, and facilities, all or in part, to ensure the safety of the students and employees of the District.

AND BE IT FURTHER RESOLVED that the Board authorizes the Superintendent/President to take any other action that she deems necessary during this Emergency, including excluding students and employees from District and College facilities, and to keep the Board and the District community informed of all actions taken pursuant to this Resolution.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of the West Kern Community College District authorizes the Superintendent/President the power to respond as necessary to the COVID-19 outbreak.

IN WITNESS of the adoption of the foregoing Resolution 2019/20-20 at a duly called regular meeting of the West Kern Community College Board of Trustees held the 15th day of April, 2020; 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: March 30, 2020
Submitted by: Dr. Debra Daniels, Superintendent/President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: April 15, 2020

Title of Board Item:
Second Reading and Request for Approval – Board Policy Review

Background:
The Board Policies listed below have been reviewed and found to be consistent with District practice.

BP # 3100 – Organizational Structure
BP #3200 – Accreditation
BP #3280 – Grants
BP #3600 – Auxiliary Organizations
BP #3710 – Intellectual Property and Copyright
BP #3720 – Computer and Network Use
BP #7135 – Substitute and Temporary Employees Paid Sick Leave

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 3100 Organizational Structure

Reference:

Education Code 72400

The Superintendent/President shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the District.

The organizational charts are subject to review by the Board.

See Administrative Procedures AP 3100

BP 3200 Accreditation

Reference:

*ACCJC Accreditation Eligibility Requirement 21;
ACCJC Accreditation Standards I.C.12 and 13 (formerly IV.B.1.i)
Title 5 Section 54016*

The Superintendent/President shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of other District programs that seek special accreditation.

The Superintendent/President shall keep the Board informed of approved accrediting organizations and the status of accreditations.

The Superintendent/President shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The Superintendent/President shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

See Administrative Procedures AP 3200

BP 3280 Grants

Reference:

Education Code Section 70902

The Board will be informed about all grant applications made and grants received by the District.

The Superintendent/President shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

See Administrative Procedures AP 3280

BP 3600 Auxiliary Organizations

Reference:

Education Code Sections 72670, et seq.;
Title 5, Sections 59250, et seq.

The Board may recognize and approve auxiliary organizations established for the purpose of providing to the District any and all supportive services, specialized programs and functions identified in Title 5.

The Superintendent/President shall establish the administrative procedures necessary to fully comply with California law relating to auxiliary organizations, and to submit this policy and those procedures to the Chancellor for the California Community Colleges as required by law. At a minimum, the procedures shall address the subjects required by Title 5.

Recognition and establishment of auxiliary organizations shall include a public hearing on the recommendation to recognize or establish an auxiliary organization; Board approval of the auxiliary organization; and approval of a written agreement between the District and the auxiliary organization describing the services, programs or functions to be performed. All such written agreements shall comply fully with the requirements of Title 5, Section 59257(j).

Any auxiliary organization recognized by the Board shall conduct its business in accordance with the administrative procedures adopted by the Superintendent/President pursuant to this policy. Notwithstanding anything contained in the administrative procedures, any auxiliary organization recognized by the Board shall comply with Education Code provisions regarding:

- * the composition of a Board of Directors and the way in which it conducts its meetings;
- * conducting an annual audit;
- * employing its work force;
- * expending and appropriating its funds and keeping its records.

No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose

(continued)

BP 3600 Auxiliary Organizations
Page 2

of either avoiding laws or regulations that constrain community college districts or providing the District with an unfair advantage with respect to any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.

See Administrative Procedures [#]

BP 3710 Intellectual Property and Copyright

Reference:

Education Code Sections 72207; 81459; 17 U.S.C. § 201

The Superintendent/President is directed to develop appropriate administrative procedures to implement the provisions of the Education Code, which authorize the securing of copyright protection for works, including but not limited to registering copyrights and policing infringements on behalf of the District.

The procedures developed by the Superintendent/President shall assure that the District may use, sell, give or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

In the development of these procedures, the Superintendent/President shall solicit the input of the proper representatives of the college community in accordance with the District's policies regarding shared local decision-making.

See Administrative Procedures [#]

BP 3720 Computer and Network Use

Reference:

Education Code Section 70902;

17 U.S.C. Sec. 101 et seq.,

Penal Code Section 502; Cal. Const. Art 1, Section 1;

Government Code Section 3543.1(b)

Employees and students who use District computers and networks and the information they contain and related resources have a responsibility not to abuse those resources and to respect the rights of others. The Superintendent/President shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

See Administrative Procedures AP 3720

BP 7135 Substitute and Temporary Employees Paid Sick Leave

Reference:

AB 1522 Healthy Workplaces/Healthy Families Act of 2014 Education Code Labor Code 230(c), 230.1(a), 245-249

Any temporary or substitute employee who works for 30 or more days within a year of his/her employment shall be credited with 24 hours of paid sick leave for that year. Initial hires must be employed for 90 days prior to taking paid sick leave. Sick leave must be taken in an increment of one or more hours. Unused sick leave shall not carry over to the following year of employment (Labor Code 246).

A temporary or substitute employee may use accrued sick leave for absences due to:

1. The diagnosis, care or treatment of an existing health condition of, or preventive care for, the employee or his/her family member as defined in Labor Code 245.5.
2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault or stalking.

No employee shall be denied the right to use accrued sick leave and the office shall not in any manner discriminate or retaliate against any employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging a violation of Labor Code 245-249. The Superintendent/President or designee shall display a poster containing required information, provide notice to eligible employees of their sick leave rights, keep records of employees' use of sick leave for three years, and comply with other requirements specified in Labor Code 245-249.

Date: March 30, 2020
Submitted by: Dr. Debra Daniels, Superintendent/President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Information Item

Board Meeting Date: April 15, 2020

Title of Board Item:

First Reading – Updated Board Policies:

- #4025 – Philosophy and Criteria for Associate Degree and General Education
- #4030 – Academic Freedom
- #4100 – Graduation Requirements for Degrees and Certificates
- #7240 – Confidential Employees

Background:

These board policies have been updated upon being reviewed by District administration. The edits reflect code corrections and/or correction to current District practice.

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 4025 Philosophy and Criteria for Associate Degree and General Education

Reference:

Title 5, Section 55061; Accreditation Standard II.A.3

The awarding of an Associate degree is intended to represent more than an accumulation of units. Students awarded an Associate degree, or students certified as meeting general education requirements for either the University of California system or the California State University system, should be educated in a broad sense. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

General education is not the same for everyone, thus, some range of choice shall be incorporated into any general education pattern. The general education pattern may include applied as well as theoretical courses. In addition to general education accomplishments, the student receiving an Associate degree shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems. To assure student success, basic education courses, courses in the arts and sciences, courses in history and government, courses in humanities and physical education, which are appropriate to serving general educational purposes, must be constantly reviewed and updated to maintain their relevance to current student needs. As the total college environment contributes to the

overall education of our students, care must be taken to make all college experiences constructive and meaningful.

The Superintendent/President shall establish procedures to assure that courses used to meet general education and Associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

BP 4030 Academic Freedom

Reference:

Title 5, Section 51023; Accreditation Standard II.A.7.

Institutions of higher education are conducted for the common good and not to further the interest of either the individual instructor or the institution as a whole. The common good depends upon the free search for truth and its free exposition. In order to assure the academic integrity of the teaching-learning process, faculty distinguish between personal conviction and professionally accepted views in a discipline. They present data and information fairly and objectively.

1. The instructor is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. The instructor is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
3. The college or university instructor is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution as his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should respect other's opinions, and should make every effort to indicate that he/she is not an institutional spokesperson.

BP 4100 Graduation Requirements for Degrees and Certificates

Reference:

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

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

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

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

See Administrative Procedures AP 4100

BP 7240 Confidential Employees

Reference:

Government Code Section 3540.1(c)

Confidential employees are those who are required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

A determination whether a position is a confidential one shall be made by the Board in accordance with applicable law and with the regulations of the California Public Employment Relations Board.

Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

The terms and conditions of employment for confidential employees shall be provided for by procedures developed by the Superintendent/President. Such terms and conditions of employment shall include, but not be limited to, procedures for evaluation and rules regarding leaves, transfers and reassignments.

See Administrative Procedures [#]

Date: March 30, 2020
Submitted by: Dr. Debra Daniels, Superintendent/President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Information Item

Board Meeting Date: April 15, 2020

Title of Board Item:

First Reading – Board Policy Review

Background:

The Board Policies listed below have been reviewed and found to be consistent with District practice.

BP #2435 – Evaluation of Superintendent/President
BP #3310 – Records Retention and Destruction
BP #3440 – Service Animals
BP #3501 – Campus Security and Access
BP #3503 – Missing Student Notification
BP #3540 – Sexual and Other Assaults on Campus
BP #4010 – Academic Calendar
BP #4060 – Delineation of Functions Agreements
BP #4110 – Honorary Degrees
BP #4230 – Grading Symbols
BP #4231 – Grade Changes
BP #4240 – Academic Renewal
BP #4260 – Prerequisites and Co-Requisites
BP #4500 – Partnership with WESTEC
BP #5110 – Counseling
BP #5700 – Intercollegiate Athletics
BP #6100 – Delegation of Authority, Business and Fiscal Affairs
BP #6150 – Designation of Authorized Signatures
BP #6324 – Disclosure Policy for Public Debt Obligations
BP #7100 – Commitment to Diversity
BP #7110 – Delegation of Authority, Human Resources
BP #7130 – Compensation
BP #7140 – Collective Bargaining
BP #7210 – Academic Employees
BP #7345 – Catastrophic Leave Program
BP #7350 – Resignations
BP #7370 – Political Activity
BP #7510 – Domestic Partners

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:

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

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

BP 3310 Records Retention and Destruction

Reference:

Title 5, Sections 59020, et seq.; .

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

The Superintendent/President shall establish administrative procedures to assure the retention and destruction of all District records, including electronically stored information as defined by the Federal Rules of Civil Procedure, in compliance with Title 5. Such records shall include but not be limited to student records, employment records and financial records.

See Administrative Procedures AP 3310

BP 3440 Service Animals

Reference:

*The Americans with Disabilities Act of 1990 - 42 United States Code
Sections 12101 et seq.*

28 Code of Federal Regulations Part 35

28 Code of Federal Regulations Part 36

34 Code of Federal Regulations Part 104.44(b)

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

See Administrative Procedures AP 3440

BP 3501 Campus Security and Access

Reference:

*34 Code of Federal Regulations Part 668.46(b)(3);
ACCJC Accreditation Standard III.B.1*

The Superintendent/President shall establish procedures for security and access to District facilities.

See Administrative Procedures AP 3501

BP 3503 Missing Student Notification

Reference:

34 Code of Federal Regulations Section 668.46(h)

The Superintendent/President is authorized to enact procedures as appropriate and permitted by law to follow with regard to the notification of missing students who reside in on-campus housing facilities.

See Administrative Procedures AP 3503

BP 3540 Sexual and Other Assaults on Campus

Reference:

Education Code Sections 67382, 67385, and 67386;
20 U.S. Code Section 1092(f);
34 Code of Federal Regulations Section 668.46(b)(11)

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, that occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance. The Superintendent/President or designee shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law. The procedures shall meet the criteria contained in Education Code Sections 67385, 67385.7, and 67386 and 34 Code of Federal Regulations Section 668.46.

See Administrative Procedures 3540

BP 4010 Academic Calendar

Reference:

Education Code Section 70902(b)(12)

The Superintendent/President shall, in consultation with the appropriate groups, develop an academic calendar for submission to the Board for approval.

See Administrative Procedures AP 4010

BP 4060 Delineation of Functions Agreements

Reference:

Education Code Sections 8535; 8536

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Superintendent/President shall present an appropriate memorandum of understanding to the Board for approval.

BP 4110 Honorary Degrees

Reference:

Education Code Section 72122

Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Board.

The Superintendent/President shall establish procedures and criteria for the award of honorary degrees.

See Administrative Procedures AP 4110

BP 4230 Grading Symbols

Reference:

Title 5, Section 55023

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog and made available to students.

The grading system shall include the "FW" grade for unofficial withdrawal.

See Administrative Procedures AP 4230

BP 4231 Grade Changes

Reference:

Education Code Sections 76224, 76232; Title 5, Section 55025

The Superintendent/President shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- * Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- * Procedures for students to challenge the correctness of a grade.
- * The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- * Limitations on access to grade records and grade storage systems.
- * Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- * Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

[See, BP 3310, Records Retention and Destruction; AP 4231, Grade Changes; and BP/AP 5040 Student Records]

BP 4240 Academic Renewal

Reference:

Title 5, Section 55046

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Superintendent/President shall establish procedures that provide for academic renewal.

See Administrative Procedures AP 4240

BP 4260 Prerequisites and Co-requisites

Reference:

Title 5, Section 55000

The Superintendent/President is authorized to establish prerequisites, co-requisites and advisories on recommended preparation for courses in the curriculum. All such prerequisites, co-requisites and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites and advisories shall be identified in District publications available to students.

See Administrative Procedures AP 4260

BP 4500 Partnership with WESTEC

All WESTEC instructors teaching courses for Taft College credit go through the certification of qualifications process established for all Taft College instructors.

All courses taught at WESTEC for Taft College credit will be reviewed by the Taft College Curriculum and General Education Committee and approved by the Board of Trustees.

BP 5110 Counseling

Reference:

Education Code Section 72620;
Title 5, Section 51018;
ACCJC Accreditation Standard II.C.5

Counseling services are an essential part of the educational mission of the District.

The Superintendent/President shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be required for all first time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.

See Administrative Procedures AP 5110

BP 5700 Intercollegiate Athletics

References:

Education Code Sections 78223, 66271.6, 66271.8, and 67360 et seq.;
29 U.S. Code Sections 1681 et seq.;
ACCJC Accreditation Standard 11.C.4

The District shall maintain an organized program for men and women in intercollegiate athletics. The District will offer opportunities for participation in athletics equally to male and female students consistent with state and federal law.

The Superintendent/President shall assure that the athletics program complies with state law, the California Community College Athletics Association (CCCCAA) Constitution and Bylaws and Championship Handbooks, and appropriate Conference Constitution regarding student athlete participation.

See Administrative Procedures AP 5700

BP 6100 Delegation of Authority, Business and Fiscal Affairs

Reference:

Education Code Sections 70902(d); 81655, and 81656

The Board delegates to the Superintendent/President the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (See Board Policy 6340 Bids and Contracts.)

The Superintendent/President shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

See Administrative Procedures AP 6100

BP 6150 Designation of Authorized Signatures

Reference:

Education Code Sections 85232, 85233

Authority to sign orders and other transactions on behalf of the Board is delegated to the Superintendent/President and other officers appointed by the Superintendent/President.

The authorized signatures shall be filed with the Kern County Superintendent of Schools Office.

BP 6324 Disclosure Policy for Public Debt Obligations

Reference:

Securities Exchange Act of 1934 (15 U.S.C. § 78a et seq.); Rule 10b-5 (17 C.F.R. 240.10b-5.); Rule 15c2-12 (17 C.F.R. 240.15c2-12(b)(5).)

Background

1. The District, from time to time, incurs indebtedness including, without limitation, general obligation bonds, general obligation bond anticipation notes, tax and revenue anticipation notes, lease financings, certificates of participation, or refundings of any of the foregoing (each, an "Obligation" and collectively, the "Obligations");
2. In connection with each Obligation, the District may be required by federal securities law to prepare a disclosure document describing "material" information (within the meaning of Rule 10b-5 promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934) relating to the District for use in the offering and sale of the Obligation generally known as an "official statement" or "placement memoranda" (the "Initial Disclosure Document");
3. Unless an exemption is afforded the District with respect to an Obligation, the District is required by Rule 15c2-12 promulgated by the U.S. Securities and Exchange Commission under the Securities Exchange Act of 1934, to enter into a continuing disclosure undertaking in connection with such Obligation and file, with the Municipal Securities Rulemaking Board's Electronic Municipal Market Access System ("EMMA"), annual reports and notices of the occurrence of certain enumerated events (the "Continuing Disclosure Documents");

Policy

With respect to the preparation and filing of Initial Disclosure Documents and Continuing Disclosure Documents:

1. The Initial Disclosure Documents shall not contain any material misstatements or omit to state information material to prospective investors in connection with their decision to purchase Obligations of the District, as required by Rule 10b-5 under the Securities Exchange Act of 1934.
2. The Continuing Disclosure Documents shall be timely filed with EMMA and shall be accurate, complete, and are otherwise in accordance with the continuing disclosure undertaking of the District.
3. The District shall use best practices regarding the preparation, review, and delivery of Initial Disclosure Documents and Continuing Disclosure Documents.

The Superintendent/President of the District shall establish administrative procedures to assure compliance with this policy, in accordance with Rule 15c2-12 and Rule 10b-5, each promulgated under the Securities Exchange Act of 1934.

See Administrative Procedures AP 6324

BP 7100 Commitment to Diversity

Reference:

Education Code Section 87100 et seq.;
Title 5, Section 53000, et seq.

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

BP 7110 Delegation of Authority, Human Resources

Reference:

Education Code Section 70902(d)

The Board delegates authority to the Superintendent/President to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed subject to confirmation by the Board.

See Administrative Procedures AP 7110

BP 7130 Compensation

Reference:

*Education Code Sections 70902(b)(4), 72411, 87801, 88160;
Government Code Section 53200*

Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each administrator employed pursuant to a contract under Education Code Section 72411 shall be established by the Board.

Prohibition of Incentive Compensation

[Note: Except as applicable to foreign students residing in foreign countries who are not eligible to receive federal student assistance] The District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as “covered employees” for purposes of this policy.

BP 7140 Collective Bargaining

Reference:

Government Code Section 3540, et seq.

If eligible employees of the District select an employee organization as their exclusive representative, and if after recognition by the District or after a properly conducted election, and exclusive representative is certified as the representative of an appropriate unit of employees under the provisions of the Educational Employment Relations Act, Government Code Section 3540, et seq., the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by law.

BP 7210 Academic Employees

Reference:

Education Code Sections 87400 et seq.; 87419.1; 87482.8, 87600 et seq.;
Title 5, Section 51025

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications or equivalency has been established by the Board of Governors for the California Community Colleges.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPS, and EOPS.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. The Board reserves the right to determine whether a faculty member shall be granted tenure.

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full time or part time. The Board delegates authority to the Superintendent/President to determine the extent of the District's needs for temporary faculty.

Notwithstanding this policy, the District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

BP 7345 Catastrophic Leave Program

Reference:

Education Code Section 87045

The Board authorizes implementation of a catastrophic leave program to permit employees of the District to donate eligible leave credits to an employee when that employee or a member of his or her family suffers from a catastrophic illness or injury.

The Superintendent/President shall establish administrative procedures to administer the program that comply with the requirements established by the Education Code. The administrative procedures shall assure that the program is administered in a nondiscriminatory way.

See Administrative Procedures [#]

BP 7350 Resignations

Reference:

Education Code Sections 87730; 88201

The Board shall accept the resignation of any employee and shall fix the time when the resignation takes effect, which shall not be later than the close of the academic year during which the resignation has been received by the Board.

The Board hereby delegates to the Superintendent/President the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board when accepted in writing by the Superintendent/President. When accepted by the Superintendent/President, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board for ratification.

See Administrative Procedures 7350

BP 7370 Political Activity

Reference:

*Education Code Sections 7054, 7056;
Government Code Section 8314*

Employees shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

BP 7510 Domestic Partners

Reference:

Family Code Sections 297, 298, 298.5, 297.5, 299, 299.2, and 299.3

Domestic partners registered with the California Secretary of State shall have, insofar as permitted by California law, all of the same rights, protections, and benefits, as well as the same obligations, responsibilities, and duties of married persons (spouses) under state law. Former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent.

Therefore, all references to “spouses” in the West Kern Community College District’s policies and procedures shall be read to include registered domestic partners as permitted by California law.

Date: March 31, 2020
Submitted by: Dr. Debra Daniels, Superintendent/President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: April 15, 2020

Title of Board Item:

West Kern Adult Education Network (WKAEN) Joint Powers Authority (JPA) Funds Agreement Between West Kern Community College District and WKAEN

Background:

This agreement provides guidelines for funding through the Adult Education Block Grant and identifies the District's role as fiscal agent. The agreement specifies timelines and procedures to meet legislative mandates.

Terms (if applicable):

July 1, 2020 to June 3, 2021

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

Indirect costs will be covered by the Adult Education Block Grant funding.

Approved: 
Dr. Debra Daniels, Superintendent/President

AGREEMENT

West Kern Adult Education Network Joint Powers Authority Funds Agreement

Between West Kern Community College District

And

West Kern Adult Education Network Joint Powers Authority

July 1, 2020 - June 30, 2021

Agreement:

I. BACKGROUND OF AGREEMENT

Fiscal Agent: West Kern Community College District (WKCCD)

WKAEN: West Kern Adult Education Network Joint Powers Authority (WKAEN JPA)

Scope of Work: Guidelines for Adult Education Block Grant are attached hereto as Exhibits A-D

EXHIBIT A AEP 2020-2021 Allocation

**EXHIBIT B Chancellor's Office Memorandum Dated May 19, 2017 Accounting
Advisory: Adult Education Block Grant Funds**

II. TERMS OF AGREEMENT

Effective Date: July 1, 2020

Expiration Date of Agreement: June 30, 2021

III. RULES OF FUNDING

- a. **WKCCD will forward each allocation received to WKAEN JPA within 45 days of receipt as required by legislation. (Exhibit C).**
- b. **WKCCD has no fiscal responsibility other than pass through funding and is not required to oversee any activity or ensure any compliance with legislation for use of funds. (Exhibit C).**

IV. PASS THROUGH FUNDS AGREEMENT PAYMENTS AND INVOICING

- a. **Allocations from Pass Through Fiscal Agent to WKAEN JPA will be utilized in accordance with the terms and conditions of this agreement and adhering to allocation articulated in Exhibit A. These funds are subject to reduction by the District should the Fiscal Agent experience a reduction in funding from the Chancellor's Office.**
- b. **WKCCD shall make payments to WKAEN JPA up to the allocation of Adult Education Block Grant funds established by the Chancellor's Office for the fiscal year 2020-2021. Payments will be paid no more frequently than on a monthly basis. These payments will be made after the submission of a detailed invoice, by no later than the 15th of the month**

for the preceding month. These invoices shall be sent to the Fiscal Agent's Executive Director of Fiscal Services or such people designated by him/her.

- c. District must receive final invoices no later than July 15, 2021.
- d. WKCCD will receive indirect funds based on actual cost of service rendered and not to exceed 1% of total allocations.

VI. NOTICES

Any Party may give notice to the other Party by sending certified mail properly addressed, postage fully prepaid to the other Party's address as specified below. Such notice shall be effective when received, as indicated by post office records, or if deemed undeliverable by the post office, such notice shall be postponed twenty-four (24) hours for each such intervening day.

Fiscal Agent: West Kern Community College District
Attn: Brock McMurray, Executive VP, Administrative Services
Address: 29 Cougar Court
Taft, CA 93268
Telephone: (661) 763- 7700
Email: bmcurray@taftcollege.edu

WKAEN: West Kern Adult Education Network JPA
Attn: Kathy Johnson, Program Director
Address: 915 N. 10th Street, #34
Taft, CA 93268
Telephone: (661) 745-4315

- a. All notices or demands to be given under this agreement should be directed to the address and person listed in this section (Section VI),
- b. WKAEN JPA will inform the Fiscal Agent of contact personnel changes.

VI. TERMINATION

- a. **Without Cause.** A Party may suspend or terminate this agreement upon thirty (30) days advance written notice to the other Party prior to the requested termination date. Termination of this agreement; however, will not invalidate commitments or obligations entered into on a Participation Agreement prior to the date of termination that cannot be cancelled.
- b. **With Cause.** Each Party may terminate this agreement upon the other Party's material breach of any provisions of this agreement. A Party intending to terminate this agreement pursuant to this subsection shall provide the breaching Party with written notice at least thirty (30) days ("Cure Period") before the effective termination date. Such notice by the non-breaching Party shall specify the provision of this Agreement that was breached by the breaching Party, the acts or omissions of the breaching Party that constitute a material breach of this agreement, and the corrective action and/or remedy requested from the breaching party, and provide the breaching Party with an opportunity to cure the material breach within the Cure Period unless the non-breaching Party shall agree in writing to an extension of the Cure Period before the expiration of the Cure Period. Upon expiration of the Cure Period, and if the breaching Party has not cured the breach and provided written

notice of such cure to the non-of the Cure Period without any further notice by the Parties. Termination of this agreement; however, will not invalidate commitments or obligations entered into on a Participation Agreement prior to the date of the termination that cannot be cancelled.

VII. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBLE MATTERS

- a. By executing this contractual instrument, WKCCD and WKAEN JPA agrees to comply with applicable federal suspension and debarment regulations, including, but not limited to, regulations implementing Executive Order 12549 (29 C.F.R. Part 98).
- b. By executing this contractual instrument, WKCCD and WKAEN JPA certifies to the best of its knowledge and belief that it and its principals:
 - i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - ii. Have not, within a three (3) year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgement rendered against them, for: (a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) or private transaction or contract; (b) Violation of Federal or State antitrust statutes; (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; (d) Commission of tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (e) Commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its present responsibility;
 - iii. Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in b(ii) above, of this certification;
 - iv. Have not, within a three (3) year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

West Kern Adult Education Network
JPA

Authorized Representative

Title

Date

West Kern Community College
District

Authorized Representative

Superintendent/President

Date

CAEP Consortium	COLA 20/21	20/21 Allocation w/ COLA	21/22 Allocation w/ COLA
01 Allan Hancock Community College Consortium	\$38,780	\$1,732,226	\$1,732,226
02 Antelope Valley Regional Adult Education Consortium	\$93,823	\$4,190,931	\$4,190,931
03 Barstow Area Consortium for Adult Education	\$21,221	\$947,900	\$947,900
04 Butte-Glenn Adult Education Consortium	\$51,254	\$2,289,459	\$2,289,459
05 Greater Opportunity Through Adult Learning (Santa Cruz)	\$80,144	\$3,579,912	\$3,579,912
06 Partnership for Adult Academic and Career Education (SE Los Angeles)	\$342,965	\$15,319,749	\$15,319,749
07 Chabot-Las Positas/Mid-Alameda County Consortium	\$216,171	\$9,656,038	\$9,656,038
08 West End Corridor/ Chaffey Regional AE Consortium	\$168,555	\$7,529,110	\$7,529,110
09 Citrus College Adult Education Consortium	\$101,063	\$4,514,345	\$4,514,345
10 Coast Adult Education Consortium	\$174,476	\$7,793,606	\$7,793,606
11 Tri City Adult Education Consortium	\$143,773	\$6,422,111	\$6,422,111
12 Contra Costa Adult Education Consortium	\$346,943	\$15,497,433	\$15,497,433
13 Morongo Basin AEBG Consortium (Copper Mountain)	\$19,067	\$851,704	\$851,704
14 Desert Regional Consortium	\$75,560	\$3,375,143	\$3,375,143
15 South Bay Adult Education Consortium (El Camino)	\$239,777	\$10,710,493	\$10,710,493
16 OnRamp to Employment, Plumas County Adult Education (Feather River)	\$19,067	\$851,704	\$851,704
17 Foothill De Anza/ NSCCSTC	\$199,758	\$8,922,910	\$8,922,910
18 Gavilan Regional Adult Career and Education Services	\$33,756	\$1,507,819	\$1,507,819
19 Glendale Community College District Regional Consortium	\$25,054	\$1,119,111	\$1,119,111
20 San Diego East Region Adult Education (Grossmont-Cuyamaca)	\$194,039	\$8,667,452	\$8,667,452
21 Salinas Valley Adult Education Consortium	\$86,088	\$3,845,415	\$3,845,415
22 Imperial County Adult Education Consortium	\$45,550	\$2,034,636	\$2,034,636
23 Kern AEBG Consortium	\$397,766	\$17,767,603	\$17,767,603
24 Lake Tahoe Adult Education Consortium	\$20,974	\$936,875	\$936,875
25 Lassen County AB86 Consortium	\$22,023	\$983,745	\$983,745

26 Long Beach Adult Education	\$56,006	\$2,501,690	\$2,501,690
27 Los Angeles Regional Adult Education Consortium	\$3,006,118	\$134,278,879	\$134,278,879
28 Capital Adult Education Regional Consortium	\$274,495	\$12,261,268	\$12,261,268
29 Marin County Adult Education Block Grant Consortium	\$34,466	\$1,539,559	\$1,539,559
30 Mendocino-Lake Consortium	\$35,956	\$1,606,105	\$1,606,105
31 Gateway Adult Education Network (Merced)	\$77,381	\$3,456,486	\$3,456,486
32 Coastal North County Adult Education Consortium (MiraCosta)	\$27,934	\$1,247,782	\$1,247,782
33 Monterey Peninsula Consortium	\$59,459	\$2,655,966	\$2,655,966
34 Mt. San Antonio Regional Consortium for Adult Education	\$817,920	\$36,535,269	\$36,535,269
35 Southwest Riverside County Adult Education Regional Consortium	\$113,349	\$5,063,146	\$5,063,146
36 Napa Valley Adult Education Consortium	\$66,604	\$2,975,122	\$2,975,122
37 North Orange County Regional Consortium for Adult Education (NOCRC)	\$90,127	\$4,025,849	\$4,025,849
38 Southern Alameda County Consortium (Ohlone)	\$97,018	\$4,333,642	\$4,333,642
39 Palo Verde Consortium	\$19,067	\$851,704	\$851,704
40 Education to Career Network of North San Diego County (Palomar/Vista)	\$183,907	\$8,214,835	\$8,214,835
41 Pasadena Area Consortium	\$43,711	\$1,952,523	\$1,952,523
42 Northern Alameda Consortium for Adult Education	\$187,820	\$8,389,645	\$8,389,645
43 Rancho Santiago Adult Education Consortium	\$108,608	\$4,851,343	\$4,851,343
44 North Coast Adult Education Consortium (Redwoods)	\$26,154	\$1,168,239	\$1,168,239
45 Rio Hondo Region Adult Education Consortium	\$337,047	\$15,055,389	\$15,055,389
46 About Students Regional Consortium (Riverside)	\$193,669	\$8,650,888	\$8,650,888
47 Inland Adult Education Consortium (San Bernardino)	\$245,710	\$10,975,514	\$10,975,514
48 San Diego Adult Education Regional Consortium	\$109,642	\$4,897,553	\$4,897,553
49 San Francisco Adult Education Consortium	\$90,402	\$4,038,140	\$4,038,140
50 Delta Sierra Regional Alliance (San Joaquin)	\$195,854	\$8,748,512	\$8,748,512
51 South Bay Consortium for Adult Education (San Jose)	\$408,426	\$18,243,801	\$18,243,801
52 San Luis Obispo County Adult Education Consortium	\$32,805	\$1,465,340	\$1,465,340
53 ACCEL San Mateo County	\$224,788	\$10,040,964	\$10,040,964

54 Santa Barbara AEBG Consortium	\$19,067	\$851,704	\$851,704
55 Santa Clarita Valley Adult Education Consortium	\$30,270	\$1,352,107	\$1,352,107
56 Santa Monica Regional Consortium for Adult Education	\$26,569	\$1,186,811	\$1,186,811
57 Sequoias Adult Education Consortium (SAEC)	\$225,190	\$10,058,892	\$10,058,892
58 Shasta-Tehama-Trinity Adult Education Consortium	\$26,163	\$1,168,668	\$1,168,668
59 Sierra Joint Consortium	\$78,604	\$3,511,125	\$3,511,125
60 Solano Adult Education Consortium	\$92,108	\$4,114,332	\$4,114,332
61 Sonoma County Adult Education Consortium	\$59,426	\$2,654,472	\$2,654,472
62 South Orange County Regional Consortium (SOCRC)	\$112,950	\$5,045,303	\$5,045,303
63 South Bay Adult Education Consortium (Southwestern)	\$338,638	\$15,126,458	\$15,126,458
64 State Center Adult Education Consortium	\$352,298	\$15,736,649	\$15,736,649
65 Ventura County Adult Education Consortium	\$354,970	\$15,855,992	\$15,855,992
66 Victor Valley Adult Education Regional Consortium	\$51,042	\$2,279,959	\$2,279,959
67 West Hills College Consortium	\$26,104	\$1,166,006	\$1,166,006
68 West Kern Consortium	\$19,067	\$851,704	\$851,704
69 Yosemite (Stanislaus Mother Lode) Consortium	\$102,280	\$4,568,709	\$4,568,709
70 North Central Adult Education Consortium (Yuba)	\$73,942	\$3,302,901	\$3,302,901
71 Adult Education Pathways (Siskiyou)	\$22,222	\$992,625	\$992,625
Total	\$12,333,000	\$550,897,000	\$550,897,000

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>

Memorandum

Fiscal Services Memo 17-06
Via E-mail Only

May 19, 2017

To: Chief Business Officers

From: Frances Parmelee, Assistant Vice Chancellor
College Finance and Facilities Planning Division

Subject: Accounting Advisory: Adult Education Block Grant Funds

This accounting advisory addresses the appropriate accounting for districts receiving Adult Education Block Grant (AEBG) funds either as a fiscal agent, as a participant/provider, or both. The treatment of funds received as the fiscal agent for disbursement to other participants is different than for funds received by the district for the direct costs of providing adult education services.

