

WEST KERN COMMUNITY COLLEGE DISTRICT  
AGENDA FOR REGULAR MEETING

May 13, 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://us02web.zoom.us/j/81504505616>

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. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
3. GENERAL COMMUNICATIONS
4. APPROVAL OF MINUTES - Regular Meeting Held April 15, 2020
5. NEW BUSINESS:
  - A. Request for Approval - 2020/2021 - 2025/26 Facilities Master Plan  
Vote  
**Abstain:** \_\_\_\_\_  
**Cole:** \_\_\_ **Campos:** \_\_\_ **Long:** \_\_\_ **Orrin:** \_\_\_ **White:** \_\_\_
  - B. Request for Approval - Taft College Class of 2020 Hall of Fame Inductees  
Vote  
**Abstain:** \_\_\_\_\_  
**Cole:** \_\_\_ **Campos:** \_\_\_ **Long:** \_\_\_ **Orrin:** \_\_\_ **White:** \_\_\_
  - C. First Presentation - Tentative Agreement with the Taft College Faculty Association (TCFA) regarding the addition of Article 7.1.2, Dependent Priority Registration, to the Faculty Collective Bargaining Agreement (No Action)
  - D. Request for Approval - PG&E Student Center Gas Services Extension Agreement Revision  
Vote  
**Abstain:** \_\_\_\_\_  
**Cole:** \_\_\_ **Campos:** \_\_\_ **Long:** \_\_\_ **Orrin:** \_\_\_ **White:** \_\_\_
  - E. Request for Approval - Main Parking Lot Re-Seal and Re-Stripe - Big Valley Asphalt; \$36,100.00  
Vote  
**Abstain:** \_\_\_\_\_  
**Cole:** \_\_\_ **Campos:** \_\_\_ **Long:** \_\_\_ **Orrin:** \_\_\_ **White:** \_\_\_
  - F. Request for Approval - Discontinuance - Board Policy 5710 - Athletic Drug Testing  
Vote  
**Abstain:** \_\_\_\_\_  
**Cole:** \_\_\_ **Campos:** \_\_\_ **Long:** \_\_\_ **Orrin:** \_\_\_ **White:** \_\_\_
  - G. Second Reading and Request for Approval - 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:** \_\_\_

H. Second Reading and Request for Approval - 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:** \_\_\_

I. Presentation - Investment Reports (No Action)

6. CONSENT AGENDA (Items A - H)

A. Request for Approval - Adoption of Rules and Regulations Relating to the West Kern Community College District Student Trustee, June 1, 2020 - May 31, 2021

B. Request for Approval - New Courses

Learning Support Division

LIBR 1548 Introduction to Library Research

Social Science Division

PSYC 1520 Psychology as a Profession

C. Request for Approval – Course Revisions

Math & Science Division

BIOL 2250 Human Anatomy

BIOL 2257 Human Physiology with Lab

CHEM 2212 General Geography

GEOG 1520 Cultural Geography

MATH 0230 Basic Mathematics

MATH 0240 Pre-Algebra

MATH 1050 Elementary Algebra

MATH 1060 Intermediate Algebra

MATH 1500 Math for a Modern Society – A Liberal Arts Course

Liberal Arts Division

ARTH 1500 Art Appreciation

SPAN 2001 Intermediate Spanish III

SPAN 2002 Intermediate Spanish IV

Applied Technologies Division

BUSN 1500 Introduction Qualitative Analysis to Business

COSC 1532 Basic Internet Skills and Concepts

COSC 1603 Introduction to Word Processing – Microsoft Word

COSC 1703 Introduction to Spreadsheets – Microsoft Excel

COSC 1812 Introduction to Presentation Graphics – Microsoft PowerPoint

COSC 1902 Introduction to Databases – Microsoft Access

COSC 2020 Introduction to Computer Information Systems

MGMT 1500 Introduction to Human Resource Management

MGMT 1505 Principles of Supervision

Learning Support Division

LRSK 0250 Improving Study Skill Strategies

D. Request for Approval – Course Inactivation

Social Science Division

CJA 1058 Firearms Training

E. Request for Approval – Distance Learning

Science and Math Division

MATH 0230 Basic Mathematics

MATH 0240 Pre-Algebra

MATH 1050 Elementary Algebra

MATH 1060 Intermediate Algebra

MATH 1500 Math for a Modern Society – A Liberal Arts Course

Liberal Arts Division

SPAN 2001 Intermediate Spanish III

Applied Technologies Division

BUSN 2280 Entrepreneurship

Learning Support Division

LIBR 1548 Introduction to Library Research

- F. Information Item – CCFS-311Q for the 3<sup>rd</sup> Quarter Ending March 31, 2020
- G. Request for Approval – Four-Day Summer Workweek Policy
- H. Request for Approval – Worldshare Management Services and Interlibrary Loan; 7/1/20 – 6/30/21; \$6,000.00
- I. Request for Approval – ABTECH Technologies Quotation #ABTQ9170 Red Hat License for IT Servers
- J. Request for Approval – 2020-21 CCS Recovery Services Quickship Program Renewal; 7/1/20 – 6/30/21; \$3,420.00
- K. Request for Approval – CI Solutions Order Number 0106840, Renewal of ID Badge Software License; 7/1/20 – 6/30/21; \$2,384.00
- L. Request for Ratification – Convergent Technologies Proposal for Systems Monitoring of the Welding Shop; 4/10/20 4/9/23; \$500.00 per Year
- M. Request for Approval – Netlink Loader (Pay Station Kiosk) Service Contract; 6/26/20 – 6/25/21; \$1,675.00
- N. Request for Ratification – Master Service Order Form Master Licensing Agreement with Paycor; Effective May 1, 2020; \$2,888.00 Annually
- O. Ratification of the April 2020 Vendor Check & Purchase Order Registers

**Consent Agenda Vote**

**Abstain:**

**Cole:** \_\_\_\_ **Campos:** \_\_\_\_ **Long:** \_\_\_\_ **Orrin:** \_\_\_\_ **White:** \_\_\_\_

7. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST

8. EMPLOYMENT (Action)

A. Academic Employment (Appendix I)

B. Classified Employment (Appendix II)

**Vote**

**Abstain:**

**Cole:** \_\_\_ **Campos:** \_\_\_ **Long:** \_\_\_ **Orrin:** \_\_\_ **White:** \_\_\_

9. 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, April 2020

4. Student Organization and Special Accounts, April 2020

5. Funds Deposited in County Treasury, April 2020

6. Employee Travel Report - April 2020

7. Report of Investments as of the Quarter Ended March 31, 2019 held at U.S. Bank Global Corporate Trust Services

B. Trustee Reports

C. Academic Senate Report

D. Reports from Staff and Student Organizations

10. REPORT OF THE SUPERINTENDENT

11. NEXT MEETING DATE

The next regular meeting is scheduled for Wednesday, June 10, 2020, at 5:00 p.m.

12. PUBLIC COMMENT ON CLOSED SESSION ITEMS

13. 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)

14. RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION

15. ADJOURNMENT

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

**REGULAR MEETING**

**April 15, 2020**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 6:03 p.m. by President Dawn Cole. Secretary Emmanuel Campos and trustees Michael Long Dr. Kathy Orrin and Billy White were present. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were in attendance. To ensure clarity during the meeting held via Zoom online video, a roll call vote was held on each item.

**PUBLIC COMMENT ON OPEN SESSION ITEMS**

No comments were heard.

**GENERAL COMMUNICATIONS**

There were no general communications.

**APPROVAL OF MINUTES**

On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the minutes of the Regular Meeting held March 11, 2020 were approved.

**NEW BUSINESS**

**Request for Approval - Accrediting Commission for Community and Junior College (ACCJC) - Annual Report**

Dr. Debra Daniels told the Board that the report is an annually required update to basic data points from the College. The report has been compiled by District staff and reviewed by necessary committees for accuracy. On a motion by Trustee Orrin, seconded by Trustee Long and unanimously carried, the report was approved (copy attached to official minutes).