Fiscal Agent

Funds received from the State under a fiscal agent agreement that are then disbursed within 45 days to other adult education providers should be recorded in the restricted General Fund as 8900 "Other Financing Sources" using revenue object code 8970 "Fiscal Agent Pass Through". Disbursements should be coded to "Other Outgo-Other Transfers" using expenditure object code 7400 "Other Transfers", excluding indirect cost recovery. Under AEBG, districts have no fiduciary requirement regarding the use of the funds by the other participants. The only obligation of the fiscal agent is to disburse within 45 days.

Participant/Provider

If a portion of the funds received as a fiscal agent are for the district's own adult education program, then those funds should be recorded initially as described above. A transfer (other outgo) will be recorded to the fiscal agent funds for the district's share. The district will recognize its share of the funds in the restricted General Fund using revenue object code 8620 "General Categorical Programs". Expenditures should be recorded in expenditure object codes 1000-6000 as appropriate. Likewise, if the district is not the fiscal agent and is receiving AEBG funds, those funds should be recorded to the restricted General Fund using revenue object code 8620 "General Categorical Programs" and expenditure object codes 1000-6000 as appropriate.

Note the newly created object codes are not currently reflected in the California Community College Budget and Accounting Manual. This guidance will be incorporated at the next opportunity.

Contacts

If you have questions about this memo, please contact the following individuals:

- Fiscal-related topics: Michael Yarber at (916) 327-6818 or myarber@cccco.edu
- Program-related topics: Neil Kelly at (916) 324-8895 or nkelly@cccco.edu

Date: March 31, 2020
Submitted by: Dr. Debra Daniels, Superintendent/President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Approval

Board Meeting Date: April 15, 2020

Title of Board Item:

Strong Work Force Regional Program – Central/Mother Lode Regional Consortium between State Center Community College District and West Kern Community College District – Amendment III

Background:

This amendment is the third amendment to the agreement in the Strong Work Force program. The changes have been initiated from Chancellor’s Office base funding revisions and include clarified language in the process of payments and invoicing.

Terms (if applicable):

December 31, 2020 to December 31, 2021

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 

Dr. Debra Daniels, Superintendent/President

**Strong Work Force Regional Programs Funds
CENTRAL/MOTHER LODE REGIONAL CONSORTIUM
BETWEEN
STATE CENTER COMMUNITY COLLEGE DISTRICT
AND
WEST KERN COMMUNITY COLLEGE DISTRICT**

“AMENDMENT III TO AGREEMENT”

THIS AMENDMENT is entered in by and between State Center Community College District (“**District**”), a California Community College District and political subdivision of the State of California and on behalf of the Central /Mother Lode Regional Consortium, and West Kern Community College District: (“**Contractor**”). District and Contractor are also referred to collectively as the “Parties” and individually as “Party.”

Agreement: Subcontract with West Kern Community College District

Effective from: July 1, 2019-December 31, 2021

Title/Grant: Strong Workforce Program (SWP)- Round 4, Program Year 4 (SW4)

Grant Agreement Number: NA

Contact Person: Karri Hammerstrom

Telephone Number: 559-243-7291

Address: 1171 Fulton St. 4th Floor, Fresno CA 93721

This agreement will amend the original subcontract and Amendment I with West Kern Community College District. The following items will be amended:

1) *Item I.C. Scope of Work.* The addition of Exhibit M - Chancellor’s Office Memorandum Dated March 3, 2020: Strong Workforce Program 2019-20 Base Funding Allocation Revision; the addition of Exhibit N – Chancellor’s Office Memorandum Dated March 6, 2020: Strong Workforce Program 19-20 Incentive Funding Allocation; the addition of Exhibit O – Central/Mother Lode Regional Consortium Strong Workforce Program Regional Share Allocation per District (SW4, FY 2019-20: 7/1/19-12/31/21)- Approved by the CRC Steering Committee & CRC CEOs, 12/5/19; and the update to Exhibit L – Summary of Agreement Amendments-to Date, Sections I-VII.

2) *Item II. Term of Agreement.* The Expiration date of Agreement will be amended from December 31, 2020 to December 31, 2021.

3) *Item IV. Participation Agreement Payments and Invoicing. B.* Language to be inserted before the last sentence – “Further, the District shall also make SW4/PY4 payments to the Contractor of up to an additional \$405,041 which totals the West Kern Community College District’s share of the 83%/Base and 17%/Incentive SWP SW4/PY4 CRC Regional Share per the allocation agreement ratified by the CEOs of all colleges/districts in the region.

4) *Item IV. Participation Agreement Payments and Invoicing. C.* Replace with the following: The invoicing period for SW4/PY4 will be effective from July 1, 2019 to December 31, 2021; District must receive final invoices for SW4 no later January 15, 2022; SW3, SW2 and SW1 remains at no later than January 15, 2021, January 15, 2020 and January 15, 2019, respectively, unless agreed to otherwise by the

District and the Chancellor's Office. First-in, first-out (FIFO) accounting will be exercised by the District in accordance of CCCCCO guidance

5) *Item VII. Records/Audit. D.* December 31, 2020 shall be replaced with December 31, 2021.

In all other respects, the Subcontract is reaffirmed.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement Amendment by having their authorized representatives affix their signatures in the spaces provided below:

WEST KERN COMMUNITY COLLEGE DISTRICT

_____	_____
Authorized Representative	Print Title
_____	_____
Signature	Date

STATE CENTER COMMUNITY COLLEGE DISTRICT

<u>Cheryl Sullivan</u>	<u>Vice Chancellor Finance and Administration</u>
Authorized Representative	Title
<u>cy Sullivan</u>	<u>27/03/2020</u>
Signature	Date



California
Community
Colleges

MEMORANDUM

EXHIBIT M

March 03, 2020

20-006 | Via Email

TO: Regional Consortium Chairs
Chief Executive Instructional Officers
Chief Student Services Officers
Chief Business Officers
CTE Deans

FROM: Sheneui Weber, Vice Chancellor
Workforce and Economic Development Division

CC: Sandra Sanchez, Associate Vice Chancellor
Alejandro Sandoval, Associate Program Manager
CCCCO Staff

RE: Strong Workforce Program 2019-20 Base Funding Allocation Revision

Dear Strong Workforce Program Colleagues,

This memo corrects the base funding dollar amounts in Memorandum 19-014 communicated to the field on August 2, 2019.

Please see Appendix A for the revised 19-20 Allocation Dollars for the Local Share and Appendix B for the revised 19-20 Allocation Dollars for the Regional Share.

Appendix A:

District	District Allocation	District	District Allocation	District	District Allocation	District	District Allocation	District	District Allocation
Allan Hancock	\$1,074,583	Foothill-DeAnza	\$1,872,921	Monterey Peninsula	\$597,628	San Francisco	\$2,256,250	State Center	\$4,122,118
Antelope Valley	\$1,572,253	Gavilan	\$586,090	Mt. San Antonio	\$1,883,525	San Joaquin Delta	\$2,308,913	Ventura County	\$2,861,240
Barstow	\$183,779	Glendale	\$687,813	Mt. San Jacinto	\$1,861,907	San Jose-Evergreen	\$2,080,243	Victor Valley	\$1,074,396
Butte-Glenn	\$2,545,070	Grossmont-Cuyamaca	\$1,385,940	Napa Valley	\$423,749	San Luis Obispo County	\$895,338	West Hills	\$499,048
Cabrillo	\$1,050,646	Hartnell	\$1,106,258	North Orange County	\$3,469,013	San Mateo County	\$2,100,190	West Kern	\$182,114
Cerritos	\$1,212,576	Imperial	\$1,242,164	Ohlone	\$643,332	Santa Barbara	\$1,145,334	West Valley-Mission	\$1,133,765
Chabot-Las Positas	\$1,662,168	Kern	\$3,601,244	Palo Verde	\$196,701	Santa Clarita	\$1,427,702	Yosemite	\$1,969,166
Chaffey	\$1,927,259	Lake Tahoe	\$210,718	Palomar	\$2,052,889	Santa Monica	\$891,405	Yuba	\$1,350,962
Citrus	\$641,551	Lassen	\$288,689	Pasadena Area	\$1,133,271	Sequoias	\$1,440,967		
Coast	\$2,473,751	Long Beach	\$1,173,706	Peralta	\$1,930,281	Shasta-Tehama-Trinity	\$2,167,225		
Compton	\$468,188	Los Angeles	\$9,139,987	Rancho Santiago	\$2,519,048	Sierra Joint	\$1,624,875		
Contra Costa	\$2,818,325	Los Rios	\$6,318,282	Redwoods	\$1,206,299	Siskiyou Joint	\$520,221		
Copper Mountain	\$164,614	Marin	\$500,211	Rio Hondo	\$930,536	Solano	\$1,192,510		
Desert	\$1,235,008	Mendocino-Lake	\$820,883	Riverside	\$2,928,496	Sonoma County	\$1,735,272		
El Camino	\$1,116,572	Merced	\$1,056,135	San Bernardino	\$1,906,386	South Orange County	\$2,398,266		
Feather River	\$331,287	MiraCosta	\$990,830	San Diego	\$3,757,382	Southwestern	\$1,522,536	Total	\$117,800,000

Appendix B

Region	Regional Allocation
Bay Area	\$15,793,226
Central Valley	\$10,119,804
Inland Empire & Desert	\$7,652,364
Los Angeles	\$12,852,753
Orange County	\$7,240,052
North Far North	\$11,589,673
San Diego & Imperial	\$7,301,160
South Central	\$5,984,300
TOTAL	\$78,533,333



California
Community
Colleges

MEMORANDUM

EXHIBIT N

March 06, 2020

20-007 | Via Email

TO: Regional Consortium Chairs
Chief Executive Instructional Officers
Chief Student Services Officers
Chief Business Officers

FROM: Sheneui Weber, Vice Chancellor
Workforce and Economic Development Division

CC: Sandra Sanchez, Associate Vice Chancellor
Alejandro Sandoval, Associate Program Manager
CCCCO Staff

RE: Strong Workforce Program 19-20 Incentive Funding Allocation

Dear Strong Workforce Program Colleagues,

As you may be aware, the Strong Workforce Program (SWP) metrics have changed to align with the Student Success Metrics (SSM). The Chancellor's Office worked with a group of practitioners to develop the Student Success Metrics, a set of system-level measures that represent a holistic assessment of the California community colleges' work on student success. The Strong Workforce Program will align with the Student Success Metrics by adopting the measures that are relevant to assess the outcomes of career education students.

Detailed below is how the 19-20 incentive funding metrics have been changed:

- Completed 12+ CTE Units is now Completed 9+ CTE Units to align to Student Centered Funding Formula and to Student Success Metrics
- Completed 48+ CTE Contact Hours is now Completed Noncredit Workforce Milestone to align to Student Success Metrics

-
- Employed in 2nd and 4th Fiscal Quarters is are no longer included to align to Student Success Metrics
 - Median Earnings in the Second Fiscal Quarter will be annualized to align to Student Success Metrics
 - Students who Earned an Award to align to Student Centered Funding Formula and to Student Success Metrics
 - Students who Transferred to a Four-Year Institution to align to Student Success Metrics
 - Students who Attained the Living Wage to align to Student Centered Funding Formula and to Student Success Metrics

Below, please find the incentive dollars allocated to your Districts in Appendix A and the incentive dollars allocated to the Regions in Appendix B. In addition, the Chancellor's office has developed an FAQ for you to review. Please visit our Strong Workforce Program web page on the 19-20 Incentive funds to access the FAQ.

Appendix A:

17% Incentive Fund Local Share Strong Workforce Program 2019-20 Dollars:

College/District	Dollars	College/District	Dollars	College/District	Dollars	College/District	Dollars	College/District	Dollars	College/District	Dollars
Allan Hancock CCD	\$ 235,978	College of the Desert	\$ 170,543	Los Angeles Harbor College	\$ 96,950	North Orange Adult	\$ 127,488	San Diego Miramar College	\$ 352,303	Santa Rosa Junior College	\$ 386,855
Allan Hancock College	\$ 235,978	El Camino CCD	\$ 325,903	Los Angeles ITV	\$ 143	Ohlone CCD	\$ 166,046	San Francisco CCD	\$ 435,988	South Orange CCD	\$ 465,777
Antelope Valley CCD	\$ 200,025	El Camino College	\$ 325,903	Los Angeles Mission College	\$ 117,603	Ohlone College	\$ 166,046	City College of San Francisco	\$ 335,160	Irvine Valley College	\$ 137,741
Antelope Valley College	\$ 200,025	Feather River CCD	\$ 48,609	Los Angeles Pierce College	\$ 223,133	Palo Verde CCD	\$ 73,357	San Francisco Centers	\$ 100,828	Saddleback College	\$ 328,036
Barstow CCD	\$ 49,712	Feather River College	\$ 48,609	Los Angeles Southwest College	\$ 67,436	Palo Verde College	\$ 73,357	San Joaquin Delta CCD	\$ 369,402	Southwestern CCD	\$ 249,477
Barstow College	\$ 49,712	Foothill-Deanza CCD	\$ 643,458	Los Angeles Trade-Tech College	\$ 390,418	Palomar CCD	\$ 342,898	San Joaquin Delta College	\$ 369,402	Southwestern College	\$ 249,477
Butte CCD	\$ 251,557	De Anza College	\$ 283,083	Los Angeles Valley College	\$ 192,855	Palomar College	\$ 342,898	San Jose-Evergreen CCD	\$ 246,116	State Center CCD	\$ 723,621
Butte College	\$ 251,557	Foothill College	\$ 360,376	West Los Angeles College	\$ 216,534	Pasadena CCD	\$ 351,910	Evergreen Valley College	\$ 108,404	Clovis Community College	\$ 71,653
Cabrillo CCD	\$ 170,328	Gavilan CCD	\$ 143,679	Los Rios CCD	\$ 1,323,256	Pasadena City College	\$ 351,910	San Jose City College	\$ 137,712	Fresno City College	\$ 461,372
Cabrillo College	\$ 170,328	Gavilan College	\$ 143,679	American River College	\$ 655,206	Peralta CCD	\$ 384,057	San Luis Obispo CCD	\$ 186,471	Reedley College	\$ 190,596
Cerritos CCD	\$ 403,226	Glendale CCD	\$ 247,909	Cosumnes River College	\$ 238,464	Berkeley City College	\$ 50,777	Cuesta College	\$ 186,471	Ventura CCD	\$ 462,945
Cerritos College	\$ 403,226	Glendale Community College	\$ 247,909	Folsom Lake College	\$ 111,773	College of Alameda	\$ 62,619	San Mateo CCD	\$ 361,971	Moorpark College	\$ 175,021
Chabot-Las Positas CCD	\$ 378,250	Grossmont-Cuyamaca CCD	\$ 323,170	Sacramento City College	\$ 317,814	Laney College	\$ 142,067	Cañada College	\$ 81,860	Oxnard College	\$ 110,969
Chabot College	\$ 229,825	Cuyamaca College	\$ 129,039	Marin CCD	\$ 61,346	Merritt College	\$ 128,594	College of San Mateo	\$ 145,739	Ventura College	\$ 176,955
Las Positas College	\$ 148,425	Grossmont College	\$ 194,131	College of Marin	\$ 61,346	Rancho Santiago CCD	\$ 769,634	Skyline College	\$ 134,373	Victor Valley CCD	\$ 175,841
Chaffey CCD	\$ 269,620	Hartnell CCD	\$ 228,497	Mendocino-Lake CCD	\$ 82,114	Santa Ana College	\$ 521,292	Santa Barbara CCD	\$ 289,721	Victor Valley College	\$ 175,841
Chaffey College	\$ 269,620	Hartnell College	\$ 228,497	Mendocino College	\$ 82,114	Santiago Canyon College	\$ 248,342	Santa Barbara City College	\$ 289,721	West Hills CCD	\$ 148,718

College/District	Dollars	College/District	Dollars	College/District	Dollars	College/District	Dollars	College/District	Dollars	College/District	Dollars
Citrus CCD	\$ 230,603	Imperial CCD	\$ 139,540	Merced CCD	\$ 204,134	Redwoods CCD	\$ 99,292	Santa Clarita CCD	\$ 358,793	West Hills College Coalinga	\$ 64,282
Citrus College	\$ 230,603	Imperial Valley College	\$ 139,540	Merced College	\$ 204,134	College of the Redwoods	\$ 99,292	College of the Canyons	\$ 358,793	West Hills College Lemoore	\$ 84,436
Coast CCD	\$ 625,541	Kern CCD	\$ 515,301	Mira Costa CCD	\$ 182,553	Rio Hondo CCD	\$ 303,719	Santa Monica CCD	\$ 325,910	West Kern CCD	\$ 80,569
Coastline Community College	\$ 185,390	Bakersfield College	\$ 327,596	MiraCosta College	\$ 182,553	Rio Hondo College	\$ 303,719	Santa Monica College	\$ 325,910	Taft College	\$ 80,569
Golden West College	\$ 149,202	Cerro Coso Community College	\$ 108,641	Monterey CCD	\$ 194,084	Riverside CCD	\$ 567,318	Sequoias CCD	\$ 207,910	West Valley-Mission CCD	\$ 245,035
Orange Coast College	\$ 290,950	Porterville College	\$ 79,064	Monterey Peninsula College	\$ 194,084	Moreno Valley College	\$ 149,739	College of the Sequoias	\$ 207,910	Mission College	\$ 127,510
Compton CCD	\$ 81,319	Lake Tahoe CCD	\$ 56,131	Mt. San Antonio CCD	\$ 446,016	Norco College	\$ 123,803	Shasta-Tahama-Trinity CCD	\$ 178,082	West Valley College	\$ 117,525
Compton College	\$ 81,319	Lake Tahoe Community College	\$ 56,131	Mt. San Antonio College	\$ 446,016	Riverside City College	\$ 293,776	Shasta College	\$ 178,082	Yosemite CCD	\$ 374,136
Contra Costa CCD	\$ 506,562	Lassen CCD	\$ 38,805	Mt. San Jacinto CCD	\$ 195,908	San Bernardino CCD	\$ 288,109	Sierra CCD	\$ 270,105	Columbia College	\$ 59,985
Contra Costa College	\$ 74,385	Lassen College	\$ 38,805	Mt. San Jacinto College	\$ 195,908	Crafton Hills College	\$ 62,580	Sierra College	\$ 270,105	Modesto Junior College	\$ 314,151
Diablo Valley College	\$ 286,322	Long Beach CCD	\$ 299,261	Napa Valley CCD	\$ 124,185	San Bernardino Valley College	\$ 225,529	Siskiyou CCD	\$ 132,880	Yuba CCD	\$ 197,105
Los Medanos College	\$ 145,855	Long Beach City College	\$ 299,261	Napa Valley College	\$ 124,185	San Diego CCD	\$ 1,243,634	College of the Siskiyous	\$ 132,880	Woodland Community College	\$ 57,286
Copper Mountain CCD	\$ 35,198	Los Angeles CCD	\$ 1,903,807	North Orange CCD	\$ 608,990	San Diego Adult	\$ 376,452	Solano CCD	\$ 151,477	Yuba College	\$ 139,818
Copper Mountain Community College	\$ 35,198	East Los Angeles College	\$ 405,618	Cypress College	\$ 203,579	San Diego City College	\$ 235,139	Solano Community College	\$ 151,477	Grand Total	\$ 23,560,000
Desert CCD	\$ 170,543	Los Angeles City College	\$ 193,117	Fullerton College	\$ 277,924	San Diego Mesa College	\$ 279,740	Sonoma CCD	\$ 386,855		

Appendix A:

17% Incentive Fund Local Share Strong Workforce Program 2019-20 Dollars:

Appendix B:

17% Incentive Fund Regional Share Strong Workforce Program 19-20 Dollars:

Region	Region 17%
Bay Area	\$3,218,623
Central/Mother Lode	\$1,749,194
Inland Empire/Desert	\$1,217,071
Los Angeles	\$3,279,722
North/Far North	\$1,785,292
Orange	\$1,646,629
San Diego/Imperial Counties	\$1,654,181
South Central Coast	\$1,155,955
Total	\$15,706,667

EXHIBIT O

**Central/Mother Lode Regional Consortium
Strong Workforce Program**

\$11,868,998: Regional Share (40%)

SWP Regional Fund allocation shows 12.88% growth over the funds received in SW3/PY3.

**Regional Share Allocation per District (SW4, FY 2019-20: 7/1/19-12/31/21) -
Approved by the CRC Steering Committee & CRC CEOs, 12/5/19**

DISTRICT	SW4/PY4 Modified REGIONAL Funding Scenario Approved by CRC CEOs 12/5/19	SWP SW4/PY4 REGIONAL (Base) (3/3/20 CCCCC revised)	SW4/PY4 Incentive/17% Allocation (3/6/20 CCCCCO)	Total Regional (100% of 40%)
Kern	22%	\$1,892,930	\$334,795.78	\$2,227,726
Merced	7%	\$602,296	\$106,525.93	\$708,822
San Joaquin Delta	13%	\$1,118,550	\$197,833.87	\$1,316,384
Sequoias	8%	\$688,338	\$121,743.92	\$810,082
State Center	24%	\$2,065,015	\$365,231.76	\$2,430,247
West Hills	8%	\$688,338	\$121,743.92	\$810,082
West Kern	4%	\$344,169	\$60,871.96	\$405,041
Yosemite	14%	\$1,204,592	\$213,051.86	\$1,417,644
SWP Regional District Allocation Subtotal	100.00%	\$8,604,229	\$1,521,799	\$10,126,028
Regional-Wide Regional Projects/ Projects in Common	15% Setaside (1) 10% of 40%	\$1,011,980	\$174,919	\$1,186,900
CRC Admin:3%	(2) 3% of 40%	\$303,594	\$52,476	\$356,070
Fiscal Agent: 2% (max. \$200k total)	(3) 2% of 40%	\$200,000	\$0	\$200,000
SWP Regional Setaside Subtotal		\$ 1,515,574.52	\$ 227,395.22	\$1,742,970
Total Regional SWP SW4/PY4 (100% of 40%)				\$11,868,998

12/5/2019: The CRC CEOs voted to adopt Funding Formula Scenario, B20, for the division of Program Year 4/SW4 Regional SWP Funds. All 14 colleges participated and voted on the call with 12 presidents and 2 president-proxies participating: Bakersfield College, Cerro Coso Community College, Clovis Community College, Columbia College, College of the Sequoias, Fresno City College, Merced College, Modesto Junior College, Porterville College, Reedley College, San Joaquin Delta College, Taft College, West Hills College Coalinga, and West Hills College Lemoore

Summary of Agreement Amendments-to Date, Sections I-VII
SW2 Amendments noted in purple. SW3 Amendments noted red.
SW4 Amendment note in green.

AGREEMENT:

- I. A. District: State Center Community College District
- B. Contractor: _____ Community College District
- C. Scope of Work: Guidance for the Strong Workforce Regional Program are attached hereto as Exhibits A-O:

EXHIBIT A – Strong Workforce Program Metrics per the Chancellor’s Office

EXHIBIT B – Chancellor's Office Memorandum Dated September 14, 2016: Guidelines, Definitions and Reasonable Standards for Strong Workforce Funding Investment (Local and Regional Share)

EXHIBIT C – Chancellor's Office Memorandum Dated August 5, 2016: Strong Workforce Program College and Regional Allocations for 2016-17

EXHIBIT D - Chancellor's Office Memorandum Dated December 21, 2016: Regional Fiscal Agent Notification

EXHIBIT E – Central/Mother Lode Regional Consortium Strong Workforce Program – Regional Share (40%) Allocations

EXHIBIT F – Chancellor's Office Memorandum Dated August 25, 2016: Regional Share Fiscal Agent Roles and Responsibility

EXHIBIT G - Chancellor’s Office Memorandum Dated July 28, 2017: Strong Workforce Program District and Region Allocations for Round 2: 2017-18 (Amendment I)

EXHIBIT H - SW2 CRC College Regional Share 83% Allocations, SW2 CRC College Regional Share 17% Allocations/Estimates, and Estimated SW3 83% and 17% Regional Share Projections (Amendment I)

EXHIBIT J - Chancellor’s Office Memorandum Dated September 12, 2018: 2018-2019 Strong Workforce (\$248 million) Regional and Local Share Base and Incentive Funding Allocations (Amendment II)

EXHIBIT K – SW3 CRC College Districts’ Regional Share 83% (Base) Allocations and SW3 CRC College Districts’ Regional Share 17% (Incentive) Allocations (Amendment II)

EXHIBIT L – Summary of Agreement Amendments-to Date, Sections I-VII (Amendment II, Amendment III)

EXHIBIT M - Chancellor’s Office Memorandum Dated March 3, 2020: Strong Workforce Program 2019-20 Base Funding Allocation Revision

EXHIBIT N- Chancellor’s Office Memorandum Dated March 6, 2020: Strong Workforce Program 19-20 Incentive Funding Allocation

EXHIBIT O - Central/Mother Lode Regional Consortium Strong Workforce Program Regional Share Allocation per District (SW4, FY 2019-20: 7/1/19-12/31/21)-Approved by the CRC Steering Committee & CRC CEOs, 12/5/19

II. TERM OF AGREEMENT.

Effective Date of Agreement: **July 1, 2016**

Expiration Date of Agreement: **December 31, ~~2018~~ 2020 (Amendment II); 2021 (Amendment III)**

III. RULES FOR FUNDING

District shall identify a Project Director who will be tasked with the following:

- A. Provide a single-point of contact to act as an embedded member of the Regional Consortium (RC) Team to account for financial operation and control associated with the Regional Share and to interface with the Regional Consortium colleges/districts to ensure proper vetting of applications and that each application ensures the following:
 - 1. Proposed expenditures are allowable under the terms of the Agreement, criteria and requirements as stipulated in the Strong Workforce legislation and SWP guidelines,
 - 2. Proposed expenditures are properly classified,
 - 3. All budget calculations are correct.
- B. Setting a timeline for submission of online applications,
- C. Setting a timeline for disbursing funds that provides sufficient time for District to exercise due diligence in review of the applications and provides sub-contractors with sufficient time to execute their work plans and budgets, and issuing funds to recipient colleges upon certification of application,
- D. Determining the documentation required to ensure funds are properly accounted and determining where this documentation will be maintained,
- E. Developing systems for tracking each contract or sub-grant and sharing the status with Regional Consortia and the Chancellor's Office grant monitors.
- F. Maintaining communications and the Regional Consortium website for transparent sharing of information.
- G. Receiving and reviewing claims for funds from Contractor and issuing payments as well as verifying that payments have been received,
- H. Receiving and verifying quarterly and final reports and reporting to Chancellor's Office as required.
- I. In the event that the Chancellor's Office and the CRC jointly determine that sufficient progress has not been made on an approved SWP regionally funded project(s), the Steering Committee may direct the reallocation of a portion the Contractor's funding to another contractors' regional project(s). Likewise, a Contractor may voluntarily

reallocate a portion of their funding to another regional project. (Amendment I)

IV. **PARTICIPATION AGREEMENT PAYMENTS AND INVOICING.**

- A. Allocations from District to Contractor will be utilized in accordance with the terms and conditions of this Agreement and as vetted by the Regional Consortium and adhering to allocation articulated in Exhibit C. These funds are subject to reduction by the District should the District experience a reduction in funding from the Chancellor's Office. District reserves the right to adjust the scope of work and funding accordingly and decisions will be made transparent to the Contractors.
- B. In consideration of the performance by Contractor, District shall make payments to Contractor of up to \$xxx which totals the Regional SWP Share allocated to _____ Community College District, to be paid no more frequently than monthly and at a minimum of quarterly (Amendment II). "In addition, the District shall also make payments to the Contractor of up to an additional \$1,445,645, which totals the _____ Community College District's share of the "83%" SWP SW2 CRC Regional Share per the allocation agreement ratified by the CEOs of all colleges/districts in the region. The additional "17%" of the SWP SW2 CRC Regional Share will also be calculated per the allocation agreement ratified by the CEOs of all colleges/districts in the region (estimated at \$xxx +/-) and made available to the Contractor only upon receipt of those additional funds from the Chancellor's Office.(Amendment I). Further, the District shall also make SW3/PY3 payments to the Contractor of up to an additional \$xxx, which totals the _____ Community College District's share of the 83%/Base and 17%/Incentive SWP SW3/PY3 CRC Regional Share per the allocation agreement ratified by the CEOs of all colleges/districts in the region (Amendment II). Further, the District shall also make SW4/PY4 payments to the Contractor of up to an additional \$xxx which totals the _____ Community College District's share of the 83%/Base and 17%/Incentive SWP SW4/PY4 CRC Regional Share per the allocation agreement ratified by the CEOs of all colleges/districts in the region (Amendment III). These payments will be made after the submission of a detailed invoice, by no later than the 15th of the month for the preceding month. These invoices shall be sent to the Project Director as listed in the Participation Agreement, or such people designated by him/her.
- C. ~~District must receive final invoices no later than January 15, 2019. The invoicing period for SW2 will be effective from July1, 2017 to December 31, 2019; District must receive final invoices for SWP2 no later January 15, 2020 and SW4 remains at no later than January 15, 2019, unless agreed to otherwise by the District and the Chancellor's Office (Amendment 1).~~ The invoicing period for SW3/PY3 will be effective from July1, 2018 to December 31, 2020; District must receive final invoices for SW3 no later January 15, 2021; SW2 and SW1 remains at no later than January 15, 2020 and January 15, 2019, respectively, unless agreed to otherwise by the District and the Chancellor's Office. First-in, first-out (FIFO) accounting will be exercised by the District in accordance of CCCCC guidance (Amendment II). The invoicing period for SW4/PY4 will be effective from July1, 2019 to December 31, 2021; District must receive final invoices for SW4 no later January 15, 2022; SW3, SW2 and SW1 remains at no later than January 15, 2021, January 15, 2020 and January 15, 2019, respectively, unless agreed to otherwise by the District and the Chancellor's Office. First-in, first-out (FIFO) accounting will be exercised by the District in accordance of CCCCC guidance (Amendment III).

V. **REPORTING.** ~~Contractor shall prepare and submit to District Project Director/manager program narratives, listing the deliverables as specified in its Local Share application, and expenditures for all required quarterly and final reports no later than one week prior to reporting date(s) specified by the Chancellor's Office. Contractor shall prepare and submit Regional Share applications with appropriate metrics identified, and progress and financial reports as required by the Chancellor's Office and/or the District Project Director/manager (CRC Regional Chair) via the Chancellor's Office NOVA reporting portal unless specified otherwise. (Amendment I).~~

VI. **SUBCONTRACTS.**

- A. In any event, if the Contractor wishes to enter into an additional subcontract agreement for performance of any part of the activities listed in the Contractor's Application and this Agreement, Contractor shall disclose the intended purpose of the activities and amount of additional subcontracting and identify the proposed additional subcontractor. The Contractor as listed in this Participation Agreement shall be responsible to pay the additional subcontract and submit all supporting documentation to the District Project Director/manager.
- B. Contractor agrees to be as fully responsible to the District for the acts and omissions of its additional subcontractors and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directing employed by the Contractor. Contractor's obligation to pay its additional subcontractors is independent from the obligation by the District to make payments to the Contractor. As a result, the District shall have no obligation to pay or enforce the payment of any moneys to any additional subcontractor.

VII. **RECORDS/AUDITS.**

- A. **Records.** Contractors must maintain records regarding the use of Participation Allocation, progress made towards objectives/performance, and placement and use of equipment purchased, for a period of three (3) years after the ending date of this agreement.
- B. **Audit.** Contractors agree that the District, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractors agree to maintain such records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated. Contractors agree to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractors agree to include a similar right of the District, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement.
- C. If any audit or other actions involving the records has been started before the expiration of this period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the three (3) year period, whichever is later;
- D. All records must be retained throughout the project. The three (3) year period of retention starts on December 31, 2048 ~~20~~ (Amendment II) 2021 (Amendment III).






2020 324 SW4 Amendment III West Kern PACKET

Final Audit Report

2020-03-27

Created:	2020-03-27
By:	Brina Harwood (brina.harwood@scccd.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYT8SU7gh-iRbsS9_KX42K-a0RR5A8ie7

"2020 324 SW4 Amendment III West Kern PACKET" History

-  Document created by Brina Harwood (brina.harwood@scccd.edu)
2020-03-27 - 6:43:58 PM GMT - IP address: 209.129.240.120
-  Document emailed to Cheryl Sullivan (cheryl.sullivan@scccd.edu) for signature
2020-03-27 - 6:44:55 PM GMT
-  Email viewed by Cheryl Sullivan (cheryl.sullivan@scccd.edu)
2020-03-27 - 6:53:27 PM GMT - IP address: 174.222.138.186
-  Document e-signed by Cheryl Sullivan (cheryl.sullivan@scccd.edu)
Signature Date: 2020-03-27 - 9:36:50 PM GMT - Time Source: server- IP address: 174.222.138.186
-  Signed document emailed to Brina Harwood (brina.harwood@scccd.edu) and Cheryl Sullivan (cheryl.sullivan@scccd.edu)
2020-03-27 - 9:36:50 PM GMT

Date: April 9, 2020
Submitted by: Dr. Debra Daniels, Superintendent/President
Area Administrator: Dr. Debra Daniels, Superintendent/President
Subject: Request for Ratification

Board Meeting Date: April 15, 2020

Title of Board Item:

California Virtual Campus – Online Education Initiative (CVC-OEI) Subaward Agreement – Amendment #1

Background:

The current CVC-OEI agreement that the College is operating under has received necessary modification language that includes changes to the term of the agreement and provides updated accounting and reporting practices.


Terms (if applicable):

7/1/19 – 12/31/20; Reporting Due 1/31/21

Expense (if applicable):

Fiscal Impact Including Source of Funds (if applicable):

Approved: _____


Dr. Debra Daniels, Superintendent/President



Foothill-De Anza Community College District

12345 El Monte Road, Los Altos Hills, CA 94022

SUBAWARD AGREEMENT – AMENDMENT # 1

This Amendment of the Subaward Agreement No. 19-065 (hereinafter referred to as "Subaward") is entered into by and between the Foothill-De Anza Community College District (hereinafter referred to as "District") on behalf of its sponsored program California Virtual Campus - Online Education Initiative (CVC-OEI) and the West Kern Community College District on behalf of Taft College (hereinafter referred to as "Subrecipient"), for the Subrecipient to perform the work which is more particularly set forth in this Amendment, Subaward, and in the Exhibits attached hereto and incorporated into this Amendment and Subaward by this reference.

RECITALS

WHEREAS, the District and the Subrecipient desire to amend the terms of the Subaward Agreement as indicated below.

NOW, THEREFORE, the parties mutually agree to amend the Subaward Agreement as follows:

2. **TERM.** The term of this Subaward shall commence on July 01, 2019 and shall expire on December 31, 2020. Applicable and required final reporting are due on January 31, 2021.

5. **LEVEL OF EFFORT.** The Principal Investigator may devote additional full-time equivalent (FTE) as specified in Exhibit A and corresponding with Exhibit B. Auditable records must be kept by the Subrecipient on the foregoing, and progress reports must be submitted to the District on a quarterly basis, fifteen (15) days following the end of each fiscal quarter, and a final report summarizing the activities of the project thirty (30) days after the term end date, as referenced in Section 2. If actual efforts are less than the amounts shown in Exhibit B a proportionate reduction in the total reimbursement cost for this Subaward shall be made.

8. **SEPARATE ACCOUNTING.** The Subrecipient will establish a separate account for all funds specified in this Subaward. Reimbursement is only for actual expenses for transactions transpiring between July 01, 2019 and December 31, 2020. No Encumbrances and/or Commitments will be considered towards reimbursement.

10. **INVOICING.** The Subrecipient shall submit invoices, on a quarterly basis with corresponding quarterly report narratives (and final project report) for approval to the District's Authorized Representative for Business Matters quarterly. In order to be eligible for reimbursement, invoices shall be for allowable, approved costs incurred in accordance with the terms of this Subaward and shall display expenses for reimbursement by budget category identifying the total project costs, the reimbursable costs and the Subrecipient's share pursuant to Exhibit B, in accordance with the schedule indicated in Exhibit C. All invoices submitted under this Subaward including the final invoice must be received by the District no later than fifteen (15) days after the end of the reporting period for that invoice, including the fiscal year end when all invoices must be received by the District no later than fifteen (15) days following the fiscal year end date of June 30.

Q1 (July 01, 2019 - September 30, 2019) - Report and Invoices due on October 15, 2019

Q2 (October 01, 2019 - December 31, 2019) - Report and Invoices due on January 15, 2020

Q3 (January 01, 2020 - March 31, 2020) - Report and Invoices due on April 30, 2020

Q4 (April 01, 2020 - June 30, 2020) - Report and Invoices due on July 15, 2020

Q5 (July 01, 2020 - September 30, 2020) - Report and Invoices due on October 15, 2020

Q6 (October 01, 2020 - December 31, 2020) – Final Report and Invoices due on January 31, 2021

Invoices should include: *District Subaward Number, College/District Name, Project Title*, and the *Period for which reimbursement is being requested*. An authorized representative of the Subrecipient shall sign and certify on each invoice that the costs for which reimbursement is requested are the actual costs as recorded in the Subrecipient's records and as expended for the Work actually performed in accordance with the terms of this Subaward. Invoices should be emailed to the District's Authorized Representative for Business Matters as defined in Section 14 Authorized Representatives.

14. FINAL REPORT. The Subrecipient shall furnish the District with a Final Report, summarizing findings and activities under this Subaward. A form satisfactory to the District shall be used to submit the Final Report, and the report certification must be signed. The report shall be submitted to the District's Authorized Representative for Business Matters in accordance with the schedule indicated in Exhibit C.

All other terms of the Subaward Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the respective parties have executed this Amendment on the dates indicated below.

FOOTHILL - DE ANZA COMMUNITY COLLEGE DISTRICT

By: _____

(Signature of Authorized Official of District)

Name: Susan Cheu

Title: Vice Chancellor, Business Services

Date: _____

WEST KERN COMMUNITY COLLEGE DISTRICT

By: _____

(Signature of Authorized Official of Subrecipient)

Name: _____

Title: _____

Date: _____

RECOMMENDED BY

By: _____

(Signature of Authorized Official of CVC-OEI)

Name: Jory Hadsell

Title: Executive Director

Date: _____

Exhibits

C Reporting and Invoicing Responsibilities

EXHIBIT C

REPORTING AND INVOICING RESPONSIBILITIES

C.1. REQUIRED REPORTING

Invoices shall be submitted on a quarterly basis, with corresponding Quarterly Reports, no later than fifteen (15) days after the end of that individual reporting period, including the fiscal year end when all invoices must be received by the District no later than fifteen (15) days following the fiscal year end date of June 30.

The Quarterly Reports (and Final Report) shall detail and summarize: (1) activities accomplished through subaward, (2) direct connections with Improving Online CTE pathways goals and outcomes, (3) connection to overall CVC-OEI deliverables, and (4) direct applicability of funds expended to the deliverables outlined in the report. All funds expended must include and maintain supporting documentation as detailed in the Section C.3.

Additional content and formatting requirements as well as other relevant documentation will be communicated to the Subrecipient by the District's Authorized Representative for Technical Matters.

C.2. REPORTING TIMELINE

Deliverable	Reporting Period	Deliverable Due Date
Q1 Progress Report & Invoicing	July 01, 2019 to September 30, 2019	October 15, 2019
Q2 Progress Report & Invoicing	October 01, 2019 to December 31, 2019	January 15, 2020
Q3 Progress Report & Invoicing	January 01, 2020 to March 31, 2020	April 30, 2020
Q4 Year End Report & Invoicing	April 01, 2020 to June 30, 2020	July 15, 2020
Q5 Progress Report & Invoicing	July 01, 2020 to September 30, 2020	October 15, 2020
Final Project Report & Invoicing	September 30, 2020 to December 31, 2020	January 31, 2021

C.3. SUPPORTING DOCUMENTATION

Along with the invoice, Foothill-De Anza Community College District will require a system generated labor distribution report, general ledger/detailed financial activity report showing each actual transaction supporting the invoice amount. Labor distribution or payroll reports must disclose personnel names for audit purposes. The Subrecipient must maintain any applicable supporting documentation pertaining to this agreement for five (5) years and must be able to provide such documentation upon request.

Supporting documentation (or source documents) is the physical basis upon which business transactions are recorded. Source documents are typically retained for use as evidence when auditors later review an organization's financial records and/or statements, and need to verify that transactions have, in fact, occurred. If an organization is audited, source documents back up the accounting journals and general ledger as an indisputable audit trail.

A source document describes all the basic facts of a transaction, such as:

- A description of a business transaction
- The date of the transaction (date goods are received, or services are provided)
- A specific amount of money
- An authorizing signature

For purposes of illustration, source documents which contain all the basic facts of a reimbursable transaction include, but are not limited to:

- *Service or Supplier Invoice.* This may serve as a source document if it describes all the basic facts of a reimbursable transaction and thereby support the issuance of a cash, check, or electronic payment to a service provider/supplier. Such an invoice may also support the recording of an expense, service provided, inventory item, or fixed asset.
- *Labor Distribution Report.* A detailed system-generated report that supports payroll salary and wages plus benefits expenditures.
- *Credit Card Receipt.* This may serve as a source document if the credit card receipt is coupled with a third-party actual receipt with detailed description and cost of expenses incurred.
- *Packing Slip.* A packing slip together with a purchase order and invoice may serve as a source document for a completed sales transaction if it describes items delivered to a customer.

Source documents can be in paper or electronic form. Photocopies or scanned source documents are legally acceptable so long as they are legible, contain all the information present in the original and, within the limits of the scanning process, present that information in a format identical to the original.

Documents which have been scanned or otherwise reproduced and which do not contain all the basic facts of a transaction will not be accepted as source documents. For example, a materials receipt that specifies goods purchased and amount paid but that is scanned without the name of the supplier will not be accepted as a source document. Documents that present all the information in an original receipt, but that has been retyped in Word or Excel format will not be accepted as a source document.

Date: April 1, 2020
Submitted by: Amanda Bauer, Executive Director, Fiscal Services
Area Administrator: Brock McMurray, EVP of Administrative Services
Subject: Request for Approval

Board Meeting Date: April 15, 2020

Title of Board Item:

2019/2020 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 2019/2020 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 district expenses will be included in the 2020/2021 District budget and general revenue funds will be utilized. The Taft College Foundation expenses will be paid by the Foundation.

Approved: 
Dr. Debra Daniels, Superintendent/President



March 31, 2020

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, 2020. 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, 2020. 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, 2020. 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, 2020. 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: April 1, 2020
Submitted by: Amanda Bauer, Executive Director, Fiscal Services
Area Administrator: Brock McMurray, EVP of Administrative Services
Subject: Request for Approval

Board Meeting Date: April 15, 2020

Title of Board Item:

Extension of Application Subscription Program Agreement with TouchNet Information Systems, Inc.

Background:

TouchNet Information Systems, Inc. has been hosting the District's credit card services tied to payment gateways for student access to Cougar Tracks, the District's ERP system since 2007. The services included online payment options, student payment plan options, as well as custodial services such as transaction security and maintenance of stored data and credit card numbers. This agreement facilitates the continued service of the current Touch Net products Bill+Payment Client, Bill+Payment Account Center, eRefunds, eDeposits, Bill+Payment Plans, and Commerce Central (with dashboard) software.

Terms (if applicable):

This agreement will extend the current agreement with TouchNet for an additional 5 years commencing May 31, 2020, when the current agreement expires. The service period covered would be June 1, 2020 to May 31, 2025. The controlling 2010 Application Subscription Program Agreement has been attached for reference.

Expense (if applicable):

The annual Application Subscription Program (ASP) fee for 2020/21 is \$42,415.00. TouchNet reserves the right to increase the annual ASP fee by not more than 10% per year.

Fiscal Impact Including Source of Funds (if applicable):

The expenditure is included in the 2020/21 Business Services Budget and funding will come from the general fund.

Approved: 
Dr. Debra Daniels, Superintendent/President

SECOND EXTENSION AGREEMENT

TOUCHNET INFORMATION SYSTEMS, INC.
9801 Renner Blvd., Ste. 150
Lenexa, Kansas 66219
United States
(“TouchNet”)

and

**WEST KERN COMMUNITY COLLEGE DISTRICT,
FOR AND ON BEHALF OF, TAFT COLLEGE**
29 Cougar Court
Taft, CA 93268-1437
United States
(“Client”)

THIS SECOND EXTENSION AGREEMENT is made by and between TouchNet and Client, as those terms are defined above.

WHEREAS, the parties entered into an Application Subscription Program Agreement dated May 10, 2010 and an Extension Agreement dated May 31, 2015 (collectively, the "ASP Agreement"), which expire on May 31, 2020, and the parties now desire to extend and continue the ASP Agreement;

NOW THEREFORE, the parties, intending to be legally bound, agree as follows:

1. **Definitions.** Unless otherwise specifically defined herein, all terms defined in this Second Extension Agreement shall have the meaning ascribed to such terms in ASP Agreement.

2. **Modification of the ASP Agreement.** This Second Extension Agreement shall be on the same terms and conditions as contained in the ASP Agreement excepting as follows:

a. The ASP Agreement shall be extended for an additional term of five (5) years commencing upon the expiration of the term of the ASP Agreement, reflected above.

b. The annual Application Subscription Program Fee (“ASP Fee”) for the Payment Client (including student tuition payment point), Bill+Payment Account Center, eRefunds, eDeposits, TouchNet Payment Plans, and u.Commerce Central (with dashboard) software shall be \$42,415.00¹. TouchNet reserves the right to increase the annual ASP Fee by not more than ten percent (10%) per year over the applicable amount for the immediately preceding year. The aforementioned ASP Fee is due on May 1, 2020 in advance and within thirty (30) days of Client’s receipt of the invoice. Payment for

¹ All pricing will expire if contract is not executed on or before April 30, 2020.

each subsequent year's ASP Fee, adjusted as provided for herein, shall be due annually in advance of commencement of the next annual period, and within thirty (30) days of Client's receipt of invoice.

3. **Integration Provision.** Except as expressly modified herein, the ASP Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their respective corporate seals, attested by the hands of their respective officers, duly authorized in that behalf, on the day and year first above written.

TOUCHNET INFORMATION SYSTEMS, INC.

**WEST KERN COMMUNITY COLLEGE
DISTRICT, FOR AND ON BEHALF OF, TAFT
COLLEGE**

SIGNATURE: _____

BY: _____

TITLE: _____

DATE: _____

SIGNATURE: _____

BY: _____

TITLE: _____

DATE: _____

**Contract must be executed by Client on or before April 30, 2020, or TouchNet may elect to reject the contract, inclusive of pricing.*

APPLICATION SUBSCRIPTION PROGRAM AGREEMENT

This Application Subscription Program Agreement ("ASP Agreement") is made as of the last date shown in the signature block hereof (the "Effective Date") between TouchNet and Client (as both are described in the table below).

TouchNet

TouchNet Information Systems, Inc.
A Kansas Corporation
15520 College Boulevard
Lenexa, Kansas 66219
Phone: 913-599-6699
Fax: 913-599-5588

Client

West Kern Community College District,
for and on behalf of, Taft College
29 Emmons Park Drive
Taft, CA 93268-1437
Phone: (661) 763-7700
Fax: (661) 763-7705

TouchNet is the developer of certain computer program applications (described below as "TouchNet Software") that Client wishes to use and access remotely on TouchNet's servers.

TouchNet, subject to the provisions of this ASP Agreement, desires to grant to Client access rights to the TouchNet Software.

NOW, THEREFORE, the parties, intending legally to be bound, agree as follows:

1. **Definitions.** The capitalized terms used in this ASP Agreement, except where specifically defined to the contrary herein, shall have the meanings as set forth below in the following Subsections to this Section 1.

(a) **Campus Entity.** The term "Campus Entity" means a college or university campus or facility which offers a degree program in its own name. A Campus Entity may have multiple branch locations from which classes or other services are offered; however, a branch shall not be considered a Campus Entity unless it offers a degree program in its own, separate name. A Client may have multiple Campus Entities, and the Application Subscription Program fees will vary depending upon (among other factors) the number of Campus Entities included within the Client.

(b) **Confidential Information.** The term "Confidential Information" means: (i) the TouchNet Software; (ii) this ASP Agreement; (iii) information, if disclosed in writing, that bears a stamp, label, or legend indicating the confidential, secret, proprietary, or similar status thereof; (iv) information, if disclosed orally, that is followed-up (within ten (10) days following the oral disclosure) with a written memorandum that describes the information claimed to be confidential and that describes

the time, place, and circumstances of the oral disclosure; (v) the contents of Client's Student Information System to the extent such content consists of information concerning which Client is itself under a confidential obligation, the trade secrets of Client, and personally identifying information protected under the Privacy Laws; and (vi) information disclosed by TouchNet that comprises or consists of drawings, specifications, and models; computer data, whether printed, stored on disk, tapes, or in machine-readable form; product and marketing documentation; prices (including price quotes); and financial information. Confidential Information does not include information that:

(i) is already known by the Recipient prior to disclosure by the Discloser, as evidenced by written (contemporaneously dated) documents in the Recipient's files;

(ii) is or becomes publicly available through no wrongful act or omission by the Recipient;

(iii) is rightfully received by the Recipient from third parties without accompanying secrecy obligations;

(iv) is independently developed by Recipient, as demonstrated through written (contemporaneously dated) documentation in Recipient's files; or

(v) is approved in writing by the Discloser for release to the public.

(c) **Client.** The term "Client" means the entity identified in the table above, as "Client." The term shall also include any intra-college department, other college, or campus associated with the main campus specified above and all affiliates of the Client.

(d) **Interface Software.** The term "Interface Software" means all software that the Client will need to install on its own Student Information System in order to access and interface with the TouchNet Software. This software may be provided by TouchNet and/or by the vendor of the particular component of Client's Student Information System and is owned by the respective parties.

(e) **Application Subscription Program.** The term "Application Subscription Program" means a plan offered by TouchNet to Client for Client's right to use TouchNet Software, remotely hosted by TouchNet, as set forth in this ASP Agreement and for the designated time frame stated in Schedule A.

(f) **Test Environment.** The term "Test Environment" means, as an option, TouchNet will provide a test environment that will be

configured the same as, or similar to, the Client's production environment hosted in TouchNet's DataCenter. The test environment will be hosted in TouchNet's DataCenter, beginning approximately 2 weeks after the Client's production system is available for use, or 2 weeks after this ASP Agreement has been executed, whichever occurs later. The test environment will receive a lower service level than the production environment. The test environment will not receive monitoring of critical system or services, nor will it receive 24 hour notification or support.

(g) **Client Set Up Site.** The term "Client Set Up Site" means Client's computer DataCenter where Client's Information Systems reside.

(h) **Services.** The term "Services" means all services offered by the TouchNet Software that can be accessed by End Users.

(i) **End User.** The term "End User" means any person who commences a transaction on or makes any use of the TouchNet Software to obtain or communicate information or access Services.

(j) **Custom Software.** The term "Custom Software" means any computer program or modification to any computer program which is developed, created, or programmed by or for TouchNet on behalf of Client for the purpose of enabling the TouchNet Software to perform one or more functions or to possess one or more features not already present in the standard TouchNet Software. At the time Custom Software is made available for access by Client, such Custom Software shall thereafter be considered TouchNet Software as well.

(k) **Professional Services.** The term "Professional Services" means those services defined in Schedule C.

(l) **Documentation.** The term "Documentation" means the user manuals and guides to operations issued by TouchNet from time-to-time for the specific modules of the TouchNet Software to which Client has subscribed hereunder.

(m) **Discloser.** The term "Discloser" means the party to this ASP Agreement who discloses or otherwise makes available to Recipient Confidential Information.

(n) **Effective Date.** The term "Effective Date" means the last of the dates shown in the signature block at the end of this ASP Agreement.

(o) **Normal Business Hours.** The term "Normal Business Hours" means the hours of 7:00 a.m. until 7:00 p.m., Central Daylight or Central Standard Time (as the case may be), Monday through Friday other than TouchNet holidays, as designated by TouchNet.

(p) **Notice.** The term "Notice" means a notification given in the manner prescribed in Section 18(c) hereof.

(q) **Privacy Laws.** The term "Privacy Laws" means the Gramm-Leach-Bliley Act ("GLBA"); the Children's Online Privacy Protection Act ("COPPA"); the Health Insurance Portability and Accountability Act ("HIPAA"); and the Family Educational Rights and Privacy Act ("FERPA"), the Payment Card Industry Data Security Standards ("PCI"), and the National Automated Clearing House Association Standards ("NACHA") pertaining to electronic payments, as amended, together with regulations promulgated thereunder.

(r) **Recipient.** The term "Recipient" means a party to this ASP Agreement who receives or otherwise learns of or discovers Confidential Information of the other party to this ASP Agreement.

(s) **Student Information System.** The term "Student Information System" means Client's computer system, including all computers, peripherals, and cables and connectors; hardware and software (whether in source code or object code); and the student and/or faculty-related information and data stored, managed, accessed, and manipulated therein or thereby.

(t) **Application Subscription Program Fees.** The term "Application Subscription Program Fees" means the dollar amount that Client shall pay TouchNet, in accordance with the terms on Schedule A, as consideration for the access rights granted herein.

(u) **TouchNet DataCenter.** The term "TouchNet DataCenter" means a location operated by TouchNet where the TouchNet Software resides.

(v) **TouchNet Software.** The term "TouchNet Software" means all computer programs described in Schedule B hereto (in object code form only) that either (i) will be made available for Client's access on TouchNet's servers at the TouchNet DataCenter or (ii) will be furnished to Client for use on Client's information system as a part of the Interface Software (pursuant to the license of Section 2(f)); together with all updates, error corrections, and enhancements generally made available to TouchNet's other clients.

(w) **Trademarks.** The term "Trademarks" means all service marks, trade names, trade dress and/or "get-up" of TouchNet, whether or not registered by TouchNet, and all goodwill of the business related thereto, including (but not limited to) TOUCHNET®, TSERVE®, GLOBAL CAMPUS®, PAYPATH®, Set the Curve®, u.Commerce®, Seek-N-Secure®, and How Money Moves on Campus®.

(x) **Third Party Licensor.** The term "Third Party Licensor" means any entity from which TouchNet obtains a license or other similar rights to integrate or otherwise make available to its clients (as a part of the TouchNet Software) computer programs not owned by TouchNet.

2. **Grant of Rights.**

(a) **Access.** Subject to the terms and conditions of this ASP Agreement, TouchNet grants to Client, and Client accepts, a non-exclusive, non-transferable right to access the TouchNet Software on TouchNet's servers at the TouchNet DataCenter. Upon payment of the first annual Application Subscription Program Fee, as prescribed in Section 4, TouchNet shall furnish to Client access information, including appropriate IP addresses, log-on procedures, and user identification and password(s), provided that Client has taken all implementation steps as prescribed by TouchNet.

(b) **Sub-License and Assignment Prohibited.** Neither the access rights nor any other rights granted to Client herein may be sub-licensed, assigned, transferred, or otherwise given or furnished by Client to any person or entity.

(c) **Non-Exclusivity.** Client acknowledges that TouchNet may license, make access available to, or offer to license or make access available to other TouchNet clients or prospects the TouchNet Software and products having similar functions, whether or not such clients are competitors of Client.

(d) **Reverse Engineering and Copying.** Client shall not, under any circumstances, directly or indirectly, download, copy, modify, decompile, reverse engineer, or otherwise attempt to discover the source code for the TouchNet Software. Client shall not assert and shall not represent to any third party that it has any ownership rights in, or the right to sell, transfer or sub-license, the TouchNet Software.

(e) **Own Operations.** Client shall use the TouchNet Software solely for processing data in the ordinary course of its operations and shall not use the TouchNet Software in connection with a service bureau or in any other similar way to process, store, analyze, manipulate, or otherwise handle the data of other persons or entities.

(f) **Interface Software.** The Interface Software provided by TouchNet is furnished and licensed (on a nonexclusive basis and without right of sublicense) to Client solely for the purpose of enabling Client to access (and interface with) the TouchNet Software residing at the TouchNet DataCenter. Such Interface Software may not be used for any other purpose whatsoever. Unless otherwise specifically agreed,

installation and configuration of the Interface Software shall be the sole responsibility of Client.

(g) **Custom Software Programming.** If Custom Software is to be created, then the parties shall agree, in an addendum to this ASP Agreement, upon the specifications, functions, and features; the development period; and the remuneration to be paid to TouchNet for the Custom Software, such remuneration to be different from and in addition to the fees provided for herein. In case of a conflict between the provisions of this ASP Agreement and any such addendum, the provisions hereof shall control. All Custom Software shall, upon creation, be the exclusive property of TouchNet and be deemed a part of the TouchNet Software, and all provisions hereof relating to rights made available to Client, restrictions upon Client, and reservations by TouchNet for the TouchNet Software shall be equally applicable to such Custom Software.

3. **Purchase Order.** All purchase orders are acknowledged by the parties to be mere expressions of intent to buy and are not binding in any way. TouchNet will accept Client's Purchase Order, if, the terms, prices, and conditions reflected are consistent with those detailed in this ASP Agreement, and/or subsequent addenda; and a duly authorized officer of TouchNet signs such purchase order. Client acknowledges that it has reviewed such terms and conditions and agrees to be bound thereby.

4. **Payment of Fees.** Payment of Fees shall be made in accordance with the terms, at the times, and in the amounts as detailed in Schedule A.

5. **Late Charges.** Late payments of Fees are subject to a late charge equal to the lesser of eighteen percent (18%) per year or the highest rate permitted by applicable law.

6. **Taxes.** Any and all excise, sales, use, value-added or other taxes or levies imposed by any governmental body on the Client or TouchNet in connection with the use, licensing, handling, or payment of license or Application Subscription Program fees with respect to the TouchNet Software (with the exception of taxes measured against TouchNet's net income) shall be the sole responsibility of Client. Client shall fully reimburse and indemnify TouchNet for any amounts actually paid by TouchNet or withheld by the Client for any such taxes or levies within thirty (30) calendar days after the date on which TouchNet gives notice thereof to Client.

7. **Availability Guarantee and Credit Allowance.**

(a) **Availability Guarantee.** TouchNet's objective is to make the TouchNet Software available pursuant to this ASP Agreement twenty-four hours a day, seven days a week, except for scheduled maintenance. In addition, TouchNet guarantees that Client will be able to access the

TouchNet Software ninety-nine percent (99%) of the time (excluding scheduled maintenance) in any given month ("Availability Guarantee").

(b) **Remedy.** In the event that Client's access to the TouchNet Software hereunder becomes unavailable, Client shall immediately furnish notice of such unavailability to TouchNet. Unless Client's access to the TouchNet Software hereunder is rendered unavailable for reasons beyond TouchNet's control, such as events described in Subsection (d) to this Section 7 or Section 18(b) hereof, if Client has furnished TouchNet with the prescribed notice and Client's access to the TouchNet Software hereunder, during any month, falls below the Availability Guarantee, then TouchNet will, upon Client's request, grant to Client a credit in an amount equal to twenty percent (20%) of the Application Subscription Program Fees for the month in which Client's access fell below the Availability Guarantee. Scheduled maintenance shall not be counted in the calculation of any Credit. All Credits (based upon the Availability Guarantee) shall be calculated based on the total hours in a particular month, and all months shall be deemed to be comprised of thirty (30) days. For purposes of calculating Credits, any period of unavailability shall be counted from the time such unavailability is reported to TouchNet until such time that access is restored.

(c) **Scheduled Maintenance.** Client acknowledges and agrees that TouchNet will, from time to time, need to perform routine maintenance or repair, and that during such periods of maintenance or repair, the TouchNet Software may not be available for Client's use. TouchNet's objective is to minimize the duration of any such unavailability and will endeavor to perform routine maintenance outside of Normal Business Hours. TouchNet, to the extent possible, will give Client at least twenty-four (24) hours advance notice of down-time for scheduled maintenance.

(d) **Catastrophic Events.** Disruptions in the interconnection with TouchNet servers resulting from the neglect or other fault of Client and/or its agents or contractors and "Catastrophic Events" such as power outages, wide-ranging failures in the Internet (or its successor global communications network), or in telecommunications services, and similar calamities, are outside TouchNet's control and are not TouchNet's responsibility. Except as stated in this Section 7 and the Availability Guarantee, TouchNet makes no representations or warranties with respect to up-time, availability, or the like.

8. **Backup and Retrieval.** TouchNet will perform incremental backups daily and full backups weekly. TouchNet utilizes a secondary site for purposes of disaster recovery. Client systems are replicated to the secondary site. In the event the primary production site becomes inaccessible, TouchNet will commence a recovery utilizing the secondary site within four (4) hours. Full data

tapes, magnetic discs and/or other optical media will be stored off-site in a secured vault. Off site storage of back up media shall take place at least weekly.

9. Warranty and Limitations.

(a) **Warranty.** TouchNet warrants that the TouchNet Software will perform substantially in accordance with the Documentation (not, however, that the TouchNet Software is error-free, since all software contains some programming errors) provided that this warranty does not apply to performance problems caused by (i) events beyond TouchNet's reasonable control, including vandalism, civil disturbance, fire, flood, storm, or other exposures to the elements or to temperature extremes; (ii) unavailability or malfunctioning of telecommunication services; (iii) tampering, failure of electric power, abuse, or misuse; (iv) operator mistakes; (v) equipment, software, or other items (whether or not included within the TouchNet Software) not developed, manufactured, created, or produced by TouchNet; (vi) a failure to comply with the Documentation or this ASP Agreement or to use TouchNet Software in accordance with its intended purpose; (vii) modifications of TouchNet Software not performed by TouchNet or its authorized representatives; (viii) combinations or integrations of TouchNet Software with devices or software not provided by TouchNet or its authorized representatives; or (ix) Client's use of TouchNet Software as part of an invention by Client or as part of a new configuration, which, in either case, includes materials or methods not supplied or approved by TouchNet.

(b) **DISCLAIMER OF WARRANTIES.** EXCEPT AS STATED IN SUBSECTION (a) ABOVE, TOUCHNET DOES NOT MAKE, AND HEREBY DISCLAIMS, ANY AND ALL EXPRESS OR IMPLIED WARRANTIES, GUARANTEES, AND REPRESENTATIONS OF ANY KIND WHATSOEVER, WITH RESPECT TO THE TOUCHNET SOFTWARE AND ANY RIGHT OF ACCESS THERETO, OR OTHERWISE, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT.