**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)**

Dr. Daniels stated that the above resolution is necessary should the District need to apply for governmental funding in connection with emergency funding. On a motion by Secretary Campos, seconded by Trustee Orrin and unanimously carried, the resolution was approved (copy attached to official minutes).

**Request for Approval - 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**

Dr. Daniels said that the above policies were reviewed and found to be in compliance with current District practices. On a motion by Trustee Long, seconded by Trustee White and unanimously carried, the request was approved (copy attached to official minutes).

**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**

Dr. Daniels said that these Board Policies have been updated with minor changes to align with current practices (copy attached to official minutes).

**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**
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- 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**

Dr. Daniels told the Board that the above policies have been reviewed and are in compliance with current District practices (copy attached to official minutes).

**CONSENT AGENDA:**

- 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 Educational 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

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

**PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST**

No comments were heard.

**EMPLOYMENT**

On a motion by Trustee White and seconded by Trustee Long, Employment Item A was approved by the following vote (Employment Item (*Appendix I*) is attached to official minutes):



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

No: None

Abstain: None

Absent: None

## REPORTS

### Financial Reports

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

Financial Reports (for information):

1. Revenue Accounts (Account Level 1) FY 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

### Trustee Reports

Trustee White thanked staff for being innovative in efforts to maintain active business.

Trustee Orrin reported that recent feedback from a student was that the faculty had been patient and supportive during the transition to online learning.

President Cole shared appreciation as well. She noted that the faculty and staff effort to overcome challenges was evident in how quickly and smoothly the campus responded to the situation.

### Associated Student Organization

Whisper Lynn Null told the student elections are underway. She also stated that students feel very supported by the college in the difficult situation to transition all courses online.

### Academic Senate

Dr. Sharyn Eveland, President of the Academic Senate, thanked the Board and Administration for the support of the faculty during the online transition. The AS held their first online meeting and is working to make the process smoother. They will continue to meet online. Many subcommittees have also transitioned to the online modality. Dr. Eveland commended the Distance Education subcommittee for their many efforts to respond the changing needs of the campus. The Academic Policy and Procedure subcommittee is also working to meet the changing needs of courses.

### Administrative Services

Brock McMurray, Executive Vice President of Administrative Services, reported that the department is working in response to the COVID-19 situation by creating a FEMA grant profile and is actively following news from government agencies in how to respond as a higher education institution. The department meets regularly via Zoom to continue business as usual. A 2020-21 tentative budget is being prepared for Board consideration in June; the state has pushed the May revise date out due to the COVID-19 issues. Mr. McMurray shared that Student Center project activity has continued onward and is progressing. The solar project has moved ahead of schedule due to the ability to utilize the parking area more openly.

### **Student Services**

Severo Balason, Vice President of Student Services, explained that the department is checking in daily to continue business during the pandemic. Student registration is underway. Mr. Balason told the Board that he is following a possible state initiative to encourage students to maintain academic progress during the COVID-19 situation. He also thanked the Foundation and donors for the funds necessary to help eight students who were identified as in-need of assistance due to the emergency situation.

### **Instruction**

Dr. Leslie Minor, Vice President of Instruction, shared that registration is underway with numbers low, as expected due COVID-19 uncertainty. All courses for the summer session will be held online. Staff have worked to obtain funding for 150 laptops from the Chancellor's office to assist students without adequate resources to utilize online learning. Courses at Taft Correctional Institution have halted due to the closure of the facility. Faculty coaches have been implemented to assist other faculty to the online education model. The department is currently planning for a full fall schedule.

### **Marketing and Community Relations**

Susan Groveman, Executive Director of Marketing and Community Relations, has prepared marketing templates to encourage student registration during the emergency situation. Ms. Groveman is also working with the Institutional Research department to produce an online newsletter to keep the campus informed on accreditation progress.

### **Foundation**

Sheri Horn-Bunk, Executive Director of Foundation, thanked the Student Services department for their assistance to identify students in need of help during the COVID-19 situation. She also shared the many donors who have offered financial students to the College to ensure students are taken care of during the emergency.

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

Dr. Daniels thanked the faculty and staff for their continued support and effort to maintain student focus and success in response to COVID-19. She reported that staff are working diligently to prepare for the opening of campus. There will be adaptations once campus opens and the staff is following mandated steps to ensure a safe return to work. Many staff are actively participating in the TC activity challenge each week. In week one there were 48 participants who logged over 19,000 minutes of activity.

**NEXT MEETING**

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

**ADJOURNMENT**

At 6:43 p.m., on a motion by Trustee Long, seconded by Trustee White and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Emmanuel Campos, Secretary

**Date:** May 1, 2020  
**Submitted by:** Brock McMurray, EVP of Administrative Services  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Request for Approval

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**Board Meeting Date:** May 13, 2020

**Title of Board Item:**

Request for Approval of 2020/21 – 2025/26 Facilities Master Plan

**Background:**

The Facilities Master Plan draws directly from the Educational Master Plan and the college's integrated planning process. Overall drivers are not only the Space Needs Forecast section, but also the general direction and fullness of Campus life, together with the Taft College Vision, Mission and Values. The Facilities Master Plan analyzes the quality of current space in addition to the quantity of current space. The Plan reflects the 2014-24 Educational Master Plan.

The plan is now complete and ready for review by the Board of Trustees. Once approved by the Board of Trustees, the plan will be the foundation for future facilities at Taft College.

**Terms (if applicable):**

2020/21 – 2025/26

**Expense (if applicable):**

Not applicable.

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

Not applicable.

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



## 2020/21-2025/26 FACILITIES MASTER PLAN



29 Cougar Court, Taft, CA 93268

661-763-7700

[www.taftcollege.edu](http://www.taftcollege.edu)

prepared by AP Architects





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## A. Executive Summary

West Kern Community College District is nearing the completion of a successful Capital Improvement Plan. Measure A, a local Proposition 39 Bond, was passed in 2004. Its value was \$39.8 million, and through leveraging funds, a total investment of over \$100 million is being implemented at Taft College.

This plan is the next phase of growth of the campus. As successful as the previous bond was, the list of needs far exceeds available funding. A long range strategy and planning outlook has been completed. After closely coordinating with the Educational Master Plan, the College has extended the Facilities Master Plan out further.

Since a Campus Facilities Master Plan is a reflection of the academic and campus life endeavors of the institution, it is based on a series of assumptions and guiding principles. The plan illustrates that the College's needs go far beyond what the 2004 Measure A bond is capable of producing. The College will continue to seek State funding as well as donations.

Many key indicators have been analyzed and when taken as a whole they become the Planning Considerations that drive the decision making process. The campus community has been involved in the development of this Facilities Master Plan.

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## B. Background

### 1. Regional Data

#### ■ City of Taft—Regional Context

Taft is a city in the foothills at the southwestern edge of the San Joaquin Valley, in Kern County, California. Taft is located 30 miles west-southwest of Bakersfield, at an elevation of 955 feet. The population was 9,327 at the 2010 census. According to the United States Census Bureau, the city has a total area of 15.1 square miles.

Most of the traffic traveling to Taft is along Highway 119. Highway 119 connects Bakersfield to Taft and also provides the connection to Taft from Interstate 5.

Taft is situated in a major petroleum and natural gas mining region in California. A large system of oil pipelines and drilling surrounds the town.