(c) **Limitations.** Except as provided in Section 10 below, Client's exclusive remedy for any cause of action arising out of this ASP Agreement shall be (i) for TouchNet to use reasonable business efforts to provide or restore Client's access to the TouchNet Software in compliance with the Documentation and (ii) in the event of an infringement claim, to procure for Client the right to continue using the infringing TouchNet Software; or to replace or modify the TouchNet Software so as to cure the infringement without materially adversely affecting Client's use of the TouchNet Software; or, if TouchNet determines that the foregoing steps are impractical, to terminate this ASP Agreement and refund a pro-rata

portion of the fees paid by Client. In no event, however, except as provided in Section 10 below, will TouchNet's obligation to Client for any claim under this ASP Agreement be greater than the fees Client has paid to TouchNet under this ASP Agreement during the twelve (12) month period preceding the date of the claim. TouchNet shall not be liable (under Sections 9 or 10 hereof, or otherwise) for any indirect, incidental, exemplary, punitive, special or consequential damages arising out of this ASP Agreement or the use of the TouchNet Software. The limitations in this Subsection (c) shall apply to any and all claims whether based in contract, tort, strict liability, or otherwise.

10. Indemnification.

(a) **Indemnity Obligation.** TouchNet shall indemnify and hold harmless Client from and against any and all losses, expenses, damages, liabilities and obligations, including, without limitation, reasonable court costs and attorneys' fees (collectively, "Losses") suffered or incurred by Client to third parties if and only to the extent that (i) such Losses are directly caused by TouchNet's gross negligence or intentional misconduct, or by TouchNet's material breach of its representations, warranties or covenants in this ASP Agreement, and (ii) such Losses arise out of injury or death to persons, or infringement upon or violation of any patent, copyright, trade secret, or similar proprietary right of any third party, or any theft or misappropriation of personal confidential data with respect to Client's customers (other than by Client's owners, agents, employees or others under Client's direction or control).

(b) **Notice of Claim.** If at any time a third party makes a claim against Client ("Claim") which could result in liability to TouchNet under this ASP Agreement, Client promptly (but in no event later than thirty (30) days from the date of such Claim) shall notify TouchNet thereof, stating the basis for the Claim and the amount thereof, and permit TouchNet to assume the defense of the Claim. If TouchNet fails to notify Client of its election to defend the Claim within thirty (30) days after receiving notice of the Claim from Client, TouchNet shall be deemed to have waived its right to defend such Claim.

(c) **Defense of Claim.** If TouchNet assumes the defense of a Claim, Client, at its expense, may participate in the defense, but TouchNet shall have the right to direct and control the defense of the Claim, and Client shall cooperate with TouchNet and make available to TouchNet all of Client's books and records reasonably necessary and useful in connection with the defense. Without Client's prior written consent, TouchNet shall not consent to the entry of a judgment or award, or enter into a settlement, which does not include a release of Client of all liability with respect to the Claim. If TouchNet chooses to defend the Claim, Client shall not admit any liability with respect to, or settle, compromise

or discharge the Claim, without TouchNet's prior written consent (which shall not be unreasonably withheld, conditioned or delayed). If TouchNet elects not to defend the Claim, Client may defend against the Claim in such manner as it reasonably deems appropriate.

(d) **Client Inventions.** If (i) Client uses the TouchNet Software as part of an invention of Client (where such invention includes materials and/or methods not supplied or approved by TouchNet) or (ii) Client uses the TouchNet Software as a part of a new configuration (where such configuration includes material and/or methods not supplied or approved by TouchNet) and either of such Client uses of the TouchNet Software results in a claim of patent, copyright, trade secret, or other proprietary right claim by a third party, then Client shall be exclusively responsible therefore.

(e) **Exclusive Remedy.** This Section 10 shall constitute Client's sole and exclusive remedy with respect to any Claims. TouchNet shall not be liable for Losses covered by insurance policies carried by or for the benefit of Client.

11. **Third Party Products.** In the event of any failure of equipment, software, or other items (whether or not included within the TouchNet Software), if the software, equipment, or other item was developed, manufactured, created, or produced by third parties, TouchNet will use reasonable business efforts to assign to Client any and all of TouchNet's warranty rights against such third parties; however, this is the extent of TouchNet's obligations with respect to such third party equipment, software, or other items.

12. **Set Up; Installation; and Data Access.**

(a) **Set Up.** Client is responsible for set up and installation of Interface Software and any and all equipment necessary at the Client Set Up Site to communicate with the TouchNet DataCenter. The foregoing shall be accomplished at Client's sole expense and in accordance with the timeline and tasks described on Schedule C. Remote installation and set up at the TouchNet DataCenter shall be performed during Normal Business Hours. If installation and set up is delayed by fault of Client, Client shall pay TouchNet all reasonable costs, charges, and losses attributable to such delay.

(b) **Data Access.** If, for any reason, TouchNet requires access to Confidential Information within Client's Student Information System, then Client (i) will make such information available to TouchNet or its subcontractors (as Client's contractor) through such means as TouchNet may reasonably specify and (ii) represents to TouchNet (and its subcontractors) that Client is authorized to disclose and make such information available to TouchNet and to permit TouchNet (or its

subcontractors) to use, adapt, augment, supplement, and/or modify such information in the manner contemplated by the respective parties hereto.

(c) **Obligation of Nondisclosure.** Without limiting the generality of Section 13, TouchNet agrees to hold in confidence (and to require its subcontractors to hold in confidence) any Confidential Information to which TouchNet (or its subcontractors) may be exposed during access to Client's Student Information System (including all personally identifying information covered by Privacy Laws).

13. **Confidential Information.**

(a) **Limitation on Use and Disclosure.** Except as otherwise permitted under this ASP Agreement, the Recipient will not knowingly disclose to any third party, or make any use of Discloser's Confidential Information. The Recipient will use at least the same standard of care and security to maintain the confidentiality of the Discloser's Confidential Information that it uses to maintain the confidentiality of its own Confidential Information of equal importance, but in no event may the standard of care and security be below that customary and reasonable under the circumstances. At a minimum, the Recipient shall maintain the Confidential Information (i) in a secure location or (ii) if stored on Client's Student Information System, under circumstances requiring secure password access. Only employees of Recipient who have a reasonable need to know of the Confidential Information in order to perform their responsibilities may be given access to the Discloser's Confidential Information.

(b) **Court Order.** Notwithstanding the provisions of Subsection (a) of this Section 13, Recipient may be permitted to disclose the Confidential Information of Discloser when ordered to do so by an administrative, arbitral, legislative, or judicial body having jurisdiction over the Recipient, provided (i) that Recipient first gives Discloser reasonable Notice of the administrative, arbitral, legislative, or judicial proceeding in order to permit Discloser to prevent or limit the ordered disclosure and (ii) that Recipient cooperates (at Discloser's expense) fully in preventing or limiting the ordered disclosure.

(c) **Burden of Proof.** The burden of proving an exception to the definition of Confidential Information, as described in Section 1(b) and/or the applicability of the exception to nondisclosure set forth in Subsection (b) above shall be upon the Recipient.

14. **TouchNet's Trademarks.** The TouchNet Trademark or Trademarks will be displayed by the TouchNet Software, on the Documentation, and in the copyright and/or patent notices, or otherwise. Client shall not remove, conceal, alter, or deface the TouchNet Trademark from or on the TouchNet

Software or any computer screen print-outs. TouchNet grants Client a limited non-exclusive and non-transferable license without right of sub-license to use and display the Trademarks during the term of this ASP Agreement solely in the manner in which TouchNet has displayed them on the TouchNet Software.

15. Term and Termination.

(a) **Term.** The access rights granted in Section 2(a) hereof commences on the Effective Date and continues for the time period specified in Schedule A, unless sooner terminated as permitted in Subsections (b) through (c) of this Section.

(b) **Right of Termination.** A party has the right to terminate this ASP Agreement if the other party breaches a material provision of this ASP Agreement and, if a cure period is applicable, fails to cure the breach within the applicable cure period following Notice of the breach. If the event or condition that gives rise to the right of termination is not cured within the applicable cure period, this ASP Agreement will automatically terminate at the end of the said cure period without need for further notice or action. If the Noticed breach is cured to the reasonable satisfaction of the non-breaching party within the applicable cure period (if any), then this ASP Agreement shall continue as though no breach had occurred.

(c) **Cure Periods.** The applicable cure periods for breaches of Section 2(d), 2(e), and/or 4, shall be ten (10) days. There shall be no cure period for a breach of Section 13 or Section 14. The applicable cure period for breaches of all other provisions of this ASP Agreement shall be thirty (30) days.

(d) **Effect of Termination.** Upon termination of this ASP Agreement by either party, Client's access to the TouchNet Software will be terminated immediately and Client shall return immediately to TouchNet or, at TouchNet's request, will destroy all copies of Interface Software, Documentation, user manuals, and computer screen print-outs of the TouchNet Software, and Client will certify to TouchNet in writing, over the signature of a duly authorized representative of Client, that it has done so.

(e) **Survival of Obligations.** All obligations relating to non-use and non-disclosure of Confidential Information will survive termination of this ASP Agreement. Without limiting the generality of the foregoing, the specific obligations, as set forth in Sections 2(d), 9(c), 13, and 18(h) shall survive any termination or expiration of this ASP Agreement.

(f) **No Prejudice to Other Rights or Remedies.** Termination of this ASP Agreement will be without prejudice to the terminating party's other rights or remedies under this ASP Agreement or at law or in equity.

16. **Support.** During the term of this ASP Agreement, TouchNet will provide Client with unlimited telephone support over its technical support line. Such support will be provided to Client at no charge in addition to the fees payable as prescribed in Section 4 hereof.

17. **Equitable Relief.** Client acknowledges that a breach, by Client, of any of the material provisions of this ASP Agreement, including (without limitation) breach of Sections 2(b), 2(d), 2(e), 2(g), 10(b), 13, and 14, would likely result in irreparable injury for which monetary damages would likely be an inadequate remedy. Accordingly, for any such breach or threatened breach, Client hereby consents to such preliminary, temporary, or permanent injunctive relief as a court of competent jurisdiction may enter to prevent, curtail, or restrain any such breach or threatened breach, all without the necessity of any filing or furnishing, by TouchNet, of any bond or similar surety.

18. **General.**

(a) **Independent Contractors.** Nothing contained herein shall constitute TouchNet and Client as partners, agents, joint venturers or in any capacity other than licensor and licensee of computer software, respectively. TouchNet and Client are independent contractors. Neither shall have the right to bind or obligate the other in any manner whatsoever.

(b) **Force Majeure.** With the exception of Client's obligations to pay TouchNet monies due under this ASP Agreement, neither party shall be liable to the other for delay or failure to perform any obligation hereunder resulting from an event of force majeure, including (without limitation) acts of God or of the public enemy, fire, storm, flood, explosion, earthquake, hurricane, riots, wars, hostilities, civil commotion, strikes or labor disputes, interruption of supply, law or regulation, governmental action, or any other cause beyond the control of that party.

(c) **Notices.** Any notice or communication required or permitted to be given hereunder may be hand-delivered or sent by registered or certified mail, return receipt requested, by facsimile transmission, or by email. Notices must be sent to a party at its address shown on the first page of this ASP Agreement, or to such other place as the party may subsequently designate in writing for its receipt of Notices. A Notice given in the manner prescribed in this Section shall be deemed received (i) when delivered, in the case of personal delivery; (ii) on the third business day following deposit of an item in the U.S. mail, properly addressed and postage prepaid; and (iii) on the date of transmission if sent

by facsimile or email, provided a confirmation copy is either personally delivered or sent by U.S. mail in the manner otherwise permitted for a Notice hereunder.

(d) **Counterparts.** This ASP Agreement may be executed in counterparts, each of which shall be an original, and all of which, taken together, shall constitute one and the same instrument.

(e) **Entire Agreement.** This ASP Agreement, with attached Schedules, constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes any prior expression of intent or understanding, oral or written, relating to the subject matter of this ASP Agreement. Schedules referenced herein by letter or number are incorporated into this ASP Agreement as though fully set out herein. Such Schedules include the following:

SCHEDULE	DESCRIPTION
Schedule A	Fees and Term of Agreement
Schedule B	TouchNet Software
Schedule C	Equipment and Client Tasks for Set Up, Installation, and Implementation of Software

(f) **Waiver.** Any waiver of a failure or delay in performance shall be effective only if in writing and only in accordance with its terms. The waiver of one breach or default shall not constitute the waiver of any subsequent breach or default and shall not act to amend or negate the rights of the parties under this ASP Agreement.

(g) **Right to Use Client's Name.** Client authorizes TouchNet to use Client's name, likeness, voice, and expressions or statements in marketing literature as a "Client" of TouchNet.

(h) **Governing Law.** This ASP Agreement shall be governed by and construed in accordance with the substantive laws of the state of Kansas.

(i) **Severability.** If any one or more of the provisions of this ASP Agreement shall be invalid, illegal, or unenforceable in any respect under any applicable statute, rule of law, or public policy, such provision shall be considered inoperative to the extent of such invalidity, illegality, or unenforceability and the remainder of this ASP Agreement shall continue in full force and effect. The parties agree to replace any such invalid, illegal, or unenforceable provision with a new provision that has the most nearly similar permissible legal and economic effect.

(j) **Headings.** Headings are included in this ASP Agreement as a matter of convenience only and shall not be controlling with regard to the interpretation of this ASP Agreement.

(k) **Security Standards Compliance.** TouchNet agrees to maintain compliance with all applicable Privacy Laws, PCI and the NACHA standards pertaining to electronic payments.

IN WITNESS WHEREOF, the parties have executed this ASP Agreement through the signatures of their respective authorized representatives as of the respective dates shown below.

TOUCHNET INFORMATION SYSTEMS, INC.

SIGNATURE: 

BY: Keith Grabill

TITLE: VP of Finance/Admin.

DATE: 5/4/2010

WEST KERN COMMUNITY COLLEGE
DISTRICT, FOR AND ON BEHALF OF, TAFT
COLLEGE

SIGNATURE: 

BY: William H. Duncan, IV

TITLE: Superintendent/President

DATE: 5/10/10

Schedule A

Term of Application Subscription Program Agreement APPLICATION SUBSCRIPTION PROGRAM

Subject to the terms and conditions of this ASP Agreement, TouchNet grants to Client under all of TouchNet's intellectual property rights (including patent and copyrights owned or controlled by TouchNet) and Client accepts, a non-exclusive, non-transferable Subscription to use the TouchNet Software for the purpose of offering Services to End Users of the System for a period of five (5) years from the Effective Date of this ASP Agreement.

COSTS & PAYMENTS¹

The annual Application Subscription Program Fee, payable in advance as prescribed below, is as shown below. TouchNet reserves the right to increase the fees shown below by not more than ten (10%) percent per year over the applicable amount for the immediately preceding year. An Application Subscription Program Fee of \$27,509.00² shall be due and payable upon execution of the ASP Agreement to which this Schedule A is attached. For each subsequent year, the annual Application Subscription Program Fee, adjusted by TouchNet as permitted herein, shall be payable thirty (30) days in advance of each anniversary of the Effective Date of the ASP Agreement. TouchNet may increase the annual Application Subscription Program Fees by giving Client notice thereof at least sixty (60) days in advance of the annual anniversary of the Effective Date of this ASP Agreement.

PROFESSIONAL SERVICES

The one-time Professional Service Fee is payable upon the TouchNet Software being loaded at the TouchNet DataCenter. The Professional Service Fee of \$17,000.00³ shall be due and payable within thirty (30) days of receipt of the invoice.

Client is responsible for reasonable travel, lodging, and food expenses incurred by TouchNet in connection with on-site training, equipment installation, set-up and professional services rendered in connection with this ASP Agreement, if applicable.

¹ All pricing will expire if contract is not executed on or before May 31, 2010.

² This figure reflects that the annual ASP Fee associated with u.Commerce Central is waived.

³ This figure reflects a discount of \$5,000.00.

Schedule B

TOUCHNET SOFTWARE

The Client's right to access the TouchNet Software shall consist of the following-described computer programs residing on the TouchNet DataCenter:

Bill+Payment Client. Bill+Payment Client is the payment application of the Bill+Payment Suite that enables a secure link from SunGard Self-Service Banner in order to collect and process payment card data. Bill+Payment Client is restricted for use with the six (6) payment points from SunGard Self Service Banner (as noted below) and is not for use in integration of additional payments. This functionality includes the following:

- Real-time posting of payment transactions to Banner
- Selection of credit/debit card, ACH, and PIN (and PIN-less) debit payment methods provided each of the payment methods is properly licensed within TouchNet Payment Gateway
- Maintains institutions logo, header and footer for branding purposes
- Payment points from SunGard Self-Service Banner⁴
 - Student tuition
 - Admissions application fees
 - Alumni donations
 - Registrar transcript request fees
 - Graduation application fees
 - Enrollment verification fees
- 1 Campus Entity
- 1 Production Environment
- 1 Test Environment

Professional services for implementation of each payment point from SunGard Self-Service Banner will apply.

TouchNet Student Account Center. TouchNet Student Account Center is the repository of the core services required by the TouchNet Bill+Payment Suite. The Student Account Center enables students to view their real-time account balance, make payments using credit cards or electronic checks, and register their parents or guardians as authorized users. Payments made through the Student Account Center are linked to an institution's credit card processor and bank for authorization and settlement via the TouchNet Payment Gateway. The Student Account Center posts successful payments to the appropriate student accounts in real-time and automatically sends email notifications to students via their school-assigned email addresses.

⁴ Client is not purchasing any payment points in this ASP Agreement.

TouchNet eRefunds. TouchNet eRefunds provides the functionality to distribute student refunds electronically directly into the student's bank account. TouchNet eRefunds includes the following:

- 1 Campus Entity
- 1 Production Environment
- 1 Test Environment

TouchNet eDeposits. TouchNet Bill+Payment Student enables students and parents to make deposit payments for items such as tuition, laptops, or housing through the web using credit card, electronic check, or PIN debit. Deposit payments update the school's deposit accounts in real-time.

- 1 Campus Entity
- 1 Production Environment
- 1 Test Environment

TouchNet Payment Plans. TouchNet Payment Plans is a web-based solution for creating and managing tuition installment plans for use with the Campus Entity's Student Information System. The TouchNet Software is limited to the following:

- 1 Campus Entity
- 1 Production Environment
- 1 Test Environment

Functionality includes:

- **Real-time Integration** with Campus Entity's Student Information System when student accounts are initiated, updated, and payments.
- **E-mail Notifications** to alert students to changes on their accounts or if there are any problems with payments.
- **Student Account Access** allows the students to view the status of a payment plan through the web. The student may change to a different plan, change their payment method, or payoff their remaining balance.
- **Plan Administration** gives the ability to plan administrators to create and manage student installment plans that include payment dates, payment amounts, fees and interest rates, determine the number of payments, amounts of each payment, and bring plans online and offline.
- **Web Enrollment** allows students to enroll and update payment plan information and select a preferred method of payment over the web.
- **Scheduled Payments** allows students to meet those payment deadlines by setting up automatic payment processing.
- **Operations Center** allows administrators of the payment plans the ability to access individual student plan information, including number of payments and stored payment method. Administrators may also change the student's preferences. The operations center also gives administrators access to payment

- plan reports.
- **TouchNet Integration** with TouchNet eBill, TouchNet Student Disbursements, and TouchNet Payment Gateway to provide students and administrators with a centralized location for managing accounts online.

Additional Campus Entity licenses are available for an additional License fee and Professional Services cost.

u.Commerce Central. uCommerce Central is a centralized place to manage system operations, view commerce activity across campus, and access training and educational resources.

u.Commerce Central provides the following functionality:

- **User Management** – Provides a single login for all TouchNet administrative applications with a history of the user's activity, customizable password policy to enforce strong passwords and user role management.
- **CMS Dashboard** – A single summary view of campus-wide activity displaying payment transactions from all TouchNet applications including all merchants and payment methods. The Dashboard view also provides alerts to notify administrators of actions required throughout the applications.
- **Client Community** – Resource center for product and industry information.

TouchNet Ready Partner Program – TouchNet DataCenter:

TouchNet actively seeks certain third party companies and organizations to participate in our pre-integrated partner program. The purpose is to help our clients centralize and unify campus commerce electronic payments into the TouchNet Software. The TouchNet Software needed to best utilize the program is both TouchNet Payment Gateway and TouchNet Marketplace. TouchNet Ready Partners are primarily integrated through TouchNet Marketplace, however, in some cases they may be validated only through Payment Gateway. For clients that have licensed access to both these TouchNet Software modules, the following charges apply to support the program costs including DataCenter operations and customer/technical services.

TouchNet Ready Program Charges – TouchNet DataCenter	Client Licensed for Payment Gateway & Marketplace	Client Licensed for only Payment Gateway
Per Partner Annual Hosting/Access Fee	3 Free	\$ 2,500@
Each Additional Partners Annual Fee	\$ 1,500@	\$ 2,500@
Per Partner One-Time Implementation Fee	\$ 1,250@	\$ 1,750@
Partner Packs Annual Fee:		N/A
5 Partners	\$ 5,000	
10 Partners	\$ 7,500	
15 Partners	\$10,000	
Unlimited	\$15,000	

Note: TouchNet Partner Program charges are subject to the escalation limitations of Schedule A for the TouchNet Software.

Schedule C

EQUIPMENT AND CLIENT TASKS FOR SET UP, INSTALLATION AND IMPLEMENTATION OF SOFTWARE

TouchNet Software Implementation Services

Defined Engagement and Project Management: A TouchNet implementation lead will work closely with Client's project leaders to review and tailor standard project plans to illustrate key tasks, milestones and deliverables for the TouchNet implementation. The implementation lead will coordinate all TouchNet Software installation, configuration, training and "go-live" activities with Client.

Timeline: Implementation timelines vary greatly based upon products purchased, key business drivers for when those products are implemented as well as resource availability both with Client as well as TouchNet. TouchNet will work with Client's key stakeholders and resources to adjust standard project plans to best accommodate resource availability and constraints.

System Testing: TouchNet will perform system integration testing after software is installed and configured to ensure integration with the Host ERP. TouchNet's testing efforts are not considered to be exhaustive as subsequent testing should be conducted by Client to ensure adherence with applicable Client business rules as well as gain familiarity with the new TouchNet Software.

Training: TouchNet's Professional Services team is committed to helping Client get acquainted with its newly licensed software. To that end, TouchNet's standard product training employs a "train the trainer" approach, which leverages a mix of both onsite and remote training technologies, such as Microsoft LiveMeeting. The implementation manager will determine Client's training needs during the initial project meeting with key stakeholders. More significant training, such as on-site support for Client's "go live," or training scheduled once the applications are in production, can be purchased at an additional cost.

User Acceptance Testing: It is the responsibility of Client to ensure adequate resources and time is allocated to perform user acceptance testing of the new TouchNet Software. Many new business processes and functions are introduced as a part of the implementation of TouchNet Software and it is recommended highly that Client take the time during user acceptance testing to validate and refine some of those new processes.

"Go-live" Support: The TouchNet implementation lead will be assisting throughout the implementation of the TouchNet Software. During the "go-live" and for a period of 2 weeks beyond, the TouchNet implementation lead will continue to support Client remotely.

Client Duties During the Implementation

General

Human Resource Needs: Client will need to identify appropriate project related resources including, but not limited to, project lead, technical lead and key stakeholders

to be leveraged for functional requirements and/or functional testing. Business office or functional users of the new TouchNet Software are critical for requirements as well as testing purposes.

Physical Resource Needs: Client will need to reserve applicable training facilities for any on-site related activities (i.e. training) once the specified timelines are agreed to. The facilities will need an overhead projector, workstations for attendees (if the desired environment) and preferably a whiteboard or similar drawing surface.

Payment Processing Needs: In preparation for the TouchNet implementation, the following items should be gathered as they will be critical to expediting the implementation:

- Verification of credit card processor
- Merchant ID information
- Bank account and routing information and initial discussions with them regarding the transmission of any ACH related data

DataCenter Implementations

Technical Requirements: There are 2 items necessary to be completed by the Client's Technical staff.

- Provide necessary IP information for TouchNet Software to access the applicable Client Information Systems and make necessary changes to firewall(s)
- Client will need to install a small connector piece of software which enables TouchNet Software to communicate with the Student Information System

This is a basic list of duties to be performed by Client. A complete list may be obtained from the TouchNet implementation specialist assigned to the Client during installation.

If Client must re-schedule an installation after a date has been determined, a surcharge of 50% of the total Professional Services Fees will apply, and the project implementation will be rescheduled based upon TouchNet's availability at that time. The maximum time allowed for installation under this ASP Agreement for all products is six (6) months. If delays beyond six (6) months are caused by Client, additional Professional Services Fees may apply.

Client is responsible for reasonable travel, lodging, and food expenses incurred by TouchNet during the on-site training.

The TouchNet Software, in some cases, will require the Client to assist TouchNet in accessing files on the Client's Student Information System to accomplish the interface between TouchNet Software and other software on Client's Student Information System and to permit certain functionality to be tested. Also, it is the Client's responsibility to assist TouchNet and/or its subcontractors in setting up links between the TouchNet Software and Client's Student Information System. Such responsibility includes, but is not limited to, granting remote or other access thereto, granting of administrative (or similar) rights and privileges, and assisting TouchNet (or its subcontractors) in understanding the configuration and environment of Client's Student Information System.

Date: March 31, 2020
Submitted by: Brock McMurray, EVP of Administrative Services
Area Administrator: Brock McMurray, EVP of Administrative Services
Subject: Request for Approval

Board Meeting Date: April 15, 2020

Title of Board Item:

2020-2023 Property and Casualty Claims Administration Services Agreement

Background:

The purpose of this agreement is to extend our contract with Keenan & Associates who provides our Property and Casualty Claims Administration. Their services range from monthly claim status reports and investigative and adjustment services, to providing for claims payments. Keenan & Associates is specially trained, experienced, and competent in administering the Property and Liability Claims Programs for the District. I recommend we continue our agreement with Keenan & Associates for the period from 2020-2023, and approve the compensation schedule attached as Exhibit B for 2020-2021.

Terms (if applicable):

The agreement is effective from July 1, 2020, to June 30, 2023. The current compensation schedule is effective from July 1, 2020, to June 30, 2021.

Expense (if applicable):

VP/AVP/Claims Manager	\$95.53 per hour (3% increase from 19/20)
Senior Claims Examiner	\$90.13 per hour (3% increase from 19/20)
Claims Examiner	\$79.83 per hour (3% increase from 19/20)
Expenses	43% of hourly billings (1% increase from 19/20)
Minimum per file charge	One hour

Fiscal Impact Including Source of Funds (if applicable):

The District will be billed on a time and expense basis; therefore, there is no minimum nor not to exceed dollar amount. The cost for these services is included in the Vice President of Administrative Services budget and general revenue funds will be utilized.

Approved: 

Dr. Debra Daniels, Superintendent/President

**PROPERTY AND CASUALTY
CLAIMS ADMINISTRATION SERVICES AGREEMENT**

This **Property and Casualty Claims Administration Services Agreement** (“Agreement”) is made and entered into by and between **West Kern Community College District** (“Client”) and **Keenan & Associates** (“Keenan”), as of **July 1, 2020** (“Effective Date”). Client and Keenan are also referred to individually as a “party” and collectively as the “parties.”

In consideration of the mutual obligations contained herein, the Parties agree as follows:

1. **TERM**

The term of this Agreement is from **July 1, 2020** through **June 30, 2023** (“Term”) unless extended or terminated earlier as provided herein.

2. **KEENAN RESPONSIBILITIES AND SCOPE OF SERVICES**

A. Keenan shall provide Client with the services described in the attached Exhibits A that are checked below:

Exhibit A-1 – Administrative Services
Exhibit A-2 – Adjustment Services
Exhibit A-3 – Investigative Services
Exhibit A-4 – Additional Investigative Services



B. The Claims that are covered by this Agreement include all currently open claims and those accidents, incidents or claims reported to Keenan in writing on or after the effective date of this Agreement for which Client has financial responsibility as part of the coverage or insurance (the “Coverage”) provided by the Insurance Policy or Memorandum of Coverage issued by **Statewide Association of Community Colleges**. Such claims shall be referred to hereafter as “Claims.”

C. Keenan shall perform its obligations hereunder as an independent contractor and Keenan shall at all times remain responsible for its own operational and personnel expenses. Under no circumstance shall any employee of one party look to the other party for any payment or the provision of any benefit, including without exception, workers’ compensation coverage.

D. Keenan’s services are limited to the specific obligations described herein and Keenan is authorized to act on behalf of Client as expressly stated in this Agreement. Except for Keenan’s responsibilities with respect to funds obtained from or held on behalf of Client, Keenan shall not be a fiduciary of Client.

- E. Keenan agrees to comply with all applicable State and Federal Laws that relate to the Coverage.

3. **CLIENT'S DUTIES AND RESPONSIBILITIES**

- A. Client shall retain final authority and responsibility to approve the resolution of all Claims that are within the member retained limits and is responsible for all other aspects of the Coverage, except for the services to be provided by Keenan under this Agreement.
- B. Client shall provide Keenan with all applicable information in a timely manner so that Keenan can fulfill its obligations under this Agreement. Client certifies that all information provided to Keenan shall be complete, accurate and timely and that Keenan may rely upon such information without further investigation or review. Client understands and agrees that such information has not been audited by Keenan and Client shall remain liable for its accuracy.
- C. To the extent Keenan requires the assistance of Client's staff or any third parties who are assisting, advising or representing Client to fulfill its obligations hereunder, Client shall have its staff and these third parties assist Keenan.
- D. If a trust account is opened by Keenan on behalf of the Client, Client hereby agrees to fund such trust account and to maintain a minimum balance, during the Term of this Agreement, of at least an amount sufficient to ensure that there are sufficient funds available to pay all appropriate and properly submitted Claims. If Claims exceed the balance in the trust account Client shall be responsible for covering those Claims. Keenan agrees to notify the Client if there are any deficiencies in the minimum balance of the trust account when Claims exceed the account balance. All deficiencies in the minimum balances in the trust account are due and payable upon receipt of notice from Keenan. Client hereby agrees to provide funds to sufficiently fund the trust account in a timely manner. Keenan shall not, under any circumstances or occurrences, be responsible for funding any deficiencies in the trust account; nor, shall it be responsible for the payment of any appropriate and properly submitted Claims.
- E. Client acknowledges and agrees that Keenan will use its discretion in its role as Claims administrator. In such capacity, Keenan shall have no responsibility or liability for actions taken or payments approved, unless it shall be determined that Keenan acted in willful misconduct or in a manner that was grossly negligent.
- F. Client understands that Keenan is not providing any legal, tax or accounting services or advice and agrees to seek the counsel of its own attorney on all legal issues or matters and consult with its own tax and accounting experts on all tax and accounting issues and matters relating to the Claims Services.

4. **COMPENSATION**

Keenan shall receive compensation for the services rendered under this Agreement as provided in the attached Exhibit B.

5. **INSURANCE**

Keenan shall procure and maintain during the term of this Agreement the following insurance coverages, and shall provide certificates of insurance to Client upon Client's request.

- A. Workers' Compensation: Coverage in conformance with the laws of the State of California and applicable federal laws;
- B. General Liability: Coverage (including motor vehicle operation) with a Two Million Dollar (\$2,000,000) limit of liability for each occurrence and a Two Million Dollar (\$2,000,000) aggregate limit of liability; and
- C. Errors and Omissions: Coverage with a Two Million Dollar (\$2,000,000) limit of liability for each occurrence and a Two Million Dollar (\$2,000,000) aggregate limit of liability.
- D. Cyber Liability/Privacy: Coverage with a Two Million Dollar (\$2,000,000) limit of liability for each occurrence and a Two Million Dollar (\$2,000,000) aggregate limit of liability.

6. **INDEMNIFICATION**

If either party breaches this Agreement, then the breaching party shall defend, indemnify and hold harmless the non-breaching party, its officers, agents and employees against all claims, losses, demands, actions, liabilities, and costs (including, without limitation, reasonable attorneys' fees and expenses) arising from such breach. In addition, if Keenan (i) becomes the subject of a subpoena or is otherwise compelled to testify or (ii) becomes the subject of a claim, demand, action or liability brought or asserted by any individual or entity other than the Client ("Third-Party Demand") relating to the Services and such Third-Party Demand is not a direct result of Keenan's negligence or willful misconduct, then Client shall defend, indemnify and hold Keenan harmless from all losses, payments, and expenses incurred by Keenan in resolving such Third-Party Demand.

7. **LIMITATION OF LIABILITY**

Notwithstanding anything to the contrary in this Agreement, in no event shall either party be liable for any punitive damages, fines, penalties, taxes or any indirect, incidental, or special damages incurred by the other party, its officers, employees, agents, contractors or consultants whether or not foreseeable and whether or not based in contract or tort claims or otherwise, arising out of or in connection with this Agreement even if advised of the possibility of such damage. Keenan's liability under this Agreement shall further be limited to, and shall not exceed, the amount of its available insurance coverage, but not exceeding the limits of coverage outlined in Section 5.

8. **DISPUTE RESOLUTION**

- A. In the event of any dispute arising out of or relating to this Agreement, such dispute shall be resolved by submission to binding arbitration before Judicial Arbitration & Mediation Services ("JAMS") or ADR Services, at the claimant's choice, in Los Angeles County, California, before a retired judge or justice. If the parties are unable to agree on a retired judge or justice, the selected arbitration service (JAMS or ADR Services) will select the arbitrator.
- B. In any such arbitration, the parties shall be entitled to take discovery in accordance with the provisions of the California Code of Civil Procedure, but either party may request that the arbitrator limit the amount or scope of such discovery, and in determining whether to do so, the arbitrator shall balance the need for the discovery against the parties' mutual desire to resolve disputes expeditiously and inexpensively.
- C. The prevailing party in any action, arbitration, or proceeding arising out of or to enforce any provision of this Agreement will be awarded reasonable attorneys' fees and costs incurred in that action, arbitration, or proceeding, or in the enforcement of any judgment or award rendered.

9. **TERMINATION**

- A. This Agreement may be terminated upon the occurrence of any of the following events:
 - i. By either party upon the dissolution or insolvency of either party;
 - ii. By either party following the filing of a bankruptcy petition by or against either party (if the petition is not dismissed within sixty (60) days in the case of an involuntary bankruptcy petition);

- iii. If the application of any law, rule, regulation, or court or administrative decision prohibits the continuation of this Agreement or would cause a penalty to either party if the Agreement is continued, and if the Agreement cannot be amended to conform to such law, rule, regulation, or court or administrative decision in a manner that would preserve the original intent of the parties with respect to their rights and duties under this Agreement; or
 - iv. By the non-breaching party if a breach of this Agreement is not cured within thirty (30) days following receipt of written notice of the breach from the non-breaching party.
 - v. Either party shall have the right to terminate at any time without cause or penalty upon sixty (60) days prior written notice to the other party.
- B. In the event of termination pursuant to Section 9A above, Keenan shall be paid for the full value of all services rendered through the date of termination.
- C. If Client requests that Keenan continue to provide services under this Agreement after its expiration, Keenan may agree to provide services and the Agreement shall be extended on a month-to-month basis until terminated by either party. In such case, compensation shall be paid to Keenan on a monthly basis, under the then current rates.

10. **DISPOSITION OF FILES**

- A. All files on each Claim shall be the property of Client. However, Keenan shall be entitled to keep a copy of such files and documents as may be necessary to demonstrate its performance under this Agreement.
- B. In the event of the expiration or termination of this Agreement, Keenan shall return all files to Client unless Client requests Keenan to continue to process any file(s), which file(s) Keenan will continue to process on a fee basis as negotiated.

11. **OWNERSHIP OF RECORDS**

- A. Records of the services provided under this Agreement shall be the property of Client. However, Keenan shall be entitled to keep a copy of such files and documents as may be necessary to demonstrate its performance under this Agreement.
- B. In the event of the expiration or termination of this Agreement, Keenan shall return all Client files except as may otherwise be agreed to, in writing, between Keenan and Client.

12. **SOLICITATION OF EMPLOYEES**

During the Term and for a period of twelve (12) months following any termination or expiration of the Agreement, neither party shall solicit the employment or engagement of any employee or agent of the other party that interacted directly with the soliciting party; provided, however, the foregoing provision shall not prevent either party from soliciting for employment or employing an employee who responds to general solicitations of advertisements in periodicals including newspapers and trade publications, so long as such solicitations or advertisements are not specifically directed at the employee(s) of the other party.

13. **MARKETING**

Keenan may use Client's name in its representative client list. Keenan shall obtain Client's written consent before using Client's name for any other purpose.

14. **OTHER RELATIONSHIPS**

A. Client also understands that Keenan or its affiliates may provide services for other entities that also participate in the same pool as Client and or maintain Coverage with Keenan for similar insurance needs and that Keenan may be separately compensated for those additional services. Such services may include, without limitation, providing similar services for other members of the pool or providing other services for insurers or reinsurers that may provide coverage under the pool.

B. Client understands that Keenan or its affiliates may provide Client with other services or insurance coverage not provided in this Agreement and receives compensation related to such other services including, without limitation, loss control services, joint powers administration, insurance brokerage services, reinsurance, obtaining other reinsurance coverage for Client, Claims administration, investigative services, financial processing and other related services.

C. In the event a Claim is reported to Keenan and it is determined that the claimants or cross-complainants are also clients of Keenan to whom Keenan is also committed to serve by contract, Keenan shall notify the Client of the actual or potential conflict of interest. In such event, Client shall either waive the conflict or retain the services of another investigator/adjuster to administer the Claim, and Keenan shall assist the Client in obtaining such service.

15. **GENERAL**

A. This Agreement, its recitals and all attached exhibits constitute the entire understanding of the parties related to the subject matter of the Agreement, and supersede all prior and

collateral statements, presentations, communications, reports, agreements or understandings, if any, related to such matter(s).

- B. The obligations set forth in this Agreement other than Keenan's obligation to perform the Services and Client's responsibility to pay for the Services shall survive the expiration or termination of this Agreement. Nothing in this Section 14 shall, however, be interpreted as relieving Client of its obligation to pay for any Services rendered by Keenan prior to the termination date of this Agreement.
- C. If any person or entity attempts to pursue any claim or remedy based upon or arising in any way out of this agreement, to the extent such claim or remedy is permitted, then such person or entity shall be bound by the terms of this Agreement.
- D. No modifications or amendments to this Agreement shall be binding unless in writing and signed by authorized representatives from both parties. Any waiver or delay by a party in enforcing this Agreement shall not deprive that party of the right to take appropriate action at a later time or due to another breach. This Agreement shall be interpreted as if written jointly by the parties.
- E. Any provision determined by a court of competent jurisdiction to be partially or wholly invalid or unenforceable shall be severed from this Agreement and replaced by a valid and enforceable provision that most closely expresses the intention of the invalid or unenforceable provision. The severance of any such provision shall not affect the validity of the remaining provisions of this Agreement.
- F. Neither party shall be liable or deemed to be in default for any delay or failure in performance under this Agreement resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, power outages, failure of computer systems, machinery or supplies, vandalism, strikes, or other work interruptions or any similar or other cause beyond the reasonable control of either party. Each party shall make a good faith effort to perform under this Agreement in the event of any such circumstances, and shall resume full performance of its contract duties once the cause of the delay has abated.
- G. All payments and invoices are due and payable upon presentation by Keenan. In the event Client fails to pay any invoice within thirty days of presentation, Keenan shall be entitled to receive interest on such outstanding invoice from the date of presentation at the rate of (a) 1½ percent per month or (b) the maximum interest rate permitted by applicable law, whichever is lower.
- H. All notices hereunder shall be in writing and shall be sent to the parties at the addresses as set forth below, or to such other individual or address as a party may later designate. Notices shall be sent via personal delivery, courier service, United States mail (postage

pre-paid, return receipt requested), express mail service, electronic mail, or fax. Notice shall be effective when delivered, or if refused, when delivery is attempted. Notices delivered during non-working hours shall be deemed to be effective as of the next business day.

If the notice relates to a legal matter or dispute, a copy shall be sent to:

Keenan and Associates
 2355 Crenshaw Blvd., Ste. 200
 Torrance, CA 90501
 Attn: Legal Department
 Fax: (310) 533-0573

- I. This Agreement may be executed in counterparts and by fax signatures.
- J. Each person signing this Agreement on behalf of a party represents and warrants that he or she has the necessary authority to bind such party and that this Agreement is binding on and enforceable against such party.

<u>West Kern Community College District</u>		<u>Keenan & Associates</u>	
<u>Signature:</u>		<u>Signature:</u>	
<u>By:</u>	Brock McMurray	<u>By:</u>	Eric J. Lucas, Esq
<u>Title:</u>	Executive, VP Admin. Services	<u>Title:</u>	Vice President
<u>Address:</u>	29 Cougar Court Taft, CA 92326	<u>Address:</u>	2355 Crenshaw Blvd., Ste. 200 Torrance, CA 90501
<u>Attention:</u>	Brock McMurray	<u>Attention:</u>	Bradley Keenan
<u>Telephone:</u>		<u>Telephone:</u>	(310) 212-0363 x2658
<u>E-mail:</u>	bmc Murray@taftcollege.edu	<u>E-mail:</u>	bkeenan1@keenan.com

EXHIBIT A-1
ADMINISTRATIVE SERVICES

1. Keenan agrees to provide, during the term of this Agreement, the following administrative services:
 - A. Provide Client a tabulated Monthly Status Report on all active Claims, indicating the open or closed status of each reported Claim assigned to Keenan, the details of each Claim, the payments during the month and the reserve status.
 - B. If requested by Client, Keenan shall establish a trust account from which Claims that are within the member retained limits are paid. If an account has already been established on the Client's behalf, Keenan shall continue to maintain the account upon renewal of services. Keenan will provide transaction registers of all such expenditures. The Client will maintain a balance adequate to pay bills and expenditures, on a monthly basis from the account and will reimburse said account promptly on a monthly basis in the amount the account is depleted, as outlined in the Agreement.
 - C. Provide for the payment of Claims, according to the guidelines given by Client, to the extent that there are funds available in Client's trust account.

**EXHIBIT A-2
ADJUSTMENT SERVICES**

1. Keenan agrees to provide, during the term of this Agreement, the following adjustment services on each Claim:
 - A. The maintenance of a file on each Claim reported to Keenan.
 - B. Periodic review and adjustment of reserves on all open Claims.
 - C. Whenever investigation results in a determination that Client sustained a liability to a third party, Keenan shall process any such Claim for settlement in accordance with the Coverage and instructions and policies of Client presented to Keenan in writing.
 - D. Investigate, evaluate and adjust all Claims by a covered party in accordance with the terms of the Coverage.
 - E. Notification of Client's primary and excess coverage providers of all Claims, which exceed Client's retained limit and maintenance of liaison between the Coverage providers and the Client on matters affecting the adjustment of such Claims and seek reimbursements for loss in excess of retention or deductible.
 - F. Pursue and direct subrogation/third-party recovery against any party responsible or partially responsible for loss incurred by Client, in accordance with the terms of the "Memorandum of Coverage" or "Insurance Policy" and, if a recovery is successful, the reimbursement of any amounts (net of subrogation effort expenses) shall be made in inverse order, to the extent of each party's disbursement: first to the reinsurer; then to the pool where the Client is a member and then to the Client.
 - G. Recommendation of rejection of Claims when appropriate pursuant to relevant provisions of Title 1, Division 3.6, Part 3, Chapter 2, of the Government Code of the State of California.
 - H. Attempt to obtain Release Agreements on behalf of Client in connection with the settlement of Claims.
 - I. Retain defense and coverage counsel in accordance with approved guidelines for the Coverage. Files referred to counsel will be sent with the appropriate instructions to advise counsel of the steps which are being authorized. All legal bills are to be reviewed for the nature of the work performed and reasonableness of the time charged.

EXHIBIT A-3
INVESTIGATIVE SERVICES

1. Keenan agrees to provide, during the term of this Agreement, the following investigative services:
 - A. Receipt and examination of all reports of Claims.
 - B. Initiate investigation through in-house review of Claims, where the nature of the Claim warrants such investigation or when requested by Client; such investigation to include telephonic or written contact with claimant, witnesses, or employees of Client.
 - C. Provide a report to Client with the findings of such investigation and information regarding any potential for subrogation/third-party recovery.
 - D. Assignment to and monitoring of all experts, consultants and field investigators appropriate for the type of Claim presented.

2. Client shall make available to Keenan all employees of Client who are witnesses to an incident or accident or who have knowledge of the event or incident, which is the subject matter of a Claim. If possible, Client shall provide Keenan with photographs and engineering drawings or other descriptive material of all conditions of Client property which are alleged to be dangerous or that were damaged in the events which produced the Claim under investigation.

EXHIBIT A-4
ADDITIONAL INVESTIGATIVE SERVICES

1. If necessary to determine probable liability/damage or deny coverage of a Claim and if a third-party recovery is pursued, Keenan shall conduct additional investigation of such Claims, where the nature of the Claim warrants such investigation or when requested by Client as follows:
 - A. Additional Investigative Services shall include additional contact with claimant, witnesses, or employees of Client, and other additional investigative services, such as professional photography, laboratory services, property damage appraisals, taking statements from witnesses away from the premises of Keenan, on-site investigation, copying material and other records, trial preparation and professional engineering services including, but not limited to, map preparation, accident reconstruction, material analysis and premises evaluation (collectively, "Additional Investigative Services").
2. Keenan agrees to manage and monitor the activities of any such vendors involved in the potential recovery and to assist them in the provision of such services.
3. Client agrees to pay for the cost of Additional Investigative Services. The invoice for such services shall be due and payable upon presentation. Client acknowledges that Additional Investigative Services may be provided by independent third-party vendors or by employees or affiliates of Keenan; provided that the rates charged by Keenan employees or affiliates shall be at market rates.

EXHIBIT A-5
SECTION 111 REPORTING SERVICES

1. Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (“Section 111”) requires the reporting of certain liability settlements and/or payments to the Center for Medicare Services (“CMS”). Client is the Responsible Reporting Entity (“RRE”), as defined under Section 111, for any liability payment or settlement made by it from its own funds.

For each claim managed by Keenan under the Agreement, Keenan shall, in its capacity as TPA, perform the following services:

- a. Determine whether or not a Section 111 report (“Report”) must be filed; and
 - b. File any required Reports on behalf of Client.
2. When a claim payment or settlement exceeds Client’s retained limit or deductible (“MRL/Deductible”), Keenan, as Client’s TPA, shall file a Report with respect to the portion of the payment made from the client’s MRL/Deductible. The coverage provider, **Statewide Association of Community Colleges**, is responsible for submitting a Report with respect to any payments made by the coverage provider.
 3. It is the Client’s responsibility to timely provide Keenan with all information in its possession that is required for the filing of a 111 Report. Keenan shall not be responsible for any penalty or fine that is assessed for a failure to file a timely, accurate and/or complete Report if such failure was the result of the failure of the Client or any third party to provide Keenan with all information necessary to file a timely, accurate, and complete Report.
 4. Keenan cannot issue a payment to a claimant until all information required for the filing of a Report has been received.
 5. Keenan shall have no responsibility to file a Report for any payment or settlement made by Client without the involvement of Keenan. In such cases, Client, or its designee, shall be solely responsible for its own Section 111 compliance. This includes, without limitation, the determination of whether or not a Report must be submitted, as well as the preparation and submission of all required Reports.

**EXHIBIT B
COMPENSATION**

1. Client agrees to pay Keenan fees calculated as follows:

A. For the period of July 1, 2020 – June 30, 2021:

V.P./A.V.P./Claims Manager -	\$95.53 per hour
Senior Claims Examiner -	\$90.13 per hour
Claims Examiner -	\$79.83 per hour
Expenses -	43% of hourly billings
Minimum per file charge	One hour

2. Fees for subsequent contract years, as applicable, will be determined based upon Keenan's then-current hourly rate. Keenan shall provide Client notice of the rates for subsequent years at least sixty (60) days before the beginning of the applicable contract year.
3. Invoices will be issued quarterly for fees for time and expense actually accrued, if any, and are due and payable upon receipt of the invoice.
4. Any balance not paid within thirty (30) days following the date on the invoice shall be deemed late. Interest on any late payment shall accrue as of the date of Keenan's original invoice at the rate of (a) 1½ percent per month, or (b) the maximum interest rate permitted by applicable law, whichever is lower. Keenan shall have the right to suspend its Services if any balance owed by Client is more than sixty (60) days late.

BOARD AGENDA ITEM

Date: March 18, 2020
Submitted by: Kanoe Bandy, Director of Athletics
Area Administrator: Severo Balason, VP of Student Services
Subject: Request for Approval



Board Meeting Date: April 15, 2020

Title of Board Item:
Adidas - Elite Team Agreement

Background:
We have had an agreement with Adidas to purchase all of our gear, uniforms and equipment for a couple of years. This will be our third year.

Terms (if applicable):
3 year agreement beginning July 1, 2020 and ending June 30, 2024.

Expense (if applicable):
No initial expense. We must spend 40,000 during the fiscal year.

Fiscal Impact Including Source of Funds (if applicable):
None

Approved: 

Dr. Debra Daniels, Superintendent/President



Elite Team Agreement

adidas Team Sports is pleased to extend the all-school agreement with Taft College for a four-year period beginning July 1st, 2020 and ending June 30, 2024 and require all purchases to be made through an adidas Certified Dealer of the School's choice. This partnership agreement target minimum is **\$40,000** annually.

Purchases and Promotional Benefits

- 1) Elite Team discounts on footwear, apparel and accessories
 - **40%** off retail price on apparel, adiCustom and accessories.
 - **35%** off retail price on footwear and miTeam.
 - **25%** off retail price on all Hardware and miTeam Custom Headwear.
- 2) Each year, School will receive **\$4,000** signing bonus in adidas promotional product at adidas retail price to be used at their discretion.
- 3) Each year, a **5%** promotional merchandise bonus equal to the value of the School's Booking Orders will be provided to the School to use at their discretion
- 4) If School refers adidas to another School that results in an additional signed adidas all-School agreement, School will receive **150** adidas Short-Sleeve Logo Tees.
- 5) Program to receive **150** adidas Short-Sleeve Logo Tees annually from adidas Team Sports (blank).
- 6) Program to receive **\$2,000** annually for marketing needs from adidas Team Sports "Here-To-Create" sports marketing catalog.

Terms and Conditions

- 1) School will be required to purchase adidas product during the contracted seasons in accordance with School purchasing cycles.
- 2) During the term of this agreement, athletes and coaches will wear adidas apparel & uniforms during all competition events. Footwear will be offered to the school and athletes and will be encouraged but not mandatory.
- 3) Program to receive an online promotional account to enter and request all promotional stock/retail goods.
- 4) Program may not use promotional money on Agron accessories (socks, bags, etc.) or adiCustom or miTeam custom products.
- 5) All promotional products will be shipped blank; adidas will not be responsible for embellishment costs on promotional items. These goods cannot be exchanged.
- 6) The adidas Promotional funds will be available to the school on July 1st of each season.
- 7) Promotional accounts expire June 30th at 5pm PST of each year and the balance does not rollover to the next School year cycle.
- 8) Program will be responsible for freight charges on purchased goods. All promotional goods ship **FREE AT GROUND RATE.**
- 9) School will be responsible for pre-planning product in Booking Windows issued by their team dealer representative.

In witness whereof, the parties hereto have duly executed this agreement as of the date first above written.

Dr. Debra Daniels Date
Superintendent/President
Taft College

Eric Luckenbach Date
adidas US Team Sports
Territory Sales Manager

Taft College Check Register Report

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FY 19-20

78046720	03/11/2020	A00200025Academic Senate	I0061225	12580805	11000	225	5710	60300	625.00
78046721	03/11/2020	A00306660Advanced Data Storage, Inc.	I0061215	0108211	11000	411	5990	67300	85.00
78046722	03/11/2020	A00200043American Express	I0061220	11005022	11000	000	7211	00000	16,640.55
78046723	03/11/2020	A00200052AP Architects	I0061211	11654	11000	401	5510	71004	1,512.50
						42350	000	5510	15,614.58
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78046725	03/11/2020	A00200135CAPED	I0061221	GXNSFV28	12000	311	5710	64200	60.00
78046726	03/11/2020	A00082776Carty, Ramona M.	I0061242	FEB 20	39000	314	5710	64991	54.97
78046727	03/11/2020	A00202280Chaidez, Joell C.	I0061236	022720	12495	319	5710	61900	366.60
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78046728	03/11/2020	A00200235Cutrona, Myisha J.	I0061223	021020	12551	353	4410	64600	358.98
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78046730	03/11/2020	A00300396del Rosario, Heather R.	I0061235	022620	12571	411	5210	67300	194.35
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			I0061217	6-927-97	11000	431	5950	65100	22.62
78046732	03/11/2020	A00200315Ferguson, Bruce E.	I0061227	EFGVJD	12010	411	5710	67500	500.00
			I0061229	071420	12010	411	5710	67500	195.00
78046733	03/11/2020	A00283264Frontier California Inc.	I0061202	79000228	11000	431	5840	65700	810.09
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78046735	03/11/2020	A00200950Furman, Tori J.	I0061247	013120	11000	202	5710	60100	148.35
78046736	03/11/2020	A00203431Grimes, Jessica R.	I0061238	022520	12560	223	5710	60103	429.60
78046737	03/11/2020	A00200655Henry Schein, Inc.	I0061212	73105081	11000	205	4311	12042	112.10
78046738	03/11/2020	A00297328Jenkins, Nicole E.	I0061245	FEB 20	39000	314	5710	64991	10.58
78046739	03/11/2020	A00310304Jimenez Murguia, Salvador	I0061250	030120	11000	202	5710	49999	602.18
78046740	03/11/2020	A00201690Kulzer-Reyes, Kelly R.	I0061230	W6PRCN	12904	223	5710	60103	0.00
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78046742	03/11/2020	A00271247Mendenhall, Janis L.	I0061237	022620	12000	311	5710	64200	700.95
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78046744	03/11/2020	A00230756Morales, Rebekah J.	I0061248	JAN 20	11000	224	4316	60200	26.91
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78046747	03/11/2020	A00200498Office Depot	I0061218	43038783	12000	340	4310	64951	277.78
			I0061219	42985753	12000	340	4310	64951	58.97
78046748	03/11/2020	A00300816Palomar Community College Di	I0061232	061720	12904	223	5710	66005	325.00
78046749	03/11/2020	A00280086Rothgeb, Julie J.	I0061241	FEB 20	11000	223	5710	60103	55.20
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					33428	310	5820	69200	127.17
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78046759	03/11/2020	A00311814	Travis, Lori L.	I0061234	020620	11000	202	5710	49999	815.68	
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78046767	03/12/2020	A00305260	Alvarez, Graciela	S0048859		11000		9526		2.00	
78046768	03/12/2020	A00256829	Bailey, Deoshanae T.	S0048860		11000		9526		2.00	
78046769	03/12/2020	A00209414	Benson, Randolph	S0048861		11000		9526		2.00	
78046770	03/12/2020	A00220272	Bobrick, Justin E.	S0048862		11000		9526		184.00	
78046771	03/12/2020	A00270223	Borquez-Martinez, Elvira	S0048863		11000		9526		2.00	
78046772	03/12/2020	A00096079	Castro, Pedro	S0048864		11000		9526		2.00	
78046773	03/12/2020	A00260724	Caver, Nicolas A.	S0048865		11000		9526		2.00	
78046774	03/12/2020	A00029135	Chavez, Joseph S.	S0048866		11000		9526		2.00	
78046775	03/12/2020	A00043716	Chavira, Margaret	S0048867		11000		9526		138.00	
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78046799	03/12/2020	A00289297	Santiago, Miriam	S0048890		11000		9526		138.00	
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78046803	03/12/2020	A00284418	Terriquez, Rejina G.	S0048894		11000		9526		2.00	
78046804	03/12/2020	A00303468	Tiwana, Sumeet	S0048895		11000		9526		2.00	
78046805	03/12/2020	A00294391	Topete, Christina L.	S0048896		11000		9526		2.00	
78046806	03/12/2020	A00290427	Toro, Miguel A.	S0048898		11000		9526		600.00	

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78046807	03/12/2020	A00271211Torres, Pedro	S0048858	11000	9526	2.00
78046808	03/12/2020	A00282288Urias, Abel	S0048857	11000	9526	2.00
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78046811	03/12/2020	A00296827Velazquez, Lilia K.	S0048855	11000	9526	2.00
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78046817	03/13/2020	A00276143Algaini, Rim A.	S0048940	11000	9526	125.00
78046818	03/13/2020	A00309404Alvarez, Alexander J.	S0048941	11000	9526	125.00
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78046822	03/13/2020	A00307737Atherton, Elizabeth L.	S0048945	11000	9526	125.00
78046823	03/13/2020	A00301483Atherton, Emily M.	S0048946	11000	9526	125.00
78046824	03/13/2020	A00305826Ayon, Delia M.	S0048901	11000	9526	125.00
78046825	03/13/2020	A00250769Baltazar, Maribel	S0048902	11000	9526	125.00
78046826	03/13/2020	A00309457Bank, Bella B.	S0048903	11000	9526	125.00
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78046828	03/13/2020	A00305805Barella, Caitlin L.	S0048905	11000	9526	125.00
78046829	03/13/2020	A00300023Barragan, Hillary C.	S0048906	11000	9526	125.00
78046830	03/13/2020	A00279367Barretto, Paul X.	S0048907	11000	9526	125.00
78046831	03/13/2020	A00306532Barrick, Danielle E.	S0048908	11000	9526	125.00
78046832	03/13/2020	A00303785Bartolomei, Drew C.	S0048909	11000	9526	125.00
78046833	03/13/2020	A00305109Bautista, Anaibeth	S0048910	11000	9526	125.00
78046834	03/13/2020	A00295373Beasley, Trinity M.	S0048911	11000	9526	33.00
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78046849	03/13/2020	A00298526Chavez-Sanchez, Alondra A.	S0048926	11000	9526	125.00
78046850	03/13/2020	A00282280Cisneros, Alondra	S0048927	11000	9526	125.00
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78046853	03/13/2020	A00297572Combs, Kendall R.	S0048930	11000	9526	125.00
78046854	03/13/2020	A00285161Contreras Salgado, Teresa	S0048931	11000	9526	125.00
78046855	03/13/2020	A00286514Cordova, Mykaela L.	S0048932	11000	9526	125.00
78046856	03/13/2020	A00297744Cornejo, Christopher M.	S0048933	11000	9526	125.00
78046857	03/13/2020	A00305225Corona Martinez, Jasmin	S0048934	11000	9526	125.00

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78046860	03/13/2020	A00309869Cranmer, Brycen A.	S0048937	11000	9526	125.00
78046861	03/13/2020	A00280538Crouch, Ivy C.	S0048947	11000	9526	125.00
78046862	03/13/2020	A00286363Cuatlianquiz Tlachi, Mirelly	S0048948	11000	9526	125.00
78046863	03/13/2020	A00299244Cundiff, Emily N.	S0048949	11000	9526	125.00
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78046865	03/13/2020	A00302452Curry, Sarah R.	S0048951	11000	9526	125.00
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78046868	03/13/2020	A00293913De Los Garzas, Adrianna C.	S0048954	11000	9526	125.00
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78046889	03/13/2020	A00301028Garcia Casique, Misael	S0048975	11000	9526	125.00
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78046903	03/13/2020	A00307575Hankins, Myron R.	S0048989	11000	9526	125.00
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78046908	03/13/2020	A00309223Hernandez, Angelita	S0048994	11000	9526	125.00

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78046912	03/13/2020	A00303767Hoffmann, Kaila B.	S0048998	11000	9526	125.00
78046913	03/13/2020	A00308170Hukill, Alexander S.	S0048999	11000	9526	125.00
78046914	03/13/2020	A00307909Hurtado, Belen	S0049000	11000	9526	125.00
78046915	03/13/2020	A00300268Huxen, Hanna R.	S0049001	11000	9526	125.00
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78046932	03/13/2020	A00310877Leon, Jazmin	S0049018	11000	9526	125.00
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78046958	03/13/2020	A00306450Mejia Cruz, Anayeli	S0049044	11000	9526	125.00
78046959	03/13/2020	A00307814Melendez, Cesar D.	S0049045	11000	9526	125.00

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78047052	03/13/2020	A00305509	White, Ethan D.	S0049138	11000	9526	125.00			
78047053	03/13/2020	A00280616	Wilber, Erica J.	S0049139	11000	9526	125.00			
78047054	03/13/2020	A00285802	Wilkerson, Amanda N.	S0049140	11000	9526	125.00			
78047055	03/13/2020	A00299643	Wilson, Alexandra A.	S0049141	11000	9526	125.00			
78047056	03/13/2020	A00303979	Workman, Briana D.	S0049142	11000	9526	125.00			
78047057	03/13/2020	A00287682	Worshum, Ashlee S.	S0049143	11000	9526	125.00			
78047058	03/13/2020	A00019158	Wright, Nicholas A.	S0049144	11000	9526	125.00			
78047059	03/13/2020	A00300505	Zelanko, Dawn L.	S0049145	11000	9526	125.00			
78047060	03/13/2020	A00308077	Zimmermann, Stacie L.	S0049146	11000	9526	125.00			
78047061	03/16/2020	A002000164	Imprint	I0061318	8043988	31000	423	4310	69100	35.00

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					31000	423	5940	69100	7.00
78047062	03/16/2020	A00200017A.P.I. Plumbing	I0061331	16054	11000	431	4310	65100	206.99
78047063	03/16/2020	A00222771Academic Senate for Communit	I0061321	13427	11000	110	5510	66003	1,000.00
78047064	03/16/2020	A00306660Advanced Data Storage, Inc.	I0061274	0109641	11000	411	5990	67300	85.00
78047065	03/16/2020	A00200040American Business Machines	I0061300	499834	39000	314	5641	64991	640.47
78047066	03/16/2020	A00200376Amerio, Barbara J.	I0061306	021120	12573	353	7602	73200	65.00
78047067	03/16/2020	A00200632Anderson, Sherry L.	I0061264	030120	11000	113	5710	67800	235.75
			I0061265	03/01/20	11000	113	5710	67800	75.00
78047068	03/16/2020	A00200052AP Architects	I0061270	11666	42350	000	5510	71003	15,614.58
					11000	401	5510	71004	1,925.00
78047069	03/16/2020	A00269058Aramark Uniform Services	I0061329	60241298	11000	431	5870	65100	315.99
					11000	205	5870	12042	12.00
					39000	314	5870	64991	18.00
78047070	03/16/2020	A00202445AT&T Mobility	I0061269	021820	39000	314	5840	64991	205.21
78047071	03/16/2020	A00200063Austin's Pest Control, Inc.	I0061336	JAN '20	12560	223	5860	09565	55.00
78047072	03/16/2020	A00290343Bauer, Amanda M.	I0061282	030320	11000	421	5710	67200	382.93
78047073	03/16/2020	A00272600Beard Family Trust	I0061254	MAR 20	12560	223	5610	09565	3,500.00
78047074	03/16/2020	A00075823Binkley, Everett L.	I0061259	APR 20	39000	314	5610	64991	1,746.00
78047075	03/16/2020	A00250001Blake, Paul A.	I0061273	012820	11000	209	4311	09011	561.95
					11000	209	4311	49999	231.09
78047076	03/16/2020	A00200105Brandco	I0061284	22416	11000	431	4320	65100	11.42
78047077	03/16/2020	A00200107Bright House Networks	I0061260	030420	12560	223	5645	09565	311.93
78047078	03/16/2020	A00200107Bright House Networks	I0061281	080819	39000	314	5840	64991	75.74
78047079	03/16/2020	A00200109Brown & Reich Petroleum, Inc	I0061283	12358	11000	432	4316	65100	161.93
78047079	03/16/2020	A00200109Brown & Reich Petroleum, Inc	I0061283	12358	11000	432	4316	65300	82.15
					11000	432	4316	65500	35.51
78047080	03/16/2020	A00200119C.A. Reding Company, Inc.	I0061324	544594	11000	113	4318	00000	122.21
78047081	03/16/2020	A00314754California Consulting, Inc.	I0061287	4118	12582	301	5510	67800	6,500.00
78047082	03/16/2020	A00200161CDW-G	I0061339	WSR0979	12652	205	6415	12042	1,203.56
			I0061340	WSR8149	12582	301	5644	67800	22,730.87
78047083	03/16/2020	A00201051Central Sanitary Supply	I0061335	1040691	33428	310	4310	69200	20.98
					33528	310	4310	69200	20.99
					33588	310	4310	69200	20.99
78047084	03/16/2020	A00265309Daikin Applied	I0061313	3255733	11000	431	5641	65100	1,070.25
78047085	03/16/2020	A00241442De Avila-Figueroa, Nancy	I0061291	030120	11000	421	5710	67200	95.00
78047086	03/16/2020	A00265229DK&M Property	I0061258	APR 20	39000	314	5610	64991	3,388.00
78047087	03/16/2020	A00317051Draper, Catherine K.	I0061280	001	12652	205	5641	12042	772.00
78047088	03/16/2020	A00258705El Dorado Trading Group	I0061308	INV24624	31000	423	4310	69100	289.62
					31000	423	5940	69100	13.00
78047089	03/16/2020	A00200307Farmer Bros. Company	I0061325	69863543	32000	422	4410	69400	428.30
78047090	03/16/2020	A00202335Fastenal Industrial & Constr	I0061286	CATAF457	11000	431	4312	65100	3,550.44
78047091	03/16/2020	A00200308Federal Express Corporation	I0061272	6-949-52	11000	401	5940	67705	28.91
78047092	03/16/2020	A00200323Flinn Scientific, Inc.	I0061299	2443281	11000	209	4311	04014	115.66
78047093	03/16/2020	A00280401Flowers Baking Co of Henders	I0061303	20711445	32000	422	4410	69400	38.00
78047094	03/16/2020	A00200950Furman, Tori J.	I0061190	030620	11000	202	5710	60100	32.20
			I0061268	022120	11000	202	5710	60100	42.55
			I0061271	022620	12643	223	5710	68900	0.00
					12643	223	5710	60103	580.67
78047095	03/16/2020	A00200629Grainger	I0061332	94249268	11000	432	4310	67703	330.20
78047096	03/16/2020	A00311813Hollenhorst, Amble	I0061262	022720	11000	202	5710	49999	1,080.25
78047097	03/16/2020	A00277752Jarraghan, Abbas	I0061296	020120	11000	209	4311	04013	40.12