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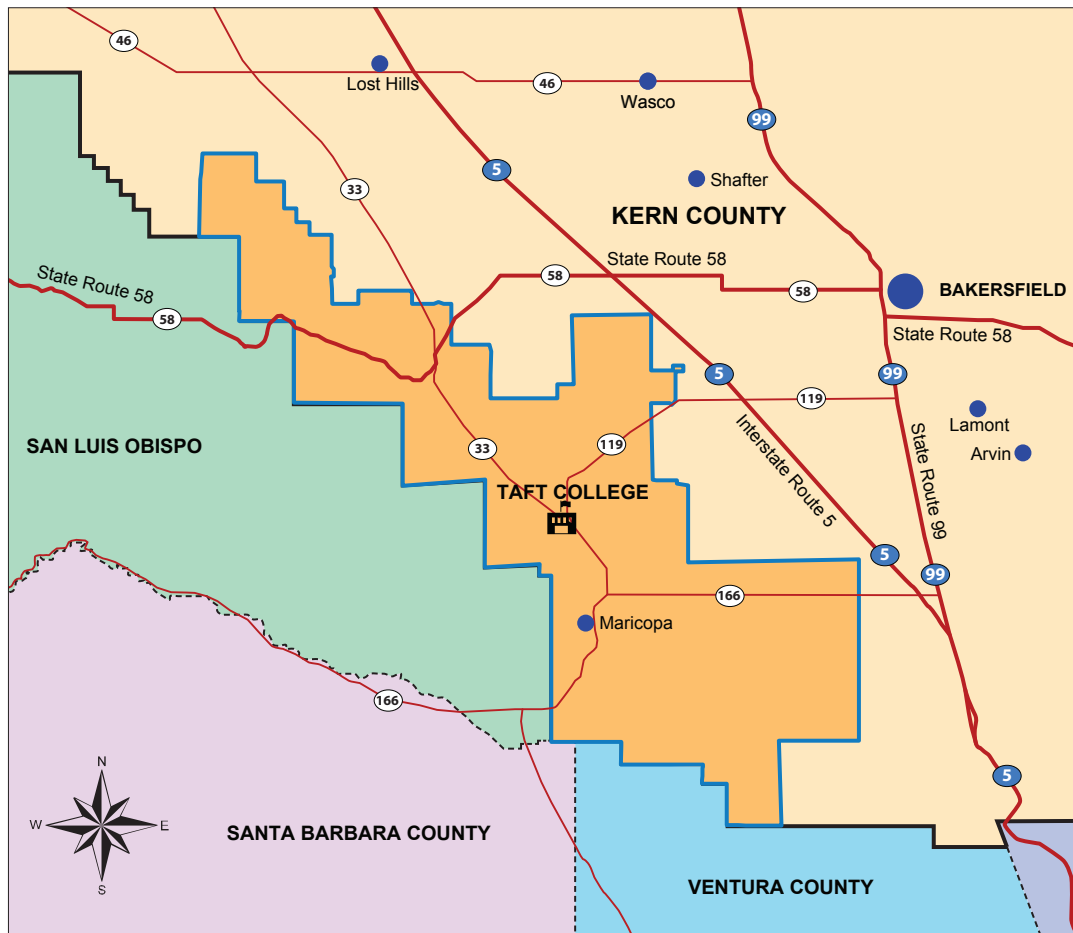


© College District Location in California

### Taft College Area

Taft College is located in the western Kern County community of Taft and unincorporated Kern County with a population of 17,000. The surrounding area brings the total population to about 21,000. The community is in the heart of the Midway-Sunset oilfield, one of the nation's best producing fields. While oil is the leading industry, the area also is rich in agriculture, light industry, and recreation.

Taft College is located in the City of Taft. The district contains 735 square miles and is composed of the Taft City, Midway, McKittrick, Elk Hills elementary school districts Taft Union High School District and the Maricopa Unified District.



Regional Map

## 2. Campus History

### ■ History of Taft College

Taft Junior College was established August 30, 1922 as part of the Taft Union High School District. Classes were held on the high school campus. The school title officially became Taft College on July 1, 1954 and in September of 1956 a separate campus opened on Emmons Park Drive adjacent to the high school.

The West Kern Junior College District was formed in an election on June 19, 1962, and became operative on July 1, 1963. Two years later the Maricopa Unified District was annexed to the West Kern Junior College District, and on July 1, 1971, the district's name was changed to the West Kern Community College District.

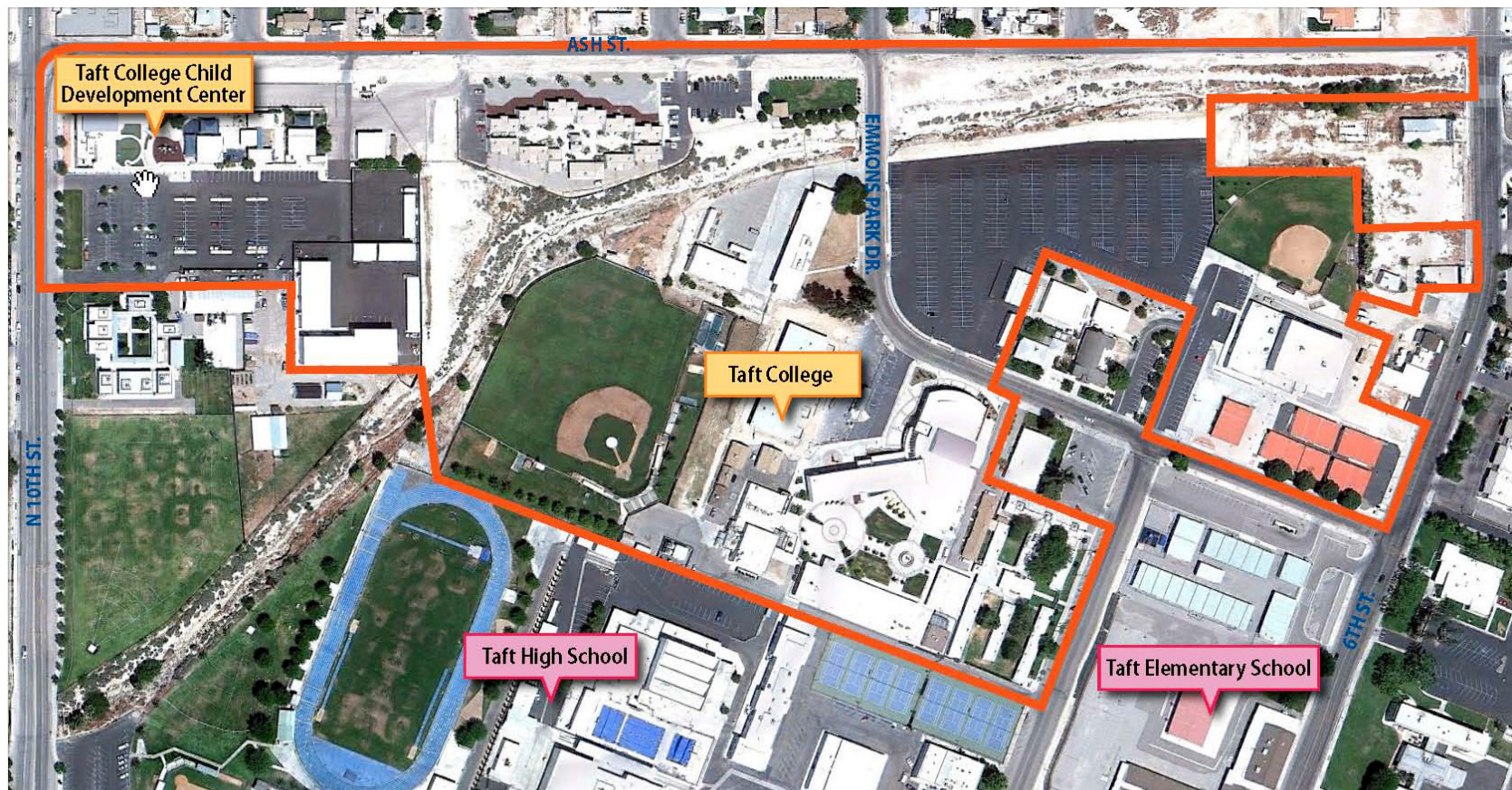
Taft Community College is surrounded in property by a Taft Elementary School and Taft High School making the area a central teaching and learning hub for the community. The area also includes a County Library, along with coffee shops and neighborhood shopping areas. The Historic Fort to the west of the Campus offers the neighborhood views reminding the area of Taft's rich history.