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78047098	03/16/2020	A00200704	Karwoski, John	I0061261	MAR 20	42350	000	5510	71002	10,920.00
78047099	03/16/2020	A00200707	Keenan & Associates	I0061275	239929	11000	412	5510	67300	5,000.00
78047100	03/16/2020	A00200712	Kern County Supt. of Schools	I0061307	002669	11000	421	5911	67200	666.00
78047101	03/16/2020	A00200715	Kern Electric Distributors	I0061285	576595	11000	431	4312	65100	137.34
78047102	03/16/2020	A00262851	Lytile, Steve	I0061297	020420	11000	209	4311	04011	24.95
78047103	03/16/2020	A00258702	Martinson, Larry	I0061309	342019	31000	423	4310	69100	800.00
						31000	423	5940	69100	121.00
78047104	03/16/2020	A00227772	MBS Textbook Exchange, Inc.	I0061310	47-49328	31000	423	4115	69100	937.50
						31000	423	5940	69100	51.37
				I0061316	IUS	31000	423	5641	69100	17,914.00
				I0061317	47-48850	31000	423	4115	69100	1,060.50
						31000	423	5940	69100	119.90
78047105	03/16/2020	A00294618	McNeil and Associates, LLC	I0061267	MAR 20	11000	110	5510	66003	3,150.00
78047106	03/16/2020	A00283088	Mitchell, David T.	I0061298	012420	11000	209	5210	17018	99.00
78047107	03/16/2020	A00308503	Newton Software, Inc.	I0061276	INV00023	12571	411	5985	67300	333.00
78047108	03/16/2020	A00200508	P. G. & E.	I0061266	030320	11000	431	5830	65700	18,385.49
78047109	03/16/2020	A00200522	Pepsi-Cola Company	I0061293	95570552	32000	422	4410	69400	1,091.86
78047110	03/16/2020	A00203145	Ramirez, Perla	I0061301	020420	39000	314	5710	64991	13.46
78047111	03/16/2020	A00200985	Rangel-Escobedo, Juana R.	I0061290	021320	12653	301	4310	63900	127.69
						12653	301	4410	63900	32.33
78047112	03/16/2020	A00203089	Romandia, Tosha N.	I0061252	040120	12495	319	5710	61900	542.72
78047113	03/16/2020	A00200991	Rowden, Tiffany L.	I0061263	030220	11000	411	5710	67300	95.00
78047114	03/16/2020	A00307141	Ruiz, Christopher J.	I0061288	JAN 20	12582	301	5510	67800	500.00
				I0061289	FEB 20	12582	301	5510	67800	500.00
78047115	03/16/2020	A00292796	Safe 1 Credit Union	I0061315	43712131	31000	423	4321	69100	52.55
						31000	423	5940	69100	3.99
						32000	422	6412	69400	406.48
						31000	423	5910	69100	3.58
78047116	03/16/2020	A00316586	Smith, Ryan	I0061253	022120	11000	411	5985	67300	177.00
						11000	411	5985	67300	758.40
78047117	03/16/2020	A00200393	Sparkletts	I0061277	030520	11000	411	5641	67300	89.93
78047118	03/16/2020	A00200393	Sparkletts	I0061337	013120	11000	223	4410	60103	85.02
78047119	03/16/2020	A00201787	Standard Insurance Company	I0061278	MAR 20	11000	411	3410	67300	460.04
						11000	411	3420	67300	1,330.18
78047120	03/16/2020	A00200400	Stinson's	I0061295	914754-0	11000	210	4318	13053	99.61
				I0061323	915505-0	11000	354	4318	69600	108.27
				I0061341	915508-0	12495	319	4318	61900	324.81
				I0061342	914759-0	11000	421	4318	67200	193.04
78047121	03/16/2020	A00200417	Sysco Food Service of Ventur	I0061304	27910156	32000	422	4410	69400	4,736.66
						32000	422	4411	69400	1,535.68
						32000	422	4411	69400	257.98
						32000	422	5940	69400	4.74
				I0061322	27903969	32000	422	4410	69400	0.01
						32000	422	4411	69400	0.01
						32000	422	4411	69400	230.37
						32000	422	5940	69400	22.53
				I0061333	27908650	33429	310	4410	69250	1,827.14
78047122	03/16/2020	A00200423	Taft City School District	I0061330	20-090	11000	432	4312	67703	213.93
						11000	432	5632	67703	172.50
78047123	03/16/2020	A00200425	Taft College	I0061302	1018	12000	303	7608	73200	600.00
78047124	03/16/2020	A00259618	Taft College ASB General	I0061305	202020	11000	601	7130	70990	39,720.00

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78047125	03/16/2020	A00200862	Taft College Bookstore	I0061314	3750	39000	312	4310	64991	13.92
78047126	03/16/2020	A00200862	Taft College Bookstore	I0061319	1418	11000	207	4110	49999	33.14
						11000	213	4110	10023	37.54
						11000	213	4110	11051	37.48
						11000	213	4110	49999	48.26
						11000	213	4110	15016	48.25
						11000	210	4110	49999	31.10
						11000	210	4110	49999	133.48
78047127	03/16/2020	A00200862	Taft College Bookstore	I0061320	3434	12427	210	4110	69200	2,107.53
78047128	03/16/2020	A00200862	Taft College Bookstore	I0061326	010620	11000	224	4110	60200	2,982.16
78047129	03/16/2020	A00200862	Taft College Bookstore	I0061327	3523	11000	224	4110	60200	916.93
78047130	03/16/2020	A00200272	Total Compensation Systems I	I0061255	021720	11000	411	5510	67300	2,970.00
78047131	03/16/2020	A00255644	U.S. Bank Equipment Finance	I0061294	40822705	12560	223	5612	60103	246.89
						11000	205	5612	12042	246.89
						12201	203	5612	61200	246.89
						12201	203	5612	61200	246.89
						12201	203	5612	61200	246.89
						11000	301	5612	64500	123.44
						12000	318	5612	64800	123.44
						11000	113	5612	67801	246.89
						11000	431	5612	65100	246.89
						33428	310	5612	69200	37.03
						33528	310	5612	69200	37.03
						33588	310	5612	69200	172.83
						11000	207	5612	49999	246.89
						11000	202	5612	60100	246.89
						11000	110	5612	66003	82.30
						11000	202	5612	60100	82.30
						11000	114	5612	66005	82.30
						11000	202	5612	60100	246.89
						11000	421	5612	67200	111.09
						11000	401	5612	67200	24.68
						11000	411	5612	67300	111.08
						39000	314	5612	64991	246.89
						12551	353	5612	64600	61.72
78047131	03/16/2020	A00255644	U.S. Bank Equipment Finance	I0061294	40822705	11000	301	5612	64500	61.72
						11000	302	5612	63100	61.72
						11000	358	5612	62100	61.72
						11000	421	5612	67200	246.89
						11000	401	5612	67200	246.89
						11000	401	5612	67200	246.89
						31000	423	5612	69100	246.89
						31000	423	5612	69100	155.89
						12495	319	5612	61900	56.58
78047132	03/16/2020	A00200284	U.S. Foods	I0061328	3406793	32000	422	4410	69400	2,841.17
						32000	422	4411	69400	0.01
				I0061334	3145520	33429	310	4410	69250	1,486.17
78047133	03/16/2020	A00205963	Valencia, Leovi M.	I0061292	030120	11000	421	5710	67200	95.00
78047134	03/16/2020	A00312920	Vital Source	I0061311	VST11479	31000	423	4110	69100	752.48
78047135	03/16/2020	A00271491	Watkins, Sherrie D.	I0061256	APR 20	39000	314	5610	64991	1,310.00
78047136	03/16/2020	A00275443	WestAir Gases & Equipment In	I0061312	80293380	31000	423	4321	69100	24.64

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			I0061338	80293381	12560	223	4311	09565	379.28
78047137	03/16/2020	A00073955White, Brian L.	I0061257	APR 20	39000	314	5610	64991	1,400.00
78047138	03/16/2020	A00200379WKCCD#2 Revolving Fund	I0061279	6562	11000	411	5985	67300	1,232.92
78047139	03/19/2020	A00200017A.P.I. Plumbing	I0061366	16041	11000	431	4310	65100	444.02
					11000	431	4310	65500	140.50
					35827	357	4310	69700	171.60
78047140	03/19/2020	A00306660Advanced Data Storage, Inc.	I0061363	0108212	11000	207	5990	49999	34.50
78047141	03/19/2020	A00288712Ahmad, Fatima	I0061399	02192020	11999	000	7412	73900	1,480.00
78047142	03/19/2020	A00203579Alcorn Aire, Inc.	I0061379	55905	11000	431	5631	65100	5,620.00
78047143	03/19/2020	A00031249Avena, Nicole E.	I0061344	FEB 20	11000	224	4316	60200	62.79
78047144	03/19/2020	A00200064B & B Surplus	I0061418	32870	12560	223	4311	09565	684.26
78047145	03/19/2020	A00307134BankMobile Technologies Inc.	I0061364	556-0120	11000	421	5641	67200	168.54
78047146	03/19/2020	A00241336Benefit Trust Company as Tru	I0061350	031120	11000	412	5990	73900	542,001.00
78047147	03/19/2020	A00200108Broadcast Music, Inc.	I0061377	36810617	11000	301	5642	64500	884.35
78047148	03/19/2020	A00200109Brown & Reich Petroleum, Inc	I0061372	12359	39000	314	4316	64991	388.54
78047149	03/19/2020	A00200116Burt Electric & Communicatio	I0061408	14593	11000	113	4312	67801	430.99
					11000	113	4316	67801	32.00
					11000	113	5632	67801	420.00
78047150	03/19/2020	A00200146Carolina Biological Supply C	I0061406	50951350	11000	209	4311	04012	68.48
78047151	03/19/2020	A00200167Central Valley Conference	I0061380	1705	11000	352	5750	69611	5,700.00
78047152	03/19/2020	A00200181City of Taft	I0061349	040120	11000	431	5850	65700	3,413.35
					11000	431	5850	65500	69.66
78047153	03/19/2020	A00200181City of Taft	I0061351	04/01/20	11000	431	5850	65700	2,938.88
					11000	431	5850	65500	59.98
78047154	03/19/2020	A00200182City of Taft Police Departme	I0061388	0120WKCC	12573	353	5985	64600	58.00
					32000	422	5985	69400	87.00
					12495	319	5985	61900	72.50
					11000	210	5985	20014	14.50
					11000	209	5985	04011	58.00
					11000	202	5985	60100	58.00
					11000	209	5985	17018	29.00
					12495	319	5985	61900	29.00
					11000	431	5985	65300	58.00
					11000	210	5985	13052	29.00
78047155	03/19/2020	A00280761County of Kern Public Works	I0061360	9662	11000	431	5850	65500	27.37
78047156	03/19/2020	A00200225Darling International (Fresn	I0061369	10902724	32000	422	5850	69400	75.00
78047157	03/19/2020	A00200243Dick Blick	I0061385	2953637	11000	213	4311	10021	1,085.74
78047158	03/19/2020	A00237331Dumbrigue, Joanne Lucille V.	I0061353	FEB 20	12551	353	5710	64600	67.28
78047159	03/19/2020	A00200307Farmer Bros. Company	I0061384	69883543	32000	422	4410	69400	194.28
78047160	03/19/2020	A00280401Flowers Baking Co of Henders	I0061365	20711446	32000	422	4410	69400	38.00
78047161	03/19/2020	A00283264Frontier California Inc.	I0061347	57030307	11000	431	5840	65700	147.50
78047162	03/19/2020	A00283264Frontier California Inc.	I0061348	57340310	11000	431	5840	65700	47.27
78047163	03/19/2020	A00291534Garcia, Elsy M.	I0061400	02192020	11999	000	7412	73900	410.00
78047164	03/19/2020	A00272252GL Consulting Services, LLC	I0061409	4223	11000	113	5510	67801	350.00
78047165	03/19/2020	A00200655Henry Schein, Inc.	I0061403	73551776	11000	205	4311	12042	226.94
			I0061404	73423756	12651	205	4311	12042	199.87
			I0061405	73551750	12651	205	4311	12042	70.88
			I0061407	71719681	12060	113	6415	67801	6,429.64
			I0061419	73736864	11000	205	4311	12042	479.01
			I0061420	73737277	12651	205	4311	12042	179.83
78047166	03/19/2020	A00224086inContact, Inc.	I0061355	6523136	11000	431	5840	65100	179.29

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78047167	03/19/2020	A00244581	Independent Fire and Safety,	I0061413	44887	11000 33428 33528 33588	431 310 310 310	5840 5632 5632 5632	65700 69200 69200 69200	1,450.60 41.84 41.83 41.83
78047168	03/19/2020	A00295069	Lindley, Kimberly M.	I0061401	02192020	11999	000	7412	73900	65.00
78047169	03/19/2020	A00259082	Lozano Smith, LLP	I0061411	022020	11000	110	5430	66003	10,000.00
78047170	03/19/2020	A00002482	May, James P.	I0061392	02022020	11999	000	7412	73900	264.17
78047171	03/19/2020	A00308756	Montgomery Hardware Co.	I0061415	726571	11000	431	6412	65100	66.50
78047172	03/19/2020	A00200595	NCS Pearson	I0061410	020520	11000	306	4310	49306	1,383.75
78047173	03/19/2020	A00256166	Obeso Vents	I0061416	251	32000	422	5632	69400	400.00
78047174	03/19/2020	A00200502	Orange Belt Stages	I0061374	121648	11000	352	5750	69610	4,345.00
78047175	03/19/2020	A00291238	Osorio, Alexis	I0061398	02192020	11999	000	7412	73900	25.00
78047176	03/19/2020	A00200508	P. G. & E.	I0061357	03/03/20	12560	223	5830	09565	454.97
78047177	03/19/2020	A00200508	P. G. & E.	I0061389	02/13/20	31000	423	5830	69100	8.12
						31000	423	5820	69100	648.33
78047178	03/19/2020	A00200522	Pepsi-Cola Company	I0061371	97921502	32000	422	4410	69400	692.83
78047179	03/19/2020	A00095940	Raber, Tabitha L.	I0061391	02192020	11999	000	7412	73900	247.19
78047180	03/19/2020	A00281453	Richards, Brianna D.	I0061397	20192020	11999	000	7412	73900	627.00
78047181	03/19/2020	A00055076	Rios, Debra	I0061343	031020	39000	314	5710	64991	41.40
78047182	03/19/2020	A00281579	Ross, Madelyn P.	I0061393	02072020	11999	000	7412	73900	1,485.00
78047183	03/19/2020	A00280086	Rothgeb, Julie J.	I0061370	020420	12642	202	5810	68900	19.45
78047184	03/19/2020	A00285838	Sammy's Detail	I0061367	683	11000	432	5632	67703	245.00
78047185	03/19/2020	A00288079	Segura, Julieta	I0061394	02182020	11999	000	7412	73900	627.00
						02182020	11999	000	7412	73900
						02182020	11999	000	7412	73900
78047186	03/19/2020	A00200393	Sparkletts	I0061375	02/06/20	11000	113	4310	67801	41.51
78047187	03/19/2020	A00200393	Sparkletts	I0061378	02-06-20	11000	301	5810	64500	83.47
78047188	03/19/2020	A00200393	Sparkletts	I0061402	02.06.20	11000	205	5641	12042	159.17
78047189	03/19/2020	A00237176	SSD Systems	I0061390	R-001731	31000	423	5880	69100	59.34
78047190	03/19/2020	A00200400	Stinson's	I0061376	916707-0	11000	114	4318	70999	225.85
						11000	114	4318	70999	280.55
78047191	03/19/2020	A00200417	Sysco Food Service of Ventur	I0061362	27910156	33429	310	4410	69250	1,366.46
				I0061382	27910832	32000	422	4410	69400	3,757.13
						32000	422	4411	69400	854.84
						32000	422	4411	69400	336.56
						32000	422	5940	69400	4.79
				I0061417	27911154	32000	422	4410	69400	49.56
						32000	422	4411	69400	0.01
						32000	422	4411	69400	0.01
						32000	422	5940	69400	0.01
78047192	03/19/2020	A00200419	T.C. Clearing Account	I0061368	010120	11000	421	5912	67200	7,965.32
78047193	03/19/2020	A00200423	Taft City School District	I0061414	20-083	11000	432	4312	67703	125.67
						11000	432	5632	67703	204.75
						11000	432	4312	65500	262.25
						11000	432	5632	65500	345.00
						35827	357	4312	69700	696.75
						35827	357	5632	69700	69.00
						11000	352	4310	69610	667.22
						11000	352	5632	69610	138.00
						39000	314	4310	64991	704.10
						39000	314	5632	64991	345.00
78047194	03/19/2020	A00200862	Taft College Bookstore	I0061352	5237	11000	353	4310	64600	28.95

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78047195	03/19/2020	A00200862Taft College Bookstore	I0061381	4588	11000	352	5940	69610	21.80
78047196	03/19/2020	A00200862Taft College Bookstore	I0061386	4202	11000	212	4310	49999	0.00
					11000	212	4310	61100	73.96
78047197	03/19/2020	A00200862Taft College Bookstore	I0061387	4203	12495	319	4310	61900	45.01
78047198	03/19/2020	A00299910Tarango, Erin E.	I0061396	02182020	11999	000	7412	73900	230.00
78047199	03/19/2020	A00256341Terminix	I0061412	39361327	33428	310	5860	69200	153.66
					33528	310	5860	69200	153.67
					33588	310	5860	69200	153.67
78047200	03/19/2020	A00200284U.S. Foods	I0061361	3406794	33429	310	4410	69250	1,285.83
			I0061383	3542947	32000	422	4410	69400	3,213.35
					32000	422	4411	69400	0.01
78047201	03/19/2020	A00200293United Parcel Service	I0061356	.0000969	31000	423	5940	67705	922.84
78047202	03/19/2020	A00200355West Kern Water District	I0061345	031220	11000	431	5810	65700	148.92
					39000	314	5810	64991	30.50
78047203	03/19/2020	A00200355West Kern Water District	I0061354	030920	11000	431	5810	65700	193.97
					39000	314	5810	64991	39.73
78047204	03/19/2020	A00200355West Kern Water District	I0061358	03/12/20	33428	310	5810	69200	29.90
					33528	310	5810	69200	29.91
					33588	310	5810	69200	29.91
78047205	03/19/2020	A00200355West Kern Water District	I0061359	03/09/20	33428	310	5810	69200	38.64
					33528	310	5810	69200	38.63
					33588	310	5810	69200	38.63
78047206	03/19/2020	A00275443WestAir Gases & Equipment In	I0061373	10959297	12560	223	4311	09565	955.32
78047207	03/19/2020	A00300143Wootten, Laurie A.	I0061346	FEB 20	39000	314	5710	64991	5.64
78047208	03/20/2020	A003135181000Bulbs.com	I0061493	W0206075	11000	431	4310	65100	119.68
78047209	03/20/2020	A00200017A.P.I. Plumbing	I0061457	16242	11000	431	4310	65100	64.35
			I0061458	16249	11000	431	4310	65100	62.20
			I0061486	15855	39000	314	5631	64991	135.00
78047210	03/20/2020	A00306660Advanced Data Storage, Inc.	I0061501	0109642	11000	207	5990	49999	34.50
78047211	03/20/2020	A00223048AMS.NET	I0061490	0036557	12551	353	6415	64600	238.64
			I0061503	0036617	11000	401	5430	67200	427.97
78047212	03/20/2020	A00269058Aramark Uniform Services	I0061465	50300000	11000	431	5870	65100	306.87
					11000	205	5870	12042	12.00
					39000	314	5870	64991	18.00
78047213	03/20/2020	A00200063Austin's Pest Control, Inc.	I0061469	FEB 20	11000	431	5860	65100	455.00
			I0061487	FEB. 20	39000	314	5860	64991	100.00
78047214	03/20/2020	A00200107Bright House Networks	I0061478	021920	31000	423	5840	69100	10.00
78047215	03/20/2020	A00200109Brown & Reich Petroleum, Inc	I0061470	12647	11000	432	4316	65100	95.18
					11000	432	4316	65300	68.64
					11000	432	4316	65500	160.43
78047216	03/20/2020	A00200116Burt Electric & Communicatio	I0061474	14594	11000	431	5632	65100	678.00
78047217	03/20/2020	A00201051Central Sanitary Supply	I0061472	1034817	11000	431	4310	65300	163.55
78047218	03/20/2020	A00313072Colombo Construction Co., In	I0061494	PAYREQ1	43100	000	6211	71003	1,068,542.00
78047219	03/20/2020	A00277845Double D Cleaning Service	I0061483	058	12560	223	5890	09565	240.00
78047220	03/20/2020	A00200307Farmer Bros. Company	I0061481	69896343	32000	422	4410	69400	380.99
78047221	03/20/2020	A00202335Fastenal Industrial & Constr	I0061466	CATAF458	11000	431	4310	65100	48.21
			I0061467	CATAF458	11000	431	4310	65300	36.28
78047222	03/20/2020	A00200323Flinn Scientific, Inc.	I0061488	2456816	11000	209	4311	19051	730.50
78047223	03/20/2020	A00200629Grainger	I0061473	94359097	11000	431	4310	65100	39.97
78047224	03/20/2020	A00200655Henry Schein, Inc.	I0061475	73950013	12651	205	4311	12042	706.15
78047225	03/20/2020	A00108728Issue Trak, Inc	I0061471	71996	11000	431	5641	65100	2,950.00

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78047226	03/20/2020	A00283088	Mitchell, David T.	I0061456	031820	11000	209	5645	17018	119.88
78047227	03/20/2020	A00308756	Montgomery Hardware Co.	I0061459	726609	35000	360	6414	67701	1,800.38
78047228	03/20/2020	A00271462	OCLC, Inc.	I0061462	10000096	12477	203	5643	61200	4,502.56
78047229	03/20/2020		Voided Check							
78047230	03/20/2020		Voided Check							
78047231	03/20/2020	A00200498	Office Depot	I0061421	43044211	11000	213	4310	11051	173.95
				I0061422	43570286	11000	209	4310	04013	96.78
				I0061423	44069126	11000				
				I0061424	44466936	11000	209	4310	04013	160.20
78047231	03/20/2020	A00200498	Office Depot	I0061425	44601457	11000	209	4310	17016	4.28
				I0061426	43339284	11000	431	4310	65100	211.11
				I0061427	44497646	11000	209	4310	04012	71.21
				I0061428	44367937	12000	353	4310	64600	464.99
				I0061429	40341587	11000	210	4313	22081	23.58
				I0061430	43096949	11000	210	4310	21056	10.76
						11000	210	4313	21056	22.78
				I0061431	43520488	11000	210	4310	21056	112.58
				I0061432	43946287	11000	210	4310	21056	57.89
				I0061433	43844169	11000	209	4311	17016	861.36
				I0061434	45033382	11000	209	4310	04013	119.47
				I0061435	43672058	11000	209	4310	17013	70.67
				I0061436	43641756	11000	202	4310	60100	37.58
				I0061437	43632997	39000	314	4311	64991	173.66
				I0061438	45597012	11000	209	4310	17017	20.37
				I0061439	45226390	12000	311	4310	64200	208.11
				I0061440	43948337	12562	223	4310	60103	87.19
				I0061441	43381682	11000	208	4310	15017	167.79
				I0061442	45394742	11000	306	4310	64200	63.21
				I0061443	43887019	11000	306	4310	49306	54.54
				I0061444	43645835	11000	209	4310	17011	21.88
				I0061445	44314112	11000	205	4310	12042	28.95
				I0061446	44835120	11000	205	4310	12042	62.60
78047231	03/20/2020	A00200498	Office Depot	I0061447	45222231	11000	302	4410	63100	359.04
				I0061448	45444064	12495	319	4310	61900	99.41
				I0061449	44348862	11000	401	6415	67200	45.67
				I0061450	44340125	11000	421	4310	67200	129.59
				I0061451	44018436	33428	310	4310	69200	42.62
						33528	310	4310	69200	42.61
						33588	310	4310	69200	42.61
				I0061452	44230515	11000	202	4310	60100	74.66
				I0061453	45084705	11000	202	4310	60100	325.39
78047232	03/20/2020	A00315942	Oilorado, Inc.	I0061489	2020	39000	314	5710	64991	100.00
78047233	03/20/2020	A00200502	Orange Belt Stages	I0061502	121585	11000	352	5750	69610	3,030.00
78047234	03/20/2020	A00315956	Orkin Pest Control	I0061468	19538278	11000	431	5860	65100	165.00
78047235	03/20/2020	A00200522	Pepsi-Cola Company	I0061464	99121960	32000	422	4410	69400	1,021.02
				I0061498	95921003	32000	422	4410	69400	876.66
78047236	03/20/2020	A00298910	PistolStar, Inc.	I0061485	012820-S	12582	301	5643	67800	5,000.00
78047237	03/20/2020	A00292796	Safe 1 Credit Union	I0061477	43770213	31000	423	5910	69100	18.58
78047238	03/20/2020	A00285838	Sammy's Detail	I0061496	698	11000	432	5632	67703	280.00
78047239	03/20/2020	A00200393	Sparkletts	I0061476	022020	11000	306	4310	49306	47.47
78047240	03/20/2020	A00200393	Sparkletts	I0061479	021420	31000	423	4321	69100	46.82

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78047241	03/20/2020	A00200400Stinson's	I0061491	916595-1	11000	358	4318	62100	140.07
					11000	358	4318	62100	393.32
			I0061492	918315-0	39000	314	4318	64991	115.22
			I0061499	918923-0	11000	358	4318	62100	140.07
					11000	358	4318	62100	393.33
78047242	03/20/2020	A00200417Sysco Food Service of Ventur	I0061484	27911492	32000	422	4410	69400	3,765.65
					32000	422	4411	69400	1,148.65
					32000	422	4411	69400	300.82
					32000	422	5940	69400	0.01
78047243	03/20/2020	A00200862Taft College Bookstore	I0061497	021920	12000	353	7604	73200	78,322.00
78047244	03/20/2020	A00200426Taft College Cafeteria	I0061463	022520	32000	422	4410	69400	54.95
78047245	03/20/2020	A00203989Tipton Cash, Heather M.	I0061454	022620	11000	224	5980	60200	60.00
78047246	03/20/2020	A00200284U.S. Foods	I0061482	3671504	32000	422	4410	69400	3,100.99
					32000	422	4411	69400	0.01
78047247	03/20/2020	A00200309United Refrigeration, Inc.	I0061495	72361202	11000	431	4312	65100	610.28
78047247	03/20/2020	A00200309United Refrigeration, Inc.	I0061495	72361202	11000	431	5940	65100	18.34
78047248	03/20/2020	A00200348Ware, Thomas B.	I0061455	021320	11000	202	5940	60100	32.10
78047249	03/20/2020	A00294733West Kern Adult Education Ne	I0061500	02292020	12603	125	7410	73100	69,386.00
78047250	03/20/2020	A00200379WKCCD#2 Revolving Fund	I0061460	022620	11000	353	7211	00000	441.28
			I0061461	6560	11000	353	7211	00000	2,281.56
78047251	03/20/2020	A00293937Woodbine House, Inc.	I0061480	624816	31000	423	4110	69100	439.00
78047252	03/23/2020	A002000164Imprint	I0061540	8155499	31000	423	4310	69100	469.94
					31000	423	5940	69100	155.07
78047253	03/23/2020	A00200017A.P.I. Plumbing	I0061570	16266	11000	431	5632	65100	152.16
78047254	03/23/2020	A00243588AARP Health Care Options	I0061505	APR 20	11000	412	3350	59100	19,857.63
78047255	03/23/2020	A00292936Albertson's LLC	I0061523	17769002	33429	310	4410	69250	378.39
			I0061550	17769102	32000	422	4410	69400	1.67
78047256	03/23/2020	A00288646Amazon Web Services, Inc.	I0061559	39517179	11000	113	5644	67801	645.40
78047257	03/23/2020	A00200042American Dental Association	I0061506	INA00644	11000	205	5415	12042	2,085.00
78047258	03/23/2020	A00200064B & B Surplus	I0061553	36897	12560	223	4311	09565	128.71
78047259	03/23/2020	A00200076Bandy, Ingrun K.	I0061522	031020	11000	207	4410	08351	110.89
78047260	03/23/2020	A00200107Bright House Networks	I0061508	030220	35819	357	5890	69700	112.02
78047261	03/23/2020	A00201143Brown, Elizabeth J.	I0061511	030820	12000	340	5710	64951	171.35
			I0061512	03/08/20	12000	340	5710	64951	72.00
			I0061513	03-08-20	12000	340	5710	64951	103.00
			I0061533	022820	12000	340	4310	64951	25.75
			I0061534	02/28/20	12000	340	5730	64951	464.37
78047262	03/23/2020	A00200109Brown & Reich Petroleum, Inc	I0061555	12648	39000	314	4316	64991	98.44
78047263	03/23/2020	A00281160BSN Sports, LLC	I0061565	90814326	11000	352	4310	69610	1,317.61
78047264	03/23/2020	A00289612Burke, Brandon A.	I0061547	02192020	11999	000	7412	73900	130.00
78047265	03/23/2020	A00200119C.A. Reding Company, Inc.	I0061539	542229	31000	423	4318	69100	12.56
78047266	03/23/2020	A00082776Carty, Ramona M.	I0061510	MAR 20	39000	314	5710	64991	12.88
78047267	03/23/2020	A00237331Dumbrigue, Joanne Lucille V.	I0061514	MAR 20	12551	353	5710	64600	84.24
78047268	03/23/2020	A00200279Educational Testing Service	I0061561	HS000000	11000	306	4310	49306	34.00
78047269	03/23/2020	A00200290Elumen	I0061521	714	11000	120	5642	66002	13,772.00
78047270	03/23/2020	A00280401Flowers Baking Co of Henders	I0061556	20711448	32000	422	4410	69400	88.76
78047271	03/23/2020	A00283264Frontier California Inc.	I0061554	13580222	31000	423	5840	69100	56.30
78047272	03/23/2020	A00200620Geary Pacific Supply	I0061573	4217626	11000	431	4312	65100	187.32
78047273	03/23/2020	A00203431Grimes, Jessica R.	I0061504	031020	12562	223	5710	60103	2,239.29
78047274	03/23/2020	A00200655Henry Schein, Inc.	I0061537	74391443	11000	205	4311	12042	1,180.13
			I0061538	74391367	12651	205	4311	12042	723.21