The West Kern Community College District encompasses a 767-square-mile district in western Kern County. The Taft College campus is located at 29 Cougar Court and serves more than 2,400 full-time equivalent students on its campus. Campus buildings are considered excellent structures with adequate space provided for physical education, recreation and athletics.



### 3. Campus Information

The campus was built in 1956 and originally included classrooms, a library, student union, and administrative offices, marking the first step in separating the college from the high school. A physical education building was completed in 1956, but was converted in the Student Services Center in early 1977 to centralize all student personnel services in one location. The science building was completed in 1966, the technical arts facility a year later, and the vocational and technical education center in 1969.



A 36-student addition to the campus residence halls, lighted tennis courts, and a women's softball field were added in 1978. Three years later a sports center designed to accommodate physical education classes, athletics, and community services programs was finished. An 80-student residence hall opened in 1983 and brought the total campus capacity to housing 200 students.

Many of the college's occupational programs are headquartered in an off-campus training center called North Kern Training Center conducted by WESTEC (Westside Energy Services Training and Education). The facility is headquarters for a nonprofit corporation established to work with the college in providing a variety of services to the oil industry in Kern County and the western United States. The Center at WESTEC expanded during 2001 when the college purchased a vacated elementary school north of Bakersfield. This expansion saw the college partner with Bakersfield College to provide increased offerings in petroleum technology as well as the growing correctional officer training program.

The Child Development Center was completed in April of 1991 to meet the needs of college students with young children, and to provide a community children's center. In 2007 a new Child Development Center Facility was completed with the help of Measure A and General Obligation Bonds replacing many of the dated modular trailers. The Child Development Center has grown to become one of the largest child development centers in the region.

A 6,500-square foot dental hygiene complex that includes offices, classrooms, and a clinic was completed in 1993 when the college launched what has become one of the most highly regarded dental hygiene programs in the state.



## 4. Geology and Hydrology

The existing campus is located on an area of local geology comprised of collapsible soil. Due to the proximity of Sandy Creek, the drainage creek along the northern area of campus, there are several issues to be mitigated. These can be summarized in two main areas. First is a low structural capacity of existing soil to accept structural footing loads. Second is that any water contact with the soil decreases its load carrying capacity.

Differential settlement, which is uneven and unpredictable movement of random building components, is always present in soil conditions such as this. This can be seen as above-normal cracking both in buildings and site improvements as different parts of building and site work settle at different rates and in different directions.

The only effective mitigation for these soil conditions is to eliminate water intrusion to the soil. This is very costly and can be unattractive if not considered carefully. Work done during the Measure A program determined campus standards in regards to special piping and drainage around buildings. Also completed at this time was the architectural development of campus landscaping and site improvements to contain water and divert what minimal irrigation water is done.







## C. Planning Considerations

### 1. Educational Master Plan

The Facilities Master Plan draws directly from the Educational Master Plan and the college's integrated planning process. Overall drivers are not only the Space Needs Forecast section, but also the general direction and fullness of campus life, together with the Taft College Vision, Mission and Values. The following are general needs and recommendations that directly or indirectly relate to facilities and are taken straight from the Educational Master Plan:

#### Priority Needs:

- Better public transportation between Bakersfield and Taft.
  - More property for Taft College—land locked.
  - Explore expanding the cohort model for more programs.
  - Block scheduling with 2-year plan, with MW, TTh standard time blocks.
  - Facilities: event space, large assembly room.
-

### Additional Needs:

- More parking at Taft College.
- Internet access / infrastructure.

### Recommendations—Facilities and Infrastructure

- Analyze current facilities usage for efficiency and maximize use of existing space.
- Overcome lack of physical space and land:
  - Explore purchasing / donation of land (off campus) to support educational programs.
  - Explore concept of shared space with educational / business partners.
  - Explore with business and industry, opportunities to partner on development of facilities and equipment to support educational programs.
- Ensure Facilities and Technology Master Plans are informed by the Educational Master Plan.

The following general recommendations were generated by the Educational Master Plan and are continuously being implemented by Facilities Planning:

### Lecture / Laboratory Differentiation

Some campus spaces are, by nature, multi-purpose and will be used as lecture classrooms AND for laboratory sections. The College should however, avoid using specialty laboratories for lecture classes. A wet lab, for example, should not be used for the lecture portion of a class. These labs are quite expensive to build and should be used as much as possible for what they were designed for.

### Quality of Academic Space

This analysis provides only a quantitative look (total square footage) at campus space in each category. It does not consider the quality of the spaces. The design, layout and condition of the campus facilities are of equal importance. When updating the Taft College Facilities Master Plan, careful consideration should be given to these questions.

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For example, modular buildings being used for classrooms, laboratories and offices might not provide the ideal teaching/learning environment. These buildings should be considered for removal and replacement. Appropriate room sizing should be analyzed as well to ensure the most efficient use of the facilities. The College currently lacks a large lecture hall and adequate meeting spaces. The next Facilities Master Plan update should also consider room equipment, furnishings and other finishes that have a significant impact on student learning.

### Space Inventory

Taft College conducts a full update of its Space Inventory Report annually. This is a report that is filed with the State Chancellor’s Office, that lists all of the campus facilities space with appropriate space category coding. This report is used by the Chancellor’s Office to determine if a College has sufficient space or has some additional needs. This determination has a major impact on awarding State facilities funding.

### Room Utilization

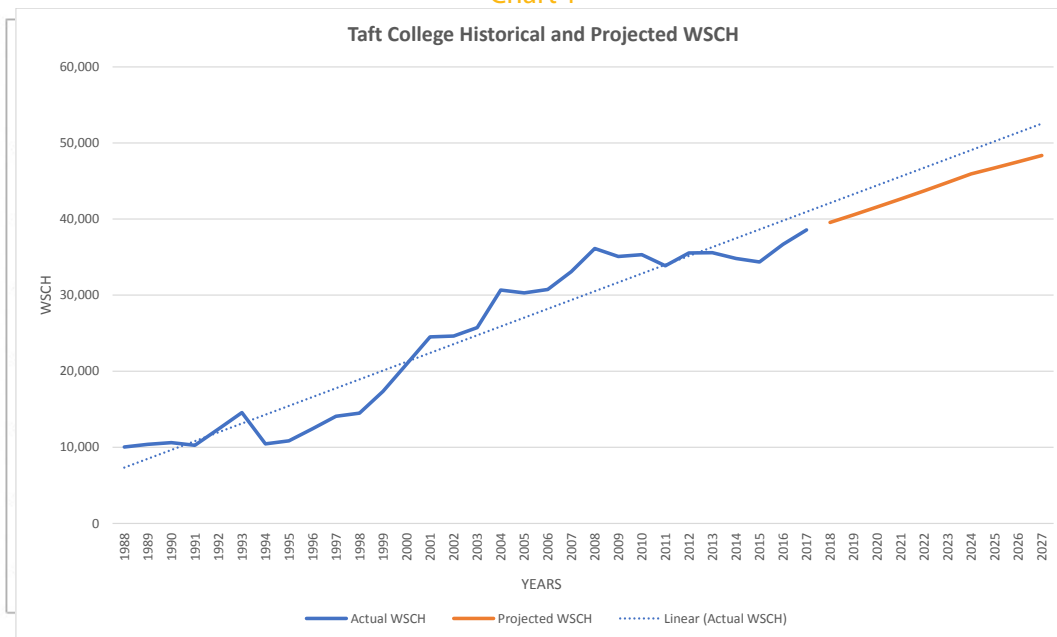
The College should undertake a room utilization study to determine how efficiently its classrooms and laboratories are being used. This study would analyze how many hours the rooms are used throughout the week, as well as what percentage of the rooms’ capacity is being filled.