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78047275	03/23/2020	A00303343Hinkle, Stephen	I0061548	02192020	11999	000	7412	73900	27.16
78047276	03/23/2020	A00201122Home Depot Credit Services	I0061569	34060213	11000	431	4310	65100	21.24
78047277	03/23/2020	A00289687Hyatt Regency Monterey	I0061018	52105378	11000	113	5710	67801	539.83
78047278	03/23/2020	A00200656Jacobi, Victoria J.	I0061518	030620	11510	313	5710	63300	149.50
78047279	03/23/2020	A00262851Lytle, Steve	I0061517	031320	11000	209	5740	04011	179.90
78047280	03/23/2020	A00258702Martinson, Larry	I0061542	4202019.	31000	423	4310	69100	600.00
					31000	423	5940	69100	40.00
78047281	03/23/2020	A00227772MBS Textbook Exchange, Inc.	I0061541	IHH36719	31000	423	6412	69100	4,932.43
					31000	423	5940	69100	130.24
78047282	03/23/2020	A00200502Orange Belt Stages	I0061566	121586	11000	352	5750	69610	1,320.00
78047283	03/23/2020	A00200508P. G. & E.	I0061516	031620	11000	431	5830	65700	6,952.29
					39000	314	5830	64991	3,308.01
					33428	310	5830	69200	1,292.96
					33528	310	5830	69200	1,292.96
					33588	310	5830	69200	1,292.98
78047284	03/23/2020	A00200536Praxair Distribution, Inc.	I0061532	95308298	11000	205	5641	12042	313.68
			I0061535	95032353	11000	205	5641	12042	138.12
78047285	03/23/2020	A00200985Rangel-Escobedo, Juana R.	I0061519	030220	11000	313	5710	63300	338.55
78047286	03/23/2020	A00242395Salazar, Jessica	I0061509	MAR 20	39000	314	5710	64991	16.33
78047287	03/23/2020	A00200393Sparkletts	I0061564	022720	11000	209	4310	49999	81.86
78047288	03/23/2020	A00200396Spurr	I0061515	105584	11000	431	5820	65700	7,078.49
					35827	357	5820	69700	1,088.48
					33428	310	5820	69200	149.73
					33528	310	5820	69200	149.74
					33588	310	5820	69200	149.74
78047289	03/23/2020	A00200400Stinson's	I0061549	919290-0	11000	353	4318	64600	1,466.12
78047290	03/23/2020	A00200417Sysco Food Service of Ventur	I0061524	27911013	33429	310	4410	69250	1,632.84
			I0061526	27911492	33528	310	4310	69200	37.95
78047290	03/23/2020	A00200417Sysco Food Service of Ventur	I0061557	27912361	32000	422	4410	69400	4,818.01
					32000	422	4411	69400	1,621.05
					32000	422	4411	69400	360.64
					32000	422	5940	69400	4.75
78047291	03/23/2020	A00200862Taft College Bookstore	I0061527	5324	33428	310	4310	69200	60.77
					33528	310	4310	69200	60.78
					33588	310	4310	69200	60.78
78047292	03/23/2020	A00200862Taft College Bookstore	I0061529	5358	11000	223	4310	60103	263.30
78047293	03/23/2020	A00200862Taft College Bookstore	I0061536	5360	11000	205	4310	12042	126.02
78047294	03/23/2020	A00200862Taft College Bookstore	I0061558	4820	11000	224	4110	60200	434.36
78047295	03/23/2020	A00200862Taft College Bookstore	I0061562	5299	12639	301	4310	64900	969.64
78047296	03/23/2020	A00200862Taft College Bookstore	I0061563	5203	11000	302	4110	63100	3,183.88
78047297	03/23/2020	A00200862Taft College Bookstore	I0061567	5323	11000	353	4318	64600	205.92
78047298	03/23/2020	A00200832Taft College Foundation	I0061552	123119	31000	423	4310	69100	345.00
78047299	03/23/2020	A00309285The Home Depot Pro	I0061572	53654340	11000	431	5632	65300	110.05
78047300	03/23/2020	A00302722Time Warner Cable	I0061543	030120	35827	357	5890	69700	1,052.60
78047301	03/23/2020	A00302722Time Warner Cable	I0061544	03/01/20	35819	357	5890	69700	802.00
78047301	03/23/2020	A00302722Time Warner Cable	I0061544	03/01/20	35814	357	5890	69700	912.02
78047302	03/23/2020	A00200282True Value Home Center	I0061568	420856	11000	352	4312	69614	54.90
			I0061574	420792	11000	431	4310	65100	448.86
					11000	431	4310	65300	101.81
					11000	431	4310	65500	238.55
					35819	357	4310	69700	12.74

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78047303	03/23/2020	A00243766	Tweedy, Allisa M.	I0061520	030520	12560	223	5710	60103	44.16
78047304	03/23/2020	A00255644	U.S. Bank Equipment Finance	I0061545	40822705	11000	223	5971	60103	64.75
						11000	205	5971	12042	144.77
						12477	203	5971	61200	126.72
						11000	431	5971	65100	19.34
						33428	310	5971	69200	31.69
						11000	207	5971	49999	77.35
						11000	202	5971	60100	384.93
						11000	110	5971	66003	64.31
						11000	202	5971	60100	64.31
						11000	114	5971	66005	64.31
						11000	421	5971	67200	104.83
						11000	401	5971	67200	23.30
						11000	411	5971	67300	104.83
						39000	314	5971	64991	570.21
						12551	353	5971	64600	65.21
						11000	301	5971	64500	65.21
						11000	302	5971	63100	65.21
						11000	358	5971	62100	65.21
						11000	421	5971	67200	22.88
						31000	423	5971	69100	1,727.78
78047304	03/23/2020	A00255644	U.S. Bank Equipment Finance	I0061560	40822705	11000	113	5612	00000	268.23
78047305	03/23/2020	A00200284	U.S. Foods	I0061525	3671505	33429	310	4410	69250	1,106.08
				I0061551	3809516	32000	422	4410	69400	2,746.55
						32000	422	4411	69400	128.28
78047306	03/23/2020	A00200338	Verizon Wireless	I0061507	98494800	11000	357	5840	69700	153.90
78047307	03/23/2020	A00275443	WestAir Gases & Equipment In	I0061528	11008211	12643	223	4311	09565	73.18
78047308	03/23/2020	A00201081	Westside Waste Management Co	I0061571	02X00361	11000	431	5850	65100	170.38
78047309	03/23/2020	A00200388	Zee Medical Service Co.	I0061530	34-20770	11000	301	4310	64500	28.80
				I0061531	34-20770	11000	301	4310	64500	181.20
				I0061546	34-20770	32000	422	4411	69400	77.53
78047310	03/25/2020	A00200017	A.P.I. Plumbing	I0061602	16052	11000	431	4310	65500	549.92
78047311	03/25/2020	A00200028	ACHRO/EEO Treasurer	I0061615	20/21	12571	411	5210	67300	250.00
78047312	03/25/2020	A00306660	Advanced Data Storage, Inc.	I0061609	0111034	11000	411	5990	67300	85.00
78047313	03/25/2020	A00292936	Albertson's LLC	I0061593	17768902	39000	314	4311	64991	315.21
78047314	03/25/2020	A00269058	Aramark Uniform Services	I0061601	50300001	11000	431	5870	65100	315.99
						11000	205	5870	12042	12.00
						39000	314	5870	64991	18.00
78047315	03/25/2020	A00031249	Avina, Nicole E.	I0061619	MAR 20	11000	224	4316	60200	53.82
78047316	03/25/2020	A00200064	B & B Surplus	I0061589	39096	12560	223	4311	09565	46.76
78047317	03/25/2020	A00200105	Brandco	I0061588	22494	11000	431	4320	65100	11.42
78047318	03/25/2020	A00099735	Burch, Kelsey	I0061624	MAR 20	39000	314	5710	64991	7.36
78047319	03/25/2020	A00200161	CDW-G	I0061613	XCL2327	12652	205	6415	12042	6,316.16
				I0061627	XGV7445	11000	202	5840	60100	536.25
						11000	113	6412	67801	268.13
78047320	03/25/2020	A00201051	Central Sanitary Supply	I0061605	1051164	35000	360	4310	67701	38.29
78047321	03/25/2020	A00200167	Central Valley Conference	I0061586	1405A	11000	352	5750	69616	140.00
78047322	03/25/2020	A00200228	Dave's Glass Shop	I0061604	1036	11000	431	5631	65100	1,146.83
				I0061606	1035	11000	431	5631	65100	1,972.23
78047323	03/25/2020	A00293120	Delfino, Jarod A.	I0061578	03122020	11999	000	7412	73900	138.00
78047323	03/25/2020	A00293120	Delfino, Jarod A.	I0061579	03122020	11999	000	7412	73900	184.00

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78047324	03/25/2020	A00200243	Dick Blick	I0061595	3134077	11000	213	4311	10021	44.32
78047325	03/25/2020	A00200307	Farmer Bros. Company	I0061582	69934892	32000	422	4410	69400	186.85
				I0061597	69921645	32000	422	4410	69400	447.68
78047326	03/25/2020	A00200627	Gonzalez, Lourdes	I0061625	030820	12000	303	5710	64300	330.23
78047327	03/25/2020	A00200629	Grainger	I0061603	94494503	35827	357	4310	69700	39.97
78047328	03/25/2020	A00200655	Henry Schein, Inc.	I0061585	74580052	11000	352	4310	69610	176.43
78047329	03/25/2020	A00297328	Jenkins, Nicole E.	I0061623	MAR 20	39000	314	5710	64991	8.97
78047330	03/25/2020	A00200712	Kern County Supt. of Schools	I0061584	003007	11000	421	5911	67200	1,098.00
78047331	03/25/2020	A00280536	Kern Trophies	I0061583	67573	11000	110	4410	66003	132.37
78047332	03/25/2020	A00202334	Linder Backflow Service	I0061607	22920	11000	431	5632	65100	598.00
78047333	03/25/2020	A00259082	Lozano Smith, LLP	I0061580	031620	11000	110	5430	66003	5,000.00
78047334	03/25/2020	A00200595	NCS Pearson	I0061598	V2002000	11000	306	4310	49306	746.87
78047335	03/25/2020	A00200502	Orange Belt Stages	I0061587	121587	11000	352	5750	69610	1,660.00
78047336	03/25/2020	A00200522	Pepsi-Cola Company	I0061617	85646607	32000	422	4410	69400	1,052.25
78047337	03/25/2020	A00285838	Sammy's Detail	I0061600	712	11000	432	5632	67703	225.00
78047338	03/25/2020	A00288885	SenSource Inc.	I0061596	43769	12477	203	5643	61200	480.00
78047339	03/25/2020	A00200487	Sierra School Equipment Co.	I0061594	402023	11000	353	6411	64600	481.55
78047340	03/25/2020	A00200400	Stinson's	I0061575	921823-0	11000	209	4318	04011	57.60
				I0061576	920281-2	12000	311	4318	64200	61.08
						12000	311	4318	64200	38.13
						12000	311	4318	64200	140.07
						12000	311	4318	64200	262.21
				I0061577	919646-2	12000	303	4318	64300	1,350.38
						12000	305	4318	64301	1,350.00
						12599	309	4318	64992	100.00
						12600	309	4318	64992	400.00
				I0061614	920279-0	11000	302	4318	64500	131.11
				I0061626	923568-1	11000	302	4318	64500	0.01
						11000	302	4318	64500	131.10
78047341	03/25/2020	A00200417	Sysco Food Service of Ventur	I0061599	27912976	32000	422	4410	69400	4,161.04
						32000	422	4411	69400	441.96
						32000	422	4411	69400	782.71
						32000	422	5940	69400	4.91
78047342	03/25/2020	A00200419	T.C. Clearing Account	I0061610	020120	11000	421	5912	67200	4,070.60
78047343	03/25/2020	A00200423	Taft City School District	I0061591	20-104	39000	314	5632	64991	342.08
						11000	432	4312	67703	608.05
						11000	432	5632	67703	517.50
78047344	03/25/2020	A00200862	Taft College Bookstore	I0061590	5325	11000	224	4310	60200	36.47
78047345	03/25/2020	A00200862	Taft College Bookstore	I0061608	5426	11000	431	5950	65100	13.50
78047346	03/25/2020	A00200862	Taft College Bookstore	I0061618	6698	12657	353	7605	73200	500.00
78047347	03/25/2020	A00200430	Taft Plaza, LLC	I0061581	APR 20	31000	423	5611	69100	1,907.00
78047348	03/25/2020	A00203989	Tipton Cash, Heather M.	I0061620	MAR 20	11000	224	4316	60200	88.09
78047349	03/25/2020	A00200284	U.S. Foods	I0061611	3945173	32000	422	4410	69400	3,179.06
						32000	422	4411	69400	173.49
78047350	03/25/2020	A00200338	Verizon Wireless	I0061592	98491816	11000	431	5840	65100	89.77
78047351	03/25/2020	A00200338	Verizon Wireless	I0061612	98491787	11000	113	5840	67801	76.02
						12551	353	6415	64600	38.01
78047352	03/25/2020	A00200433	Vibul Tangpraphaphorn, M.D.	I0061616	021120	11000	411	5985	67300	120.00
						11000	411	5990	67300	80.00
						39000	314	5980	64991	99.00
78047353	03/25/2020	A00200354	Wells, Susan J.	I0061621	030820	39000	312	5710	64991	1,084.35

I0061622	030620	39000	312	5710	64991	251.47
						=====
				BANK TOTAL		2,443,955.48

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		NUMBER	NAME	NUMBER	DATE					AMOUNT	
ABAUER	03/02/2020	A00200379	WKCCD#2	Revolving Fund	P0054028	02/26/2020	02/26/2020		\$441.28		
					P0054033	02/26/2020	02/26/2020		\$2,281.56		
	03/23/2020	A00200862	Taft College Bookstore	P0054214	03/23/2020	03/23/2020		\$500.00			
	03/26/2020	A00200109	Brown & Reich Petroleum, Inc	P0054055	03/02/2020	03/02/2020		\$2,100.00			
	03/30/2020	A00290343	Bauer, Amanda M.	P0054201	1 03/19/2020	03/19/2020		\$100.00			

							TOTAL USER		\$5,322.84		
AOMEGA	03/03/2020	A00200161	CDW-G		P0054045	02/27/2020	02/27/2020		\$6,685.23		
					P0054049	02/28/2020	02/28/2020		\$723.21		
	03/04/2020	A00200655	Henry Schein, Inc.		P0054050	02/28/2020	02/28/2020		\$1,181.24		
					P0054105	03/05/2020	03/05/2020		\$138.12		
	03/09/2020	A00200536	Praxair Distribution, Inc.		P0054108	03/05/2020	03/05/2020		\$126.02		
					P0054107	03/05/2020	03/05/2020		\$772.00		
	03/11/2020	A00200393	Sparkletts		P0054140	03/10/2020	03/10/2020		\$161.48		
					P0054141	03/10/2020	03/10/2020		\$409.45		
					P0054120	03/06/2020	03/06/2020		\$313.67		
					P0054142	03/10/2020	03/10/2020		\$773.98		
	03/19/2020	A00200498	Office Depot		P0054143	03/10/2020	03/10/2020		\$302.22		
					P0054177	03/16/2020	03/16/2020		\$170.31		
				P0054150	03/11/2020	03/11/2020		\$995.00			
				P0054178	03/16/2020	03/16/2020		\$719.32			

							TOTAL USER	\$13,471.25			
ASALAZAR	03/17/2020	A00200498	Office Depot		P0054161	03/12/2020	03/12/2020		\$359.04		

							TOTAL USER	\$359.04			
DDURAN	03/02/2020	A00102126	Criss, Sarah Victoria.		P0054029	02/26/2020	02/26/2020		\$425.75		
					P0054030	02/26/2020	02/26/2020		\$405.75		
	03/03/2020	A00200498	Office Depot		P0054038	02/27/2020	02/27/2020		\$325.38		
					P0054069	03/03/2020	03/03/2020		\$119.46		
		A00201045	Golling, Greg P.	P0054072	03/03/2020	03/03/2020		\$59.25			
		A00262851	Lytte, Steve	P0054052	02/28/2020	02/28/2020		\$27.00			
		A00278548	Natural History Museum	P0054057	03/02/2020	03/02/2020		\$540.00			
		A00307058	Minor, Leslie B.	P0054063	03/02/2020	03/02/2020		\$43.83			
		A00310304	Jimenez Murguia, Salvador	P0054031	02/26/2020	02/26/2020		\$587.18			
	03/04/2020	A00200379	WKCCD#2 Revolving Fund		P0054083	03/03/2020	03/03/2020		\$2,700.00		
					P0054058	03/02/2020	03/02/2020		\$1,766.00		
		A00201690	Kulzer-Reyes, Kelly R.	P0053950	02/18/2020	02/18/2020		\$1,425.26			
	03/05/2020	A00250001	Blake, Paul Anderson.		P0054090	03/04/2020	03/04/2020		\$10.00		
					P0054091	03/04/2020	03/04/2020		\$10.00		
					P0054092	03/04/2020	03/04/2020		\$10.00		
							P0054112	03/05/2020	03/05/2020		\$793.04

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		A00262851	Lytle, Steve	P0054104	03/05/2020	03/05/2020				\$527.05
		A00283088	Mitchell, David Thomas.	P0054109	03/05/2020	03/05/2020				\$119.88
	03/11/2020	A00200498	Office Depot	P0054144	03/10/2020	03/10/2020				\$20.37
		A00243766	Tweedy, Allisa Marie.	P0054131	03/09/2020	03/09/2020				\$35.99
				P0054134	03/09/2020	03/09/2020				\$30.13
	03/16/2020	A00200498	Office Depot	P0054166	03/13/2020	03/13/2020				\$36.64
				P0054154	03/12/2020	03/12/2020				\$59.06
	03/20/2020	A00200042	American Dental Association	P0054138	03/09/2020	03/09/2020				\$2,085.00
		A00202272	VWR International	P0054209	03/20/2020	03/20/2020				\$500.00
	03/22/2020	A00200076	Bandy, Ingrun K.	P0054208	03/20/2020	03/20/2020				\$110.89
		A00300816	Palomar Community College Di	P0054204	03/20/2020	03/20/2020				\$325.00
		A00200498	Office Depot	P0054186	03/17/2020	03/17/2020				\$62.99
	03/31/2020	A00317397	Courtyard Pasadena	P0054230	03/31/2020	03/31/2020				\$539.12

							TOTAL USER			\$13,700.02
DHICKS	03/03/2020	A00255644	U.S. Bank Equipment Finance	P0054073	03/03/2020	03/03/2020				\$268.23
	03/05/2020	A00200400	Stinson's	P0054080	03/03/2020	03/03/2020				\$131.12
				P0054081	03/03/2020	03/03/2020				\$632.63
		A00255644	U.S. Bank Equipment Finance	P0053963	02/18/2020	02/18/2020				\$3,857.15
		A00200161	CDW-G	P0054103	03/05/2020	03/05/2020				\$84.17
	03/11/2020	A00200400	Stinson's	P0054136	03/09/2020	03/09/2020				\$57.60
	03/13/2020	A00200161	CDW-G	P0053990	02/19/2020	02/19/2020				\$804.38
	03/16/2020	A00200498	Office Depot	P0054145	03/10/2020	03/10/2020				\$188.68
	03/17/2020	A00200400	Stinson's	P0054151	03/11/2020	03/11/2020				\$402.30
	03/27/2020	A00200161	CDW-G	P0054226	03/27/2020	03/27/2020				\$1,606.47
	03/30/2020	A00200400	Stinson's	P0054224	03/27/2020	03/27/2020				\$115.21

							TOTAL USER			\$8,147.94
DRIOS	03/02/2020	A00300405	Markovits, Aaron	P0054043	02/27/2020	02/27/2020				\$50.00
		A00315942	Oildorado, Inc.	P0054027	02/26/2020	02/26/2020				\$100.00
	03/03/2020	A00200354	Wells, Susan J.	P0054034	02/26/2020	02/26/2020				\$983.19
	03/08/2020	A00300405	Markovits, Aaron	P0054102	03/05/2020	03/05/2020				\$100.00
				P0054117	03/06/2020	03/06/2020				\$100.00
	03/12/2020	A00292936	Albertson's LLC	P0054106	03/05/2020	03/05/2020				\$315.21
	03/19/2020	A00201225	White, Jessica R.	P0054175	03/13/2020	03/13/2020				\$100.00

							TOTAL USER			\$1,748.40
GDUNHAM	03/05/2020	A00292936	Albertson's LLC	P0054101	03/05/2020	03/05/2020				\$1.67

							TOTAL USER			\$1.67
HCASH	03/03/2020	A00031249	Avina, Nicole E.	P0054064	03/02/2020	03/02/2020				\$125.58
		A00203989	Tipton Cash, Heather Marie.	P0054065	03/02/2020	03/02/2020				\$86.48

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		NUMBER	NAME	NUMBER	DATE				
	03/11/2020	A00200862	Taft College Bookstore	P0054126	02/27/2020	02/27/2020			\$36.47
	03/22/2020	A00200498	Office Depot	P0054187	03/17/2020	03/20/2020			\$629.65
				P0054188	03/17/2020	03/20/2020			\$363.22
	03/30/2020	A00203989	Tipton Cash, Heather Marie.	P0054227	03/30/2020	03/30/2020			\$107.64

						TOTAL USER			\$1,349.04
JEDMAISTON	03/03/2020	A00306660	Advanced Data Storage, Inc.	P0054051	02/28/2020	02/28/2020			\$34.50
	03/05/2020	A00200282	True Value Home Center	P0054061	03/02/2020	03/02/2020			\$54.73
		A00200655	Henry Schein, Inc.	P0054074	03/03/2020	03/03/2020			\$243.61
		A00200862	Taft College Bookstore	P0053966	02/18/2020	02/18/2020			\$21.80
	03/09/2020	A00200167	Central Valley Conference	P0053967	02/18/2020	02/18/2020			\$5,700.00
		A00200502	Orange Belt Stages	P0053986	02/19/2020	02/19/2020			\$4,345.00
				P0054048	02/28/2020	02/28/2020			\$3,030.00
				P0054062	03/02/2020	03/02/2020			\$1,320.00
	03/17/2020	A00200167	Central Valley Conference	P0054159	03/12/2020	03/12/2020			\$140.00
	03/19/2020	A00200502	Orange Belt Stages	P0054158	03/12/2020	03/12/2020			\$1,660.00
		A00296558	Clubessential LLC	P0054193	03/18/2020	03/18/2020			\$3,450.00
	03/20/2020	A00275443	WestAir Gases & Equipment In	P0054169	03/13/2020	03/13/2020			\$36.52
		A00200502	Orange Belt Stages	P0054194	03/18/2020	03/18/2020			\$1,250.00
		A00259618	Taft College ASB General	P0054202	03/19/2020	03/19/2020			\$20,522.25
	03/22/2020	A00200862	Taft College Bookstore	P0054200	03/19/2020	03/19/2020			\$19.55

						TOTAL USER			\$41,827.96
JGARRETT	03/03/2020	A00200393	Sparkletts	P0054040	02/27/2020	02/27/2020			\$47.47
	03/04/2020	A00200595	NCS Pearson	P0054000	02/20/2020	02/20/2020			\$1,383.75
	03/11/2020	A00200279	Educational Testing Service	P0054088	03/04/2020	03/04/2020			\$34.00
		A00200498	Office Depot	P0054116	03/05/2020	03/05/2020			\$80.36
		A00200595	NCS Pearson	P0054125	03/06/2020	03/06/2020			\$746.87

						TOTAL USER			\$2,292.45
JMADDING	03/03/2020	A00200308	Federal Express Corporation	P0054060	03/02/2020	03/02/2020			\$26.74
		A00200862	Taft College Bookstore	P0053995	02/20/2020	02/20/2020			\$78,322.00
	03/04/2020	A00200043	American Express	P0054089	03/04/2020	03/04/2020			\$16,640.55
	03/08/2020	A00241336	Benefit Trust Company as Tru	P0054100	03/04/2020	03/04/2020			\$542,001.00
	03/09/2020	A00200308	Federal Express Corporation	P0054118	03/06/2020	03/06/2020			\$28.91
	03/11/2020	A00200052	AP Architects	P0054133	03/09/2020	03/09/2020			\$17,539.58
	03/16/2020	A00200498	Office Depot	P0054180	03/16/2020	03/16/2020			\$58.28
		A00200862	Taft College Bookstore	P0054172	03/13/2020	03/13/2020			\$65.00
	03/20/2020	A00290343	Bauer, Amanda M.	P0054201	03/19/2020	03/19/2020			\$100.00
				P0054201	03/19/2020	03/19/2020			\$100.00
		A00313072	Colombo Construction Co., In	P0054207	03/20/2020	03/20/2020			\$1,068,542.00
	03/24/2020	A00200360	Westec	P0054195	03/18/2020	03/18/2020			\$358,575.00

Taft College Purchase Order Activity Report

1-March-2020 through 31-March-2020

FY 19-20

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00200308	Federal Express Corporation	P0054218	03/24/2020	03/24/2020				\$30.36
		A00270674	Public Agency Law Group	P0054203	03/20/2020	03/20/2020				\$1,699.50
	03/25/2020	A00200161	CDW-G	P0054219	03/24/2020	03/24/2020				\$3,303.93

							TOTAL USER			\$2,086,932.85
JROTHGEB	03/03/2020	A00200064	B & B Surplus	P0053897	02/10/2020	02/10/2020				\$128.70
		A00200862	Taft College Bookstore	P0054076	03/03/2020	03/03/2020				\$263.30
		A00280086	Rothgeb, Julie J.	P0054070	03/03/2020	03/03/2020				\$86.70
	03/04/2020	A00203431	Grimes, Jessica R.	P0054066	03/02/2020	03/02/2020				\$2,305.89
	03/11/2020	A00243766	Tweedy, Allisa Marie.	P0054132	03/09/2020	03/09/2020				\$29.21
	03/16/2020	A00200498	Office Depot	P0054157	03/12/2020	03/12/2020				\$50.08
		A00200862	Taft College Bookstore	P0054165	03/13/2020	03/13/2020				\$6.28
	03/22/2020	A00200985	Rangel-Escobedo, Juana R.	P0054155	03/12/2020	03/12/2020				\$199.15
	03/25/2020	A00200064	B & B Surplus	P0054077	03/03/2020	03/03/2020				\$120.77
		A00200355	West Kern Water District	P0054192	03/17/2020	03/17/2020				\$68.00
		A00216745	Bunk, Gary A.	P0054191	03/17/2020	03/17/2020				\$51.90
		A00275443	WestAir Gases & Equipment In	P0054093	03/04/2020	03/04/2020				\$323.84
	03/30/2020	A00200505	OT Cookhouse & Saloon	P0054190	03/17/2020	03/17/2020				\$1,000.00

							TOTAL USER			\$4,633.82
KALLIKAS	03/02/2020	A00200400	Stinson's	P0054026	02/26/2020	02/26/2020				\$1,466.12
	03/05/2020	A00200862	Taft College Bookstore	P0054078	03/03/2020	03/03/2020				\$205.92
	03/09/2020	A00200419	T.C. Clearing Account	P0054128	03/09/2020	03/09/2020				\$4,437.00
	03/17/2020	A00200498	Office Depot	P0054183	03/16/2020	03/16/2020				\$129.63
	03/20/2020	A00200862	Taft College Bookstore	P0054199	03/19/2020	03/19/2020				\$19.55
		A00312691	TC State Financial Aid Clear	P0054196	03/18/2020	03/18/2020				\$270.00

							TOTAL USER			\$6,528.22
KEHELMS	03/09/2020	A00200016	4Imprint	P0054114	03/05/2020	03/05/2020				\$625.01
		A00200119	C.A. Reding Company, Inc.	P0054115	03/05/2020	03/05/2020				\$12.56
		A00200832	Taft College Foundation	P0054098	03/04/2020	03/04/2020				\$345.00
		A00227772	MBS Textbook Exchange, Inc.	P0054113	03/05/2020	03/05/2020				\$5,062.67
	03/19/2020	A00200016	4Imprint	P0054184	03/16/2020	03/16/2020				\$261.77
	03/24/2020	A00227772	MBS Textbook Exchange, Inc.	P0054212	03/23/2020	03/23/2020				\$1,180.40
		A00292796	Safe 1 Credit Union	P0054213	03/23/2020	03/23/2020				\$18.58

							TOTAL USER			\$7,505.99
KHELMS	03/05/2020	A00200417	Sysco Food Service of Ventur	P0054095	03/04/2020	03/04/2020				\$37.95
		A00200862	Taft College Bookstore	P0054096	03/04/2020	03/04/2020				\$182.33
	03/20/2020	A00237176	SSD Systems	P0054185	03/17/2020	03/17/2020				\$151.38

Taft College Purchase Order Activity Report

1-March-2020 through 31-March-2020

FY 19-20

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A	
		NUMBER	NAME	NUMBER	DATE					AMOUNT
						TOTAL USER			\$371.66	
MBLANCO	03/03/2020	A00025485	Alfaro, Antonio Gonzales.	P0054042	02/27/2020	02/27/2020			\$266.32	
		A00200135	CAPED	P0054046	02/27/2020	02/27/2020			\$60.00	
	03/04/2020	A00200862	Taft College Bookstore	P0054079	03/03/2020	03/03/2020			\$3,183.88	
	03/05/2020	A00200862	Taft College Bookstore	P0054086	03/03/2020	03/03/2020			\$969.64	
	03/09/2020	A00200985	Rangel-Escobedo, Juana R.	P0054124	03/06/2020	03/06/2020			\$160.02	
	03/10/2020	A00202654	Pacific West Sound, Inc.	P0054123	03/06/2020	03/06/2020			\$3,350.00	
	03/13/2020	A00211077	Strata Information Group	P0053931	02/12/2020	02/12/2020			\$81,390.00	
	03/17/2020	A00200076	Bandy, Ingrun K.	P0054110	03/05/2020	03/05/2020			\$425.00	
					P0054111	03/05/2020	03/05/2020			\$60.00
	03/20/2020	A00302718	Husch Blackwell LLP	P0054206	03/20/2020	03/20/2020			\$6,000.00	
	03/24/2020	A00288606	Involvio, LLC	P0054205	03/20/2020	03/20/2020			\$12,700.00	
			A00289075	Cranium Cafe, LLC	P0054211	03/20/2020	03/20/2020			\$6,336.00
	03/27/2020	A00279376	Johnston, Austin Cody.	P0054210	03/20/2020	03/20/2020			\$20.00	
						TOTAL USER			\$114,920.86	
MSANCHEZ	03/10/2020	A00200627	Gonzalez, Lourdes	P0054119	03/06/2020	04/16/2020			\$1,100.00	
		A00200862	Taft College Bookstore	P0054121	03/06/2020	03/06/2020			\$2,050.00	
						TOTAL USER			\$3,150.00	
MTOFTE	03/03/2020	A00271462	OCLC, Inc.	P0054056	03/02/2020	03/02/2020			\$608.05	
		A00288885	SenSource Inc.	P0054032	02/26/2020	02/26/2020			\$480.00	
	03/16/2020	A00200498	Office Depot	P0054174	03/13/2020	03/13/2020			\$84.63	
	03/17/2020	A00283035	CCLC	P0054173	03/13/2020	03/13/2020			\$20,865.87	
						TOTAL USER			\$22,038.55	
MWHITE	03/02/2020	A00200282	True Value Home Center	P0053989	02/19/2020	02/19/2020			\$801.96	
	03/03/2020	A00200629	Grainger	P0054068	03/03/2020	03/03/2020			\$39.97	
	03/04/2020	A00200017	A.P.I. Plumbing	P0054067	03/03/2020	03/03/2020			\$549.92	
		A00202266	Gomez, Sergio	P0054039	02/27/2020	02/27/2020			\$15.00	
		A00265114	Aguirre, Manuel Ivan.	P0054041	02/27/2020	02/27/2020			\$15.00	
	03/09/2020	A00201051	Central Sanitary Supply	P0054084	03/03/2020	03/03/2020			\$2,909.75	
		A00200228	Dave's Glass Shop	P0054099	03/04/2020	03/04/2020			\$1,146.83	
		A00200862	Taft College Bookstore	P0054087	03/04/2020	03/04/2020			\$13.50	
		A00202334	Linder Backflow Service	P0054097	03/04/2020	03/04/2020			\$598.00	
		A00201051	Central Sanitary Supply	P0054130	03/09/2020	03/09/2020			\$38.29	
	03/11/2020	A00200017	A.P.I. Plumbing	P0054137	03/09/2020	03/09/2020			\$625.00	
		A00308756	Montgomery Hardware Co.	P0054139	03/10/2020	03/10/2020			\$317.78	
	03/12/2020	A00200423	Taft City School District	P0054129	03/09/2020	03/09/2020			\$1,467.63	
	03/16/2020	A00200069	Bakersfield Californian	P0054160	03/12/2020	03/12/2020			\$455.08	
		A00200222	Daily Midway Driller	P0054153	03/12/2020	03/12/2020			\$632.22	
03/17/2020	A00200228	Dave's Glass Shop	P0054176	03/16/2020	03/16/2020			\$55.00		

Taft College Purchase Order Activity Report

1-March-2020 through 31-March-2020

FY 19-20

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00200282	True Value Home Center	P0054182	03/16/2020	03/16/2020				\$508.25
		A00200680	J & L Locksmithing	P0054149	03/11/2020	03/11/2020				\$427.37
		A00201051	Central Sanitary Supply	P0054164	03/13/2020	03/13/2020				\$205.92
	03/19/2020	A00200423	Taft City School District	P0054152	03/12/2020	03/12/2020				\$4,627.95
	03/27/2020	A00200423	Taft City School District	P0054225	03/27/2020	03/27/2020				\$571.98
	03/30/2020	A00309285	The Home Depot Pro	P0054228	03/30/2020	03/30/2020				\$341.92

							TOTAL USER			\$16,364.32
NFIGUEROA	03/03/2020	A00289612	Burke, Brandon Anthony.	P0054053	02/28/2020	02/28/2020				\$130.00
		A00303343	Hinkle, Stephen	P0054054	02/28/2020	02/28/2020				\$27.16
	03/16/2020	A00293120	Delfino, Jarod Anthony.	P0054162	03/12/2020	03/12/2020				\$184.00
				P0054163	03/12/2020	03/12/2020				\$138.00
	03/17/2020	A00292882	Wood, Kandice Della.	P0054168	03/13/2020	03/13/2020				\$2,086.00
		A00259618	Taft College ASB General	P0054179	03/16/2020	03/16/2020				\$132.00

							TOTAL USER			\$2,697.16
SCRISS	03/03/2020	A00284648	Daniels, Debra	P0054059	03/02/2020	03/02/2020				\$1,047.88
	03/13/2020	A00280536	Kern Trophies	P0054167	03/13/2020	03/13/2020				\$132.37
	03/19/2020	A00200862	Taft College Bookstore	P0054198	03/19/2020	03/19/2020				\$195.00
		A00259082	Lozano Smith, LLP	P0054181	03/16/2020	03/16/2020				\$5,000.00
	03/20/2020	A00200290	Elumen	P0054047	02/28/2020	02/29/2020				\$13,772.00

							TOTAL USER			\$20,147.25
SJEWELL	03/05/2020	A00200498	Office Depot	P0053674	01/16/2020	01/16/2020				\$58.97
				P0053678	01/16/2020	01/16/2020				\$277.78
		A00201143	Brown, Elizabeth J.	P0054075	03/03/2020	03/03/2020				\$25.75

							TOTAL USER			\$362.50
SREYES	03/05/2020	A00200498	Office Depot	P0054094	03/04/2020	03/04/2020				\$208.11

							TOTAL USER			\$208.11
TROMANDIA	03/02/2020	A00203089	Romandia, Tosha N.	P0053998	02/20/2020	02/20/2020				\$1,318.36
	03/03/2020	A00200356	West Side Recreation & Park	P0054071	03/03/2020	03/04/2020				\$32.18
		A00200862	Taft College Bookstore	P0053911	02/11/2020	02/11/2020				\$73.96
	03/17/2020	A00200862	Taft College Bookstore	P0054170	03/13/2020	03/13/2020				\$93.30

							TOTAL USER			\$1,517.80
TROWDEN	03/05/2020	A00200315	Ferguson, Bruce E.	P0054011	02/21/2020	02/21/2020				\$195.00
		A00316586	Smith, Ryan	P0054013	02/24/2020	02/24/2020				\$935.40
		A00316615	Sheraton Kona Resort & Spa	P0054012	02/21/2020	02/21/2020				\$989.11
	03/16/2020	A00203431	Grimes, Jessica R.	P0054122	03/06/2020	03/06/2020				\$570.85
		A00310304	Jimenez Murguia, Salvador	P0054127	03/09/2020	03/09/2020				\$658.45

Taft College Purchase Order Activity Report

1-March-2020 through 31-March-2020

FY 19-20

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A	
		A00200028	ACHRO/EEO Treasurer	P0054146	03/11/2020	03/11/2020				\$250.00	
		A00200433	Vibul Tangpraphaphorn, M.D.	P0054148	03/11/2020	03/11/2020				\$299.00	
	03/23/2020	A00317367	Quadient Leasing USA, Inc.	P0054216	03/23/2020	03/23/2020				\$1,063.62	
	03/24/2020	A00200168	Central Valley Occupational	P0054220	03/24/2020	03/24/2020				\$385.00	
	03/26/2020	A00200182	City of Taft Police Departme	P0054221	03/26/2020	03/26/2020				\$319.00	
		A00200238	Department of Justice	P0054222	03/26/2020	03/26/2020				\$369.00	
		A00313898	TimeClock Plus, LLC	P0054223	03/26/2020	03/26/2020				\$720.00	
	03/27/2020	A00200491	SISC I	P0054217	03/24/2020	03/24/2020				\$5,303.40	
	03/30/2020	A00200238	Department of Justice	P0054215	03/23/2020	03/23/2020				\$657.00	
	03/31/2020	A00317424	Quadient Finance USA, Inc.	P0054229	03/31/2020	03/31/2020				\$5,000.00	

							TOTAL USER				\$17,714.83

**West Kern Community College District
Board of Trustees Meeting
April 15, 2020**

Agenda Item 10.

A. Management Employment

Item	Name	Position	% Assignment	Range/ Step	Salary	Term	Effective Date
1. Educational Administrator							
a.	Bishop, Marianne	Distance Education Director	100%	19/7	\$10,567.33/ mo.	12 mo	5/1/20

**WEST KERN COMMUNITY COLLEGE DISTRICT GENERAL FUND UNRESTRICTED
 BUDGETED SOURCES OF FUNDS AT ACCOUNT LEVEL 1
 REVENUE ACCOUNTS FISCAL YEAR 2019-2020
 FOR THE MONTH ENDING MARCH 31, 2020**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
8600	State Revenues	20,536,300	20,536,300	15,897,454	0	4,638,846
8800	Local Revenues	8,044,411	8,090,667	6,971,793	0	1,118,874
Summary		28,580,711	28,626,967	22,869,247	0	5,757,720

**West Kern Community College District General Fund Unrestricted
 Budgeted Sources of Funds at Account Level 1
 Expenditure Accounts Fiscal Year 2019-20
 For the Month Ending March 31, 2020**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
1000	Academic Salaries	9,789,915	9,537,947	6,583,265	0	2,954,682
2000	Classified & Other Nonacademic Salaries	5,633,812	5,874,279	4,022,658	5,303	1,846,318
3000	Employee Benefits	7,513,782	7,512,716	4,854,818	139,238	2,518,660
4000	Supplies and Materials	489,456	487,551	278,653	56,594	152,304
5000	Other Operating Expenses & Services	4,417,483	4,485,792	2,952,988	828,980	703,824
6000	Capital Outlay	209,208	228,682	117,352	46,304	65,025
7000	Other Outgo	128,055	101,000	92,969	0	8,031
7200	Transfers	399,000	399,000	398,647	0	353
Summary		28,580,711	28,626,967	19,301,351	1,076,419	8,249,197

**Disbursement Register of Expenditures Greater than \$10,000
For the Month of March 2020**

Check Number	Check Date	Vendor Name	Description	Net Amount
78046722	03/11/2020	American Express	AMEX - February Charges	16,640.55
78046723	03/11/2020	AP Architects	AP Architects - January 2020	17,127.08
78046764	03/11/2020	Westec	WESTEC - 19-20 Open PO for 300 FTES	89,643.75
78047068	03/16/2020	AP Architects	AP Architects - February 2020	17,539.58
78047082	03/16/2020	CDW-G	Compute Equipment	22,730.87
78047098	03/16/2020	John Karwoski	J. Karwoski - Inspection Svcs January to June 2020	10,920.00
78047104	03/16/2020	MBS Textbook Exchange, Inc.	Annual Software Fees	17,914.00
78047108	03/16/2020	P. G. & E.	PG&E - District - 19-20 Open PO	18,385.49
78047124	03/16/2020	Taft College ASB General	Fall 2019 ASO Sticker Sales Collected	39,720.00
78047146	03/19/2020	Benefit Trust Company as Trustee for: WI	Benefit Trust Company - Annual OPEB Contribution	542,001.00
78047169	03/19/2020	Lozano Smith, LLP	Retainer	10,000.00
78047218	03/20/2020	Colombo Construction Co., Inc.	Colombo Construction - Student Center - Pay App 1	1,068,542.00
78047243	03/20/2020	Taft College Bookstore	TC Bookstore - PELL book loan vouchers Spring 2020	78,322.00
78047249	03/20/2020	West Kern Adult Education Network JPA	2019-20 Adult Education Block Grant - Passthrough	69,386.00
78047254	03/23/2020	AARP Health Care Options	19-20 Retiree Supp RX Plan	19,857.63
78047269	03/23/2020	Elumen	Renewal	13,772.00
78047283	03/23/2020	P. G. & E.	PG&E - District - 19-20 Open PO	14,139.20
				2,066,641.15

ASO 2019/20
Balance Sheet
As of March 31, 2020

March 31, 2020

ASSETS

Current Assets

Checking/Savings

ASO Safe 1 166,631.76

ASO Safe 1 - Savings 143.66

Total Checking/Savings 166,775.42

Total Current Assets 166,775.42

TOTAL ASSETS 166,775.42

LIABILITIES & EQUITY

Equity

Restricted Funds

Anime and Above 1,692.00

Art Club 834.00

ASO Athletics 21,902.33

ASO General - Interest 61.45

ASO General - Bank Charges -218.33

ASO General - Operating 77,570.42

ASSE 385.43

Baseball Club -433.40

Best Buddies 3,712.26

Cougar Echo 773.50

D.H. GENERAL

D.H. CLASS OF 2021 673.00

D.H. CLASS OF 2020 2,269.56

D.H. GENERAL - Other 3,346.77

Total D.H. GENERAL 6,289.33

ECE 3,518.99

Golf Club - Mens 1,365.00

Golf Club - Womens 1,121.25

Intersity Club 1,748.37

Literary Club 1,831.53

NSLS Club 3,905.15

On Our Own 770.81

Performing Arts 3,402.62

Phi Theta Kappa 700.00

Roleplaying Game Club 745.42

Soccer Club - Mens 4,183.40

Soccer Club - Womens 3,035.40

Social Science/ Research 3,291.26

Softball Fund 358.75

Spectrum 1,482.45

ASO 2019/20
Balance Sheet
As of March 31, 2020

	<u>March 31, 2020</u>
STEM	3,972.40
TC Cares	609.00
TIL Reunion	1,461.73
Uniform Replacement	11,872.70
Veterans Club	1,639.91
Women's Athletic Club	3,164.17
Women's Basketball Club	26.12
Total Restricted Funds	<u>166,775.42</u>
Total Equity	<u>166,775.42</u>
TOTAL LIABILITIES & EQUITY	<u><u>166,775.42</u></u>

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

USER NAME
Mindy Jewell
SUBMIT DATE
Mar 05, 2020 02:02:33PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
DEPT NO.
0886
EROD NO.
519819

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL**
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$10,013,211.35**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
COP FUND 43	84701	0886	5490	\$10,013,211.35	\$10,013,211.35

TOTAL DEPOSIT: **\$10,013,211.35**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$10,013,211.35 CREDIT CARD: \$0.00
NOTES: DEPOSIT #200119

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

78 WEST KERN COMM. COLLEGE
KCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 03/05/2020 To 03/05/2020
Transaction Number from: 200119 To 200119
Date entered from: 00/00/0000 To 99/99/9999

J35313 DC0100 L.00.01 03/05/20 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

UMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
00119	03/05/2020	03/05/2020	WKCCD DEPOSIT		
	1.	78 COP FUND		43100-000-8915-00000	
				ENTERED BY: MDJB UNAPPROVED	10,013,211.35
				TOTAL AMOUNT	10,013,211.35 *
				DISTRICT TOTAL	10,013,211.35 *
				GRAND TOTAL	10,013,211.35 *

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

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 05, 2020 02:04:06PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 519820

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 **\$24,528.18**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$24,528.18	\$24,528.18

TOTAL DEPOSIT: **\$24,528.18**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$24,528.18 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: DEPOSIT #200120

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: 03/05/2020 To 03/05/2020
Transaction Number from: 200120 To 200120
Date entered from: 00/00/0000 To 99/99/9999

J35314 DC0100 L.00.01 03/05/20 PAG1

APPROVED AND UNAPPROVED TRANSACTIONS			
NUMBER	DATE	ENTERED	DESCRIPTION
LN.	DI	DETAIL	DESCR
200120	03/05/2020	03/05/2020	WKCCD DEPOSIT
1.	78	BOOKSTORE SALES	
			31000-423-8841-69100
			ENTERED BY: MDJB UNAPPROVED
			TOTAL AMOUNT
			DISTRICT TOTAL
			GRAND TOTAL

24,528.18
24,528.18
24,528.18
24,528.18

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

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 05, 2020 02:05:19PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 519821

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 \$24,558.62

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$24,558.62	\$24,558.62

TOTAL DEPOSIT: \$24,558.62

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$24,558.62 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
NOTES: DEPOSIT #200121

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: 03/05/2020 To 03/05/2020
 Transaction Number from: 200121 To 200121
 Date entered from: 00/00/0000 To 99/99/9999

J35315 DC0100 L.00.01 03/05/20 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
200121	03/05/2020	03/05/2020	WKCCD DEPOSIT		24,558.62
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	24,558.62
				ENTERED BY: MDJB UNAPPROVED	
				TOTAL AMOUNT	24,558.62
				DISTRICT TOTAL	24,558.62
				GRAND TOTAL	24,558.62

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

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 05, 2020 02:10:35PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 519823

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 \$141,487.64

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
DORM REVENUE	75960	0886	5490	\$2,999.54	\$2,999.54
GENERAL FUND	84096	0886	5490	\$47,519.23	\$47,519.23
RESTRICTED FUND	84097	0886	5490	\$53,152.00	\$53,152.00
CHILD DEVELOPMENT	84496	0886	5490	\$33,234.00	\$33,234.00
TIL	84697	0886	5490	\$873.00	\$873.00
CAFETERIA	84699	0886	5490	\$3,709.87	\$3,709.87

TOTAL DEPOSIT: \$141,487.64

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$141,487.64 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #200122

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: 03/05/2020 To 03/05/2020
 Transaction Number from: 200122 To 200122
 Date entered from: 00/00/0000 To 99/99/9999

J35317 DC0100 L.00.01 03/05/20 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
200122	03/05/2020	03/05/2020	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	TESTING		11000-306-8889-49306	40.00
2.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300	412.00
3.	78	REIMBURSEMENT		11000-113-2180-67800	2,098.36
4.	78	RESTROOM DISPENSERS		11000-000-8876-00000	8.75
5.	78	OPEB		11000-412-5990-73900	42,500.00
6.	78	COTOP OFFSET ADJUSTMENT		11000-000-9161-00000	2.37
7.	78	RETAINED FINANCIAL AID		11000-000-9526-00000	1,473.00
8.	78	TRANSCRIPT FEES		11000-000-8879-00000	984.75
9.	78	LIBRARY PROGRAMS		12201-203-8892-61200	432.00
10.	78	PELL ADMIN ALLOWANCE		12000-353-8157-64600	7,720.00
11.	78	TRIO		12000-340-8199-64951	45,000.00
12.	78	CAFETERIA SALES		32000-422-8841-69400	2,367.61
13.	78	SISC REIMBURSEMENT		32000-422-2180-69400	1,342.26
14.	78	REIMBURSEMENT		35000-360-2110-67701	2,999.54
15.	78	CC GENERAL		33428-310-8871-69200	591.00
16.	78	CC STATE PRESCHOOL		33528-310-8871-69200	1,031.00
17.	78	EARLY HEAD START		33000-310-8890-69200	16,800.00
18.	78	CC MIGRANT BILINGUAL		33591-310-8621-69200	14,812.00
19.	78	TIL FACILITY RENTAL		39000-314-8896-64991	873.00
				TOTAL AMOUNT	141,487.64
				DISTRICT TOTAL	141,487.64
				GRAND TOTAL	141,487.64

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

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 12, 2020 10:43:43AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 520344

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 **\$246,975.06**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
CC STUDENT RECEIPTS	84096	0886	5490	\$246,975.06	\$246,975.06

TOTAL DEPOSIT: **\$246,975.06**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$246,975.06 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
NOTES: DEPOSIT #200123

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

178 WEST KERN COMM. COLLEGE
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 03/12/2020 To 03/12/2020
Transaction Number from: 200123 To 200123
Date entered from: 00/00/0000 To 99/99/9999

J38583 DC0100 L.00.01 03/12/20 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
200123	03/12/2020	03/12/2020	WKCCD DEPOSIT		
1.	78	CC STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	246,975.06
				TOTAL AMOUNT	246,975.06 *
				DISTRICT TOTAL	246,975.06 *
				GRAND TOTAL	246,975.06 *

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

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 12, 2020 10:45:11AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 520346

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 \$117,938.90

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$117,938.90	\$117,938.90

TOTAL DEPOSIT: \$117,938.90

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$117,938.90 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #200124**

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: 03/12/2020 To 03/12/2020
Transaction Number from: 200124 To 200124
Date entered from: 00/00/0000 To 99/99/9999

J38584 DC0100 L.00.01 03/12/20 PAG:

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
200124	03/12/2020	03/12/2020	WKCCD DEPOSIT		
1.	78	CC	STUDENT RECEIPTS	11000-000-9161-00000	
ENTERED BY: MDJB UNAPPROVED					117,938.90
TOTAL AMOUNT					117,938.90
DISTRICT TOTAL					117,938.90
GRAND TOTAL					117,938.90

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

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 12, 2020 10:46:14AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 520347

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 **\$33,255.69**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
CC STUDENT RECEIPTS	84096	0886	5490	\$33,255.69	\$33,255.69

TOTAL DEPOSIT: **\$33,255.69**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$33,255.69 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: DEPOSIT #200125

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

J38585 DC0100 1.00.01 03/12/20 PAG

Date last used from: 03/12/2020 To 03/12/2020
Transaction Number from: 200125 To 200125
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		
200125	03/12/2020	03/12/2020	WKCCD DEPOSIT		
1.	78	CC	STUDENT RECEIPTS	11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	33,255.69
				TOTAL AMOUNT	33,255.69
				DISTRICT TOTAL	33,255.69
				GRAND TOTAL	33,255.69

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

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 12, 2020 10:47:17AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 520349

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$1,766.21

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$1,766.21	\$1,766.21

TOTAL DEPOSIT: \$1,766.21

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$1,766.21 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #200126**

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: 03/12/2020 To 03/12/2020
Transaction Number from: 200126 To 200126
Date entered from: 00/00/0000 To 99/99/9999

J38586 DC0100 I.00.01 03/12/20 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
200126	03/12/2020	03/12/2020	WKCCD DEPOSIT		
1.	78	BOOKSTORE SALES		31000-423-8841-69100	
				ENTERED BY: MDJB UNAPPROVED	1,766.21
				TOTAL AMOUNT	1,766.21
				DISTRICT TOTAL	1,766.21
				GRAND TOTAL	1,766.21

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

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 12, 2020 10:48:20AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 520350

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 \$5,841.74

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$5,841.74	\$5,841.74

TOTAL DEPOSIT: \$5,841.74

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$5,841.74 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #200127**

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: 03/12/2020 To 03/12/2020
Transaction Number from: 200127 To 200127
Date entered from: 00/00/0000 To 99/99/9999

J38587 DC0100 1.00.01 03/12/20 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
200127	03/12/2020	03/12/2020	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	5,841.74
				TOTAL AMOUNT	5,841.74
				DISTRICT TOTAL	5,841.74
				GRAND TOTAL	5,841.74

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

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 12, 2020 10:50:13AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 520351

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 \$180,200.36

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$1,063.60	\$1,063.60
RESTRICTED FUND	84097	0886	5490	\$11,302.56	\$11,302.56
TIL	84697	0886	5490	\$19,146.92	\$19,146.92
BOOKSTORE	84698	0886	5490	\$147,227.34	\$147,227.34
CAFETERIA	84699	0886	5490	\$1,459.94	\$1,459.94

TOTAL DEPOSIT: \$180,200.36

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$180,200.36 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #200128

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: 03/12/2020 To 03/12/2020
 Transaction Number from: 200128 To 200128
 Date entered from: 00/00/0000 To 99/99/9999

J38588 DC0100 L.00.01 03/12/20 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
200128	03/12/2020	03/12/2020	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300	423.60
2.	78	REIMBURSEMENT		11000-113-5641-67800	640.00
3.	78	DH CLINIC REVENUE		12650-205-8892-12042	2,300.00
4.	78	FOUNDATION SALARIES		12000-114-8892-70999	9,002.56
5.	78	CC BOOKSTORE SALES		31000-423-8841-69100	147,227.34
6.	78	CAFETERIA SALES		32000-422-8841-69400	1,459.94
7.	78	TIL BUILDING		39000-314-8821-64991	11,326.00
8.	78	TIL INTERNS		39000-308-8821-64991	7,820.92
				TOTAL AMOUNT	180,200.36
				DISTRICT TOTAL	180,200.36
				GRAND TOTAL	180,200.36

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

USER NAME
Mindy Jewell
SUBMIT DATE
Mar 19, 2020 01:44:56PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
520859

DEPT NO.
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$1,776.35

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$1,776.35	\$1,776.35

TOTAL DEPOSIT: **\$1,776.35**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$1,776.35 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: DEPOSIT #200129

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

78 WEST KERN COMM. COLLEGE
KCCD DEPOSIT

DEPOSIT TRANSACTIONS
Date last used from: 03/19/2020 To 03/19/2020
Transaction Number from: 200129 To 200129
Date entered from: 00/00/0000 To 99/99/9999

J41662 DC0100 L.00.01 03/19/20 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

UMBER	DATE	ENTERED	DESCRIPTION	AMOUNT
LN.	DI	DETAIL	DESCR	
00129	03/19/2020	03/19/2020	WKCCD DEPOSIT	
1.	78	BOOKSTORE SALES	31000-423-8841-69100	
			ENTERED BY: MDJB UNAPPROVED	
			TOTAL AMOUNT	1,776.35
			DISTRICT TOTAL	1,776.35 *
			GRAND TOTAL	1,776.35 *

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

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 19, 2020 01:46:06PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 520860

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 \$23,927.77

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$23,927.77	\$23,927.77

TOTAL DEPOSIT: \$23,927.77

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$23,927.77 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: DEPOSIT #200130

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

J41663 DC0100 L.00.01 03/19/20 PAG

Date last used from: 03/19/2020 To 03/19/2020
Transaction Number from: 200130 To 200130
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	AMOUNT
LN.	DI	DETAIL	DESCR	
-FUND-ORG-ACCT-PROGR-				
200130	03/19/2020	03/19/2020	WKCCD DEPOSIT	
1.	78	STUDENT RECEIPTS	11000-000-9161-00000	
ENTERED BY: MDJB UNAPPROVED				
TOTAL AMOUNT				23,927.77
DISTRICT TOTAL				23,927.77
GRAND TOTAL				23,927.77

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

USER NAME
 Mindy Jewell
 SUBMIT DATE
 Mar 19, 2020 01:48:02PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 520861

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 **\$179,782.48**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$249.80	\$249.80
RESTRICTED FUND	84097	0886	5490	\$9,562.56	\$9,562.56
CHILD DEVELOPMENT	84496	0886	5490	\$7,654.26	\$7,654.26
TIL	84697	0886	5490	\$161,162.57	\$161,162.57
CAFETERIA	84699	0886	5490	\$1,153.29	\$1,153.29

TOTAL DEPOSIT: **\$179,782.48**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$179,782.48 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #200131

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

J41664 DC0100 L.00.01 03/19/20 PAG

Date last used from: 03/19/2020 To 03/19/2020
 Transaction Number from: 200131 To 200131
 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			
200131	03/19/2020	03/19/2020	WKCCD DEPOSIT			
					ENTERED BY: MDJB UNAPPROVED	
1.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300	249.80	
2.	78	DH CLINIC REVENUE		12650-205-8892-12042	560.00	
3.	78	FOUNDATION SALARIES		12000-114-8892-70999	9,002.56	
4.	78	CAFETERIA SALES		32000-422-8841-69400	1,153.29	
5.	78	CC GENERAL		33428-310-8621-69200	2,802.22	
6.	78	CC STATE PRESCHOOL		33528-310-8621-69200	4,441.76	
7.	78	CC MIGRANT ED GRANT		33588-310-8621-69200	410.28	
8.	78	TIL REGIONAL CENTERS		39000-314-8699-64991	161,162.57	
					TOTAL AMOUNT	179,782.48
					DISTRICT TOTAL	179,782.48
					GRAND TOTAL	179,782.48

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

USER NAME
Amanda Bauer
SUBMIT DATE
Mar 24, 2020 01:34:20PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
DEPT NO.
0886
EROD NO.
521084

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 **\$735,589.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Deposit #200132	84096	0886	5490	\$735,589.00	\$735,589.00

TOTAL DEPOSIT: **\$735,589.00**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$735,589.00 CREDIT
CARD: \$0.00
NOTES:

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

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

USER NAME
Amanda Bauer
SUBMIT DATE
Mar 25, 2020 12:17:54PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
521128

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 \$13,569.00

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Deposit # 200133	84096	0886	5490	\$13,569.00	\$13,569.00

TOTAL DEPOSIT: \$13,569.00

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC **ACCOUNT DEPOSITED:** General **CASH:** \$0.00 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$13,569.00 **CREDIT**
CARD: \$0.00
NOTES: 18-19 EPA Adjustment

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

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

USER NAME
Amanda Bauer
 SUBMIT DATE
Mar 26, 2020 02:18:51PM
 PROCESS DATE
NOT PROCESSED AT THIS TIME
 DEPT NO. 0886
 EROD NO. 521211

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$1,749,043.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Deposit # 200134	84096	0886	5490	\$1,411,031.00	\$1,411,031.00
Deposit # 200134	84097	0886	5490	\$338,012.00	\$338,012.00

TOTAL DEPOSIT: **\$1,749,043.00**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$1,749,043.00 CREDIT CARD: \$0.00
 NOTES: Deposit # 200134

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

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

USER NAME
Amanda Bauer
SUBMIT DATE
Mar 30, 2020 12:49:54PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
DEPT NO.
0886
EROD NO.
521308

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 \$140,486.57

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Lottery Apportionment	84096	0886	5490	\$140,486.57	\$140,486.57

TOTAL DEPOSIT: \$140,486.57

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC **ACCOUNT DEPOSITED:** General **CASH:** \$0.00 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$140,486.57 **CREDIT**
CARD: \$0.00
NOTES: Deposit # 200135

SECTION 26901 GOVERNMENT CODE
I HEREBY SWEAR THAT THIS IS A TRUE AND
CORRECT RECORD OF THE TOTAL AMOUNT
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NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

WEST KERN COMMUNITY COLLEGE DISTRICT

Travel Period: 3/1/20-3/31/20

Employee	Event/Purpose	Location	Travel Start Date	Travel End Date	Estimated Cost
Eveland, Sharyn	ACCJC Team Training	Norco, CA	3/1/2020	3/5/2020	\$ -
Anderson, Sherry	2020 CISOA Technology Summit	Monterey, CA	3/1/2020	3/5/2020	\$ 1,288.43
Eveland, Sharyn	ACCJC Team Site Visit	Norco, CA	3/1/2020	3/5/2020	\$ -
Jimenez Murguia, Salvador	Implicit Bias Training	San Francisco, CA	3/1/2020	3/3/2020	\$ 587.18
Bandy, Kanoe	PHED Professional Development for Department	Bakersfield, CA	3/1/2020	3/1/2020	\$ 1,275.00
Figueroa, Nancy	Professional Development	Sacramento, CA	3/2/2020	3/4/2020	\$ 734.00
Valencia, Leovi	Professional Development	Sacramento, CA	3/2/2020	3/4/2020	\$ 1,576.91
Rowden, Tiffany	Training QSS to Assist with Reports	Sacramento, CA	3/2/2020	3/4/2020	\$ 1,162.89
Rangel-Escobedo, Juana	CCC TW Transfer Summit	Sacramento, CA	3/2/2020	3/3/2020	\$ 338.55
Kulzer-Reyes, Kelly	Academic Senate Legislative Committee Training	Sacramento, CA	3/3/2020	3/4/2020	\$ -
Bauer, Amanda	ACBO Institute 1 (Session 1)	Sacramento, CA	3/4/2020	3/6/2020	\$ 2,232.13
May, James	San Andreas Fault at Wallace Creek	Wallace Creek, CA	3/4/2020	3/4/2020	\$ 30.00
Furman, Tori	Dial Enrollment Conference	Fresno, CA	3/5/2020	3/5/2020	\$ 155.60
Rothgeb, Julie	Career Expo	Bakersfield, CA	3/5/2020	3/5/2020	\$ -
Tweedy, Allisa	Kern County Career Expo 2020	Bakersfield, CA	3/5/2020	3/5/2020	\$ 44.16
Jacobi, Victoria	Region V Articulation Officer Meeting	Fresno, CA	3/6/2020	3/6/2020	\$ 149.50
Wells, Susan	Transitions Fairs	Ventura , Morgan Hill	3/7/2020	3/9/2020	\$ 234.36
Brown, Jill	TRIO WESTOP Annual Conference	Orange County, CA	3/8/2020	3/12/2020	\$ 1,847.36
Gonzalez, Lourdes	California Community College Chancellor's Office	Garden Grove, CA	3/8/2020	3/9/2020	\$ 380.23
Grimes, Jessica	CCCAOE & CRC	Sacramneto, CA	3/10/2020	3/13/2020	\$ 2,305.89
Smith, Terri	CCL Annual Deans and Directors Meeting	Sacramento, CA	3/12/2020	3/13/2020	\$ 440.71
Sundgren, Lori	Building Bridges	Bakersfield, CA	3/13/2020	3/13/2020	\$ -
Jacobi, Victoria	Guided Pathways Workshop	Fresno, CA	3/13/2020	3/13/2020	\$ 150.70
Kerr, Danielle	Building Bridges Conference	Bakersfield, CA	3/13/2020	3/13/2020	\$ -
Carlson, Kamala	Building Bridges Conference	Bakersfield, CA	3/13/2020	3/13/2020	\$ -
Bandy, Kanoe	Central Valley Conference Board of Directors Meeting	Visalia, CA	3/15/2020	3/18/2020	\$ 15.00
Berry, Wendy	Field Trip - BIOL 2203 Botany	Wind Wolves Preserve	3/16/2020	3/16/2020	\$ -
Tweedy, Allisa	Independence High School Career Fair	Bakersfield, CA	3/17/2020	3/17/2002	\$ 29.21
Bandy, Knaoe	Take Students to Airport/COVID-19 Closure	Los Angeles, CA	3/19/2020	3/20/2020	\$ -