## 2. Enrollment Projections

Enrollment data is not only provided by the State Chancellor’s Office Long-Range Enrollment Forecast but also adjusted by locally available data. Generally, the long-range outlook is that the college is growing steadily. For the purposes of facility planning however, it is not the actual, precise target that is important but rather the overall trend. It is not important that either the exact number of students or correct year that growth will hit but only that the college is prepared both academically and physically to respond to the need; trying to predict an actual amount and time would be impossible. It is much better to expect a range of possible outcomes and be prepared to react to actual data. Refer to the following chart from the Educational Master Plan to see the overall growth direction and ranges of possibility (Chart 1):

These enrollment projections are directly related to the campus eligibility for future projects. They are compared to the space that exists on campus to determine a ratio between existing space and needed space.

Chart 1



This is called a Capacity / Load Ratio and is used as a filter for possible state funding. Numbers below 100% show that additional space is needed; numbers over 100% indicate an overbuilt condition and that no space is needed. Currently the campus has a need in most all categories but again, a precise snapshot is not as helpful as is the fact that the campus is growing.

### 3. Land Use

In general terms, other than specific instructional related program data, most facility related comments from the Educational Master Plan are related to Land Use. Land use comments may be split between one of two categories, either parking related or acquiring additional property for educational development.

Parking is the most easily understood of the land use comments. Any visit to Taft College will demonstrate the need for additional parking. Most recently, the growth of the college has spilled vehicles into neighboring areas. Parking is difficult to model and predict for an adult student population such as a college. Much of the flow is dependent on both duration and timing. These can not only be problematic to predict but are also changing seasonally and annually. Students are a mix of full-time and part-time which impacts their duration on campus as well as their arrival and departure schedules. For example, many students will take only one on-campus class each semester yet will still consume a single parking spot; conversely a full-time student might take 15 or more units but only require the same single parking spot. After taking historical data and blends into consideration, a parking forecast indicates that additional parking is required on campus.

Additional property for campus expansion of operations is also obvious. Growth in either building space or physical education outdoor space cannot be accommodated within the existing campus footprint. However, both of these uses are in need of additional space which also triggers increases in support space such as even more parking.

#### Land Acquisition Analysis

Item (*)	Name
1	Field Sports
2	Student Housing
3	Offsite Industry
4	Student Services Exp.
5	Library Expansion
6	Parking Expansion

(\*) Not priority list

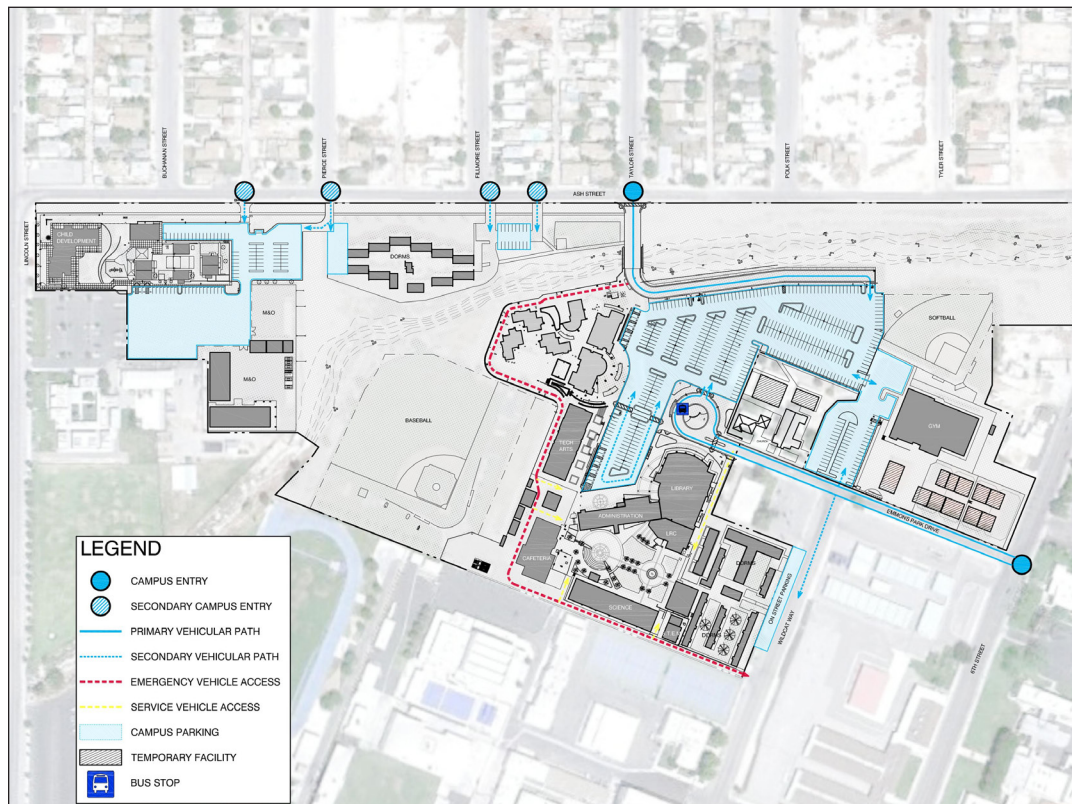


## 4. Vehicular Circulation

Previously, Emmons Park Drive was a city through street that divided the campus longitudinally. It has recently been intentionally closed and renamed Cougar Court. It is now the main campus entrance from the east and opens into an institutional circle drive. The opposite, north-west, end has been terminated into a parking entrance directly from the north. These changes have eliminated through traffic and made a much safer separation of vehicles and pedestrians. Other campus uses have individual access points from perimeter streets and drives.

On campus vehicle circulation is not available to the public. There are portions of fire lane access drives that are only shared by emergency use and campus maintenance vehicles as well as short term deliveries. There are several other specific parking areas that serve individual uses such as Child Development, Maintenance / Operation and student housing spaces.

There does not yet exist any connection from these areas back to the central portion of the campus. In fact, they are divided by a drainage creek that generally runs from east to south-west along the northern portion of the campus. Campus operation would be much more efficient with a vehicular connector from these areas back to the main portion of campus.





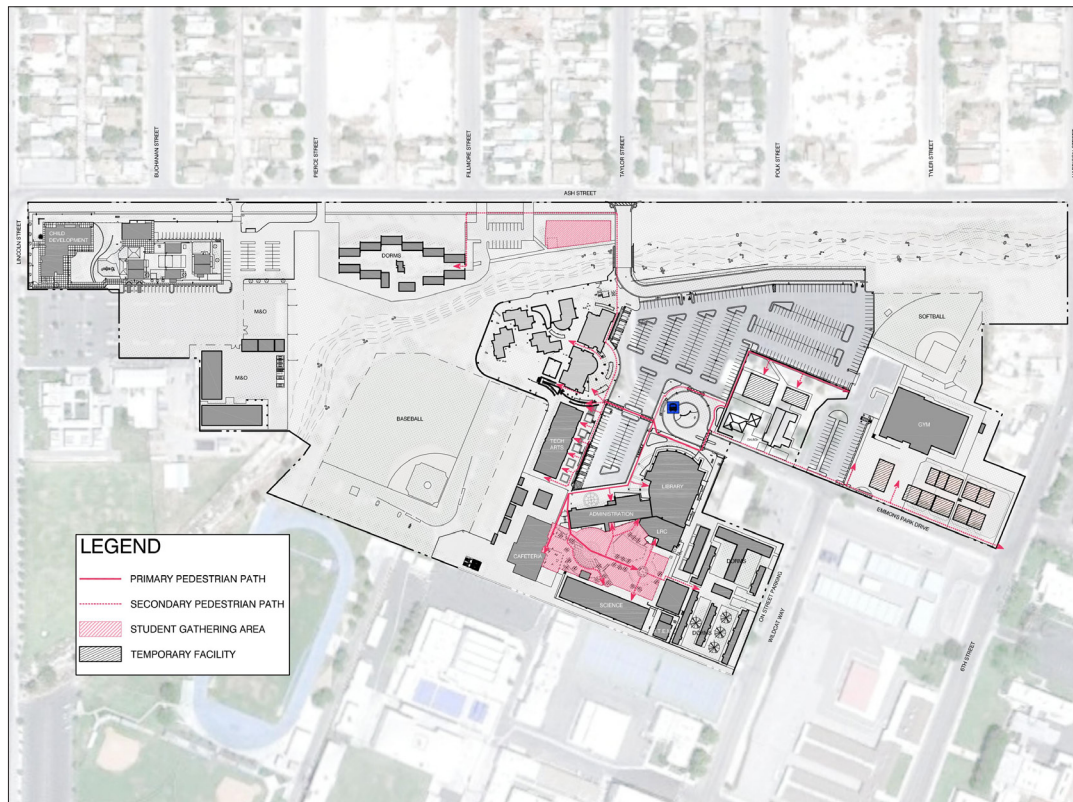
## 5. Pedestrian Circulation

Due to the existing geology and soil subsidence issues on campus, there is minimal green lawn spaces. These are traditionally the main areas on a higher education campus to designate open and free student surfaces. However, due both to local and state-wide water restrictions, a drastic reduction in green spaces, such as lawns, is now becoming the norm.

At Taft College, pedestrian spaces take on a more prominent role in encouraging campus life. Many spaces have been created in and around the campus to encourage a student friendly atmosphere. These

have incorporated both raised and submerged planters, differing heights of built improvements and intentional layout and development of areas that would not otherwise have been given the attention or the importance. As the campus continues to develop, special attention should be given to not only continuing the existing pedestrian spaces but to search out additional opportunities for expansion.

Pedestrian circulation around the campus has well defined, accessible paths of travel to most areas. Since there are several access points around the campus, care should be given to consolidating the pedestrian identity and usage of them. As of now, there is not a path across the creek. However, as consideration is being given to vehicular connections across the campus, pedestrian links should be expanded also. Improvements to these routes should be done at appropriate intervals within the overall schedule for campus maintenance and development.



## 6. Campus Life

Taft College has a vibrant learning and support setting for students enrolled at the campus. There is a spirited campus life enjoyed through athletics, student leadership and various student groups to name just a few of the many extracurricular activities available to students. There is a higher education atmosphere that is felt through a balance of open and intimate spaces throughout the campus. A major contributor to this feel is the fact that Taft College has residential students in on-campus housing. This creates an ownership feel of the campus as well as 24 hour presence to campus life.

A main consideration when developing a Facility Master Plan is to not only maintain a campus culture that encourages and invites learning, but to enhance the out of classroom learning opportunities for students as they pursue their higher education goals. The look and feel of the campus facilities are important components of the higher education environment and play a key role in complementing a student's collegiate experience.



## D. Outcomes and Solutions

### 1. Instructional Space

#### ■ Vocational Center, Technology Center, Instructional Center



These purely instruction related buildings will be entirely new construction and respond to the needs of additional lecture and teaching laboratory spaces. Each project will be similar in that they will contain a mixture of classrooms, labs and related office and support spaces.

, Representative view of planned space.





Their final square footage size and content will be determined by the funding eligibility and amount of space that the college will qualify for. Initial uses will be to eliminate the last remaining temporary spaces that exist on campus; for example, Dental Hygiene. The projects will be staggered in their development to allow for scoring to be maximized as the campus continues to grow.



Representative views of planned spaces.



■ Science Expansion, Community Science Center

These science-related teaching laboratory buildings will be entirely new construction and add space to the existing STEM (Science, Technology, Engineering, Math) programs on campus.



Representative views of planned spaces.



A key component of the Community Science Center will be public and children special events. Several ideas are being considered including a planetarium or other such space.



### ■ Offsite Industry Education Center



This project will replace and grow existing spaces that are career technology oriented and also provide safety training. Currently, the programs are delivered in spaces that are offsite but in buildings that are not ideal for instruction.



Representative views of planned spaces.



## 2. Non-Instruction and Support Space

### ■ Student Housing



This project will replace the existing student housing spaces at an off-site location adjacent to the campus. Parking will be added to support the housing units and circulation connecting back to the campus will be strengthened. The facility will be sensitive to the existing residential neighborhood.



Representative views of planned spaces.



### Child Development Center:

This project will replace the last remaining temporary facilities at the existing Child Development Center (CDC). In 2007, approximately half of the temporary buildings were replaced with the initial construction of the main permanent building and related playground outdoor space.



Photos from existing TC Child Development Center.





### ■ Student Services Expansion

This project will expand the existing Student Services spaces on campus. The first phase of Student Services consolidated and centralized the various programs into the first floor of the main building. Continued growth of the campus has increased the programs far beyond the original solutions. This project will either consolidate programs into the entire main building and relocate other uses elsewhere or move Student Services out of the main building into their own space.



Photos from existing TC Student Services.

### Library Expansion



This project will expand the existing Library spaces on campus. As one of the early Measure A projects, Library functions were consolidated into the east addition of the Main Building. Being a state funded project meant that the Library size was limited to a specific capacity. Continued growth of the campus has increased the programs far beyond the original solutions. This project will either consolidate programs into the remainder of the main building and relocate other uses elsewhere or move Library out of the main building into its own space.



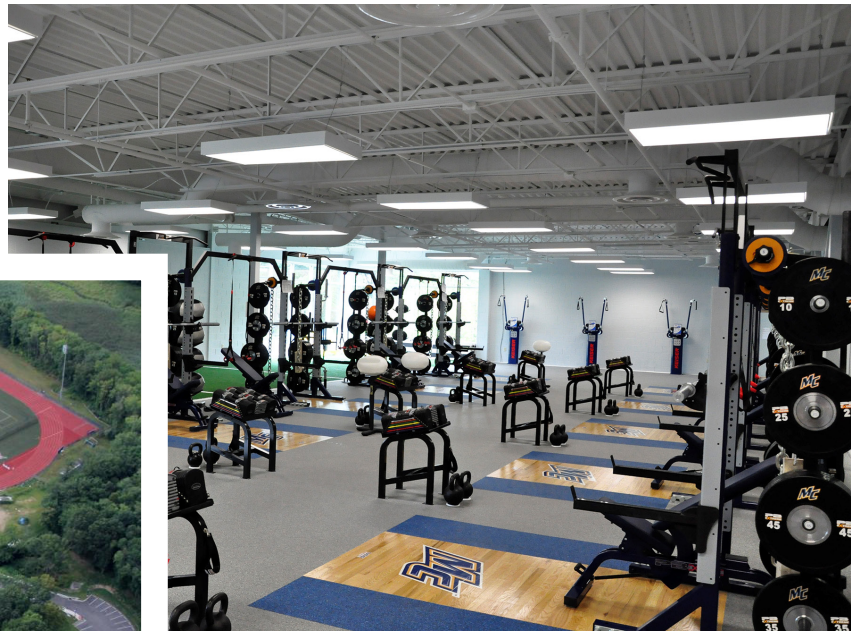
Photos from existing TC Library.



■ Physical Education Building and Field Sports Complex:



This project will centralize the entire Physical Education program to one complex at an unidentified location. It will provide full field sports access and a replacement Gymnasium / Locker Room / Wellness / Fitness building at a single location.



, Representative views of planned spaces.

### 3. Land Use

Additional parking is proposed at various locations around the campus as development increases. Off-site parking is even proposed to assist with peak times. Parking is included with each development to mitigate traffic and vehicular circulation.

There will likely be several different solutions to the acquisition of property for various expansion projects. Property close to the campus is preferred for some uses while other distinct uses may be provided by being further away. It is proposed that Physical Education programs be centralized but it is not expected to remain necessarily adjacent to the campus; due to the large amount of acreage required.

#### Land Acquisition Analysis

Item (*)	Name	Acres		Count EA	Size in SF				
		Required Size	Calculated size	Parking	Building	Parking	Improvement	Landscape	Misc
1	Field Sports	20-35	23.3	300	32,000	300,000	540,600	130,680	10,000
2	Student Housing	4-8	4.3	130	24,000	130,000	15,000	12,000	8,000
3	Offsite Industry	10-15	9.3	192	42,000	192,000	150,680	12,000	8,000
4	Student Services Exp.	3-4	2.6	75	15,000	75,000	12,000	8,000	5,000
5	Library Expansion	3-4	2.8	80	17,500	80,000	12,000	8,000	5,000
6	Parking Expansion	6-10	6.2	250	-	250,000	-	9,000	10,000

(\*) Not priority list

## 4. Vehicular Circulation

Much of the improvements to vehicular circulation have been completed. However, a major connector needs to be added to the campus which takes the form of bridges over the creek. If you refer to the Master Plan it will become apparent that there are three additional bridge connectors across the creek and a replacement of the one existing bridge. These will be required to withstand the loading of emergency vehicles and while not all of them are proposed to be for public access, they all require the same planning. These bridges and related traffic improvements will enable the campus to become much more integrated, rather than the separate areas that exist now.



There will also need to be attention to the flow of traffic and vehicles to and from various offsite locations. One Educational Master Plan recommendation was to increase public transportation. Obviously this recommendation is beyond the scope of this Facilities Master Plan; however, it will have impacts to the final solutions to several of these vehicular circulation concerns.



## 5. Pedestrian Circulation

The Master Plan features pedestrian friendly paths of travel through a hierarchy of walkways and defined outdoor spaces throughout the campus.

Vehicular circulation remains in parking areas along the campus perimeter as much as possible and allows pedestrians to filter into the campus core. It is important for these paths to provide direct accessibility for pedestrians to primary destinations and focal points on campus.

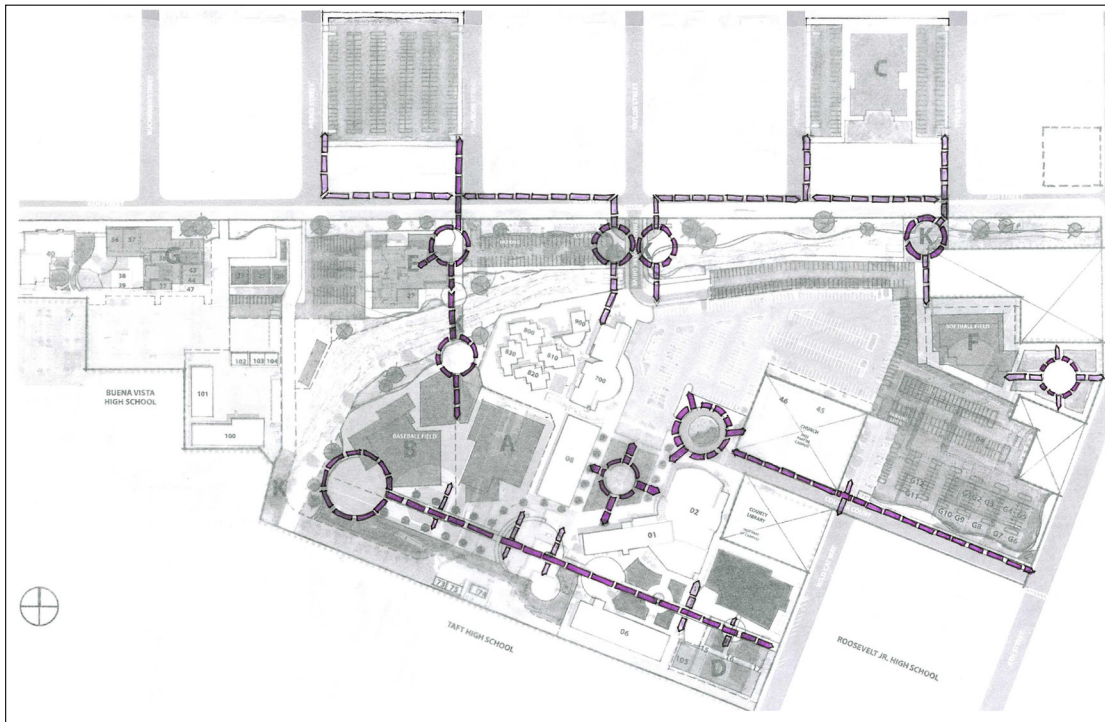
A variety of pedestrian walks within the developed campus are strategically located and sized to provide students and staff with a direct connection between buildings.

Materials should be considered when constructing accessible pedestrian paths of travel. The Master

Plan reflects concrete walks throughout the campus; however, the use of natural-colored paver bricks, decomposed granite and/or textured concrete may contribute to the pedestrian feel as well. Paths also assist with mitigating geology and soil subsidence issues and create numerous opportunities for beautification.

Vehicular paths should be constructed with a different material, such as asphalt paving, to differentiate their use.

By designating a new fire lane along the south and adding a bridge to Maintenance / Operations and isolating all vehicular traffic outside of the developed campus, the Master Plan establishes a clear separation between pedestrian and vehicular circulation.

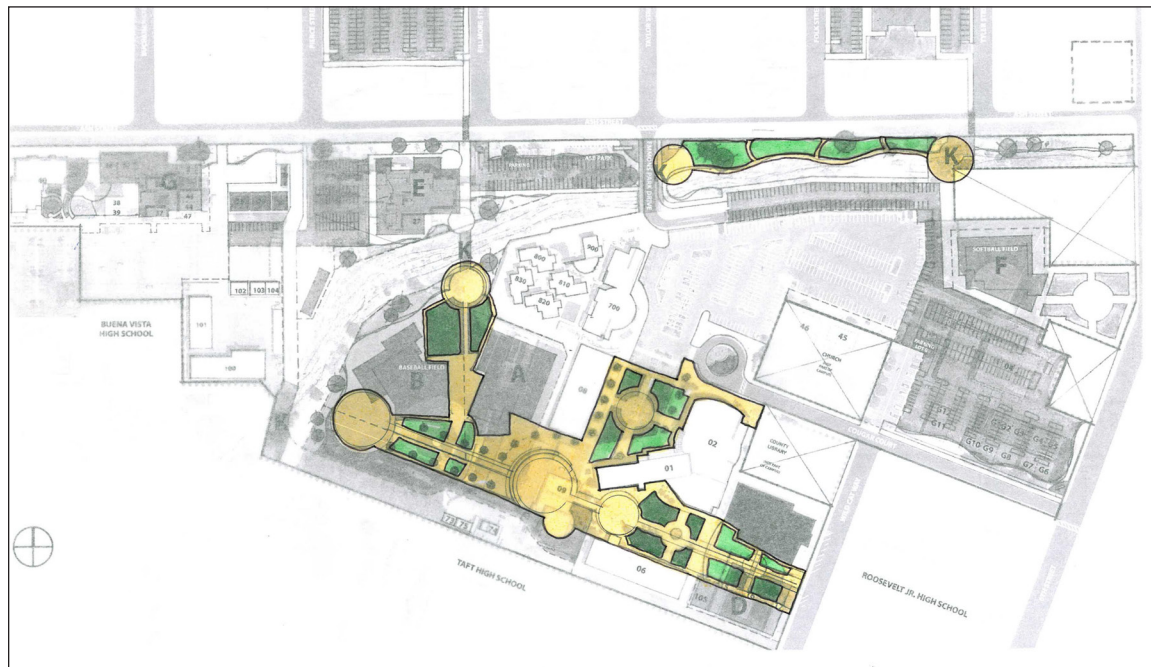


## 6. Campus Life

The Master Plan is driven by the student experience. Working with the existing campus landscape, the strategic positioning of the proposed built environment and the relationship to outdoor spaces around them support the College’s vision of providing students with a vibrant learning environment.

There are numerous student friendly spaces built into the new layout. There are courtyard spaces both north and south of the new buildings designed as A and B and connector spaces between them and new spaces in front of the Main Building. There are proposed expansions of the existing courtyard spaces on campus,

Each built project in the Master Plan incorporates these opportunities in and around the immediate zone of development. It is especially important to include what we are calling campus life into the planning of the Student Housing plan.



The relocation of Student Housing away from the campus core will have impacts on the campus life element. The housing site(s) will need to be sensitive to establishing their own campus life areas.

The new Physical Education offsite location will be farther away from campus, therefore it will require its own identity and attention to foster campus life.







## E. Funding Requirements

A majority of the proposed projects in the Facilities Master Plan are eligible for state funding through the Capital Outlay Program. This program assists community college districts by providing state funding for major capital projects, such as new construction or facility modernizations. The District is expected to contribute a share of the cost for each project. The projects included in the Master Plan are sized (in building area) and phased to achieve the highest scores when ranked by the State Chancellor's Office for funding eligibility. Annual adjustments in scope and phasing should be expected to maintain scoring and eligibility.

Current Master Plan projects that are not eligible for state funding are Student Housing related projects.

Taft College does not currently have the funding resources required to implement the Master Plan and must identify additional funding sources.

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## F. Continuing Items

Items expected to revisit and develop as opportunities arise:

- Land usage and acquiring additional property
  - Creek improvements and mitigation
  - Scheduled maintenance of existing resources
  - Funding sources for local contribution match
-





## G. Appendix A

### Existing Site Plan





# TAFT COLLEGE

WEST KERN COMMUNITY COLLEGE DISTRICT

29 Cougar Ct., Taft, CA 93268



Taft College Bookstore

## EXISTING CAMPUS MAP



## H. Appendix B

### Proposed Site Plan





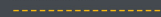
**CAMPUS EDGE**



**COLLEGE PROPERTY**



**PARKING LOT**



**EXISTING BUILDING**



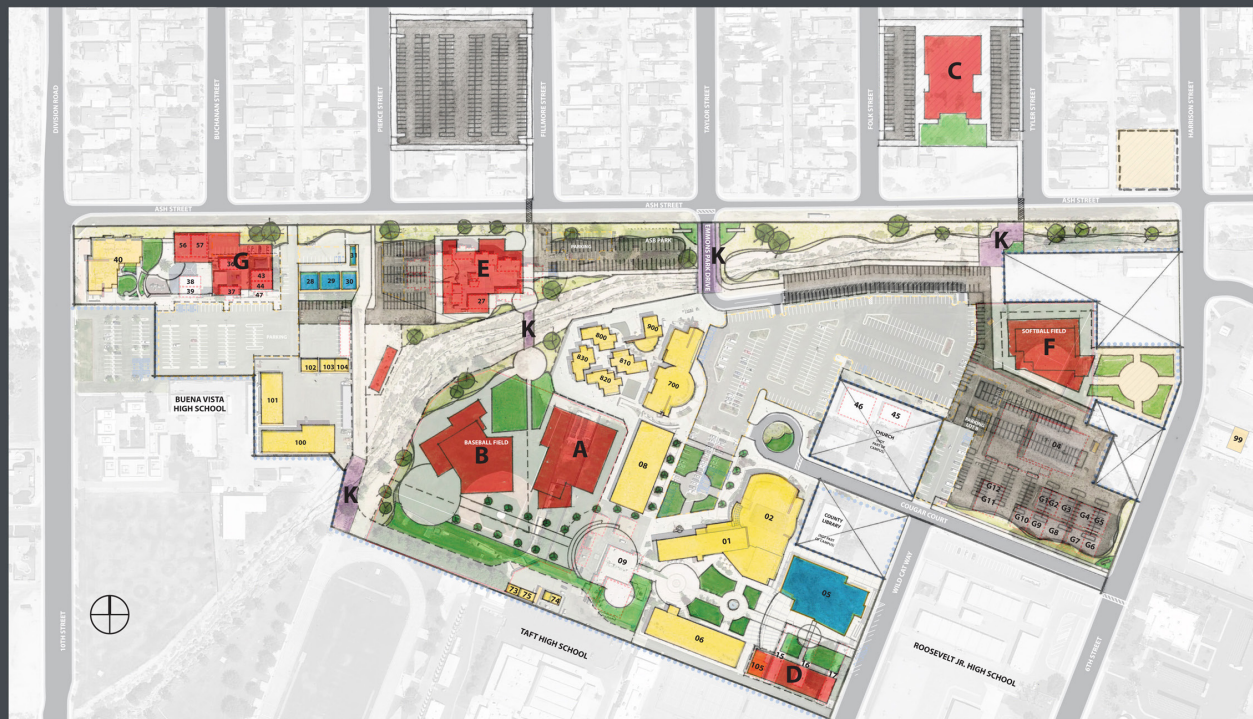
**CURRENT BUILDING PROJECT**



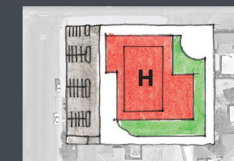
**FUTURE BUILDINGS**



- A** Vocational Center
- B** Technology Center
- C** Dorm Complex
- D** Science Expansion
- E** Instructional Center
- F** Community/ Education Center
- G** CDC Expansion
- H** Student Services Expansion
- I** Library Expansion
- J** Field Sports Complex/ Physical Education Building
- K** Pedestrian Bridges
- L** Offsite Industry Education Center



**PROJECTS CONTINGENT ON PROPERTY ACQUISITION**



STUDENT SERVICES EXPANSION



LIBRARY EXPANSION



OFFSITE INDUSTRY EDUCATION CENTER

**INDEX**

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>01 Administration</li> <li>02 Library/Learning Resource Center</li> <li>04 Cougar Sports Center Gym</li> <li>05 Student Center **</li> <li>06 Science</li> <li>07 Staff House ***</li> <li>08 Technical Arts (Art Gallery)</li> <li>09 Cafeteria</li> <li>10 IT Office ****</li> <li>13 Student Center ****</li> <li>14 Wildcat Dorm (Building A) ***</li> <li>15 Wildcat Dorm (Building B)</li> <li>16 Wildcat Dorm (Building C)</li> <li>17 Wildcat Dorm (Building D)</li> <li>18 Wildcat Dorm (Building E) ***</li> <li>19 **T** Dorms ***</li> <li>20 Residence Lounge ***</li> <li>27 Ash Street Dorms</li> <li>28 Energy, Technology and Engineering Classroom *</li> <li>29 Energy, Technology and Engineering Classroom *</li> <li>30 Energy, Technology and Engineering Offices *</li> <li>31 Energy, Technology and Engineering Restroom *</li> <li>32 IT Development ****</li> <li>33 Food Storage ****</li> </ul> | <ul style="list-style-type: none"> <li>35 Office Support ****</li> <li>36 Childcare (8)</li> <li>37 Childcare (3)</li> <li>38 Childcare (4)</li> <li>39 Childcare (5)</li> <li>40 Child Development Center</li> <li>41 Childcare (6) *****</li> <li>42 Childcare (7) *****</li> <li>43 Childcare (1)</li> <li>44 Childcare (2)</li> <li>45 Dental Hygiene (A)</li> <li>46 Dental Hygiene (B)</li> <li>47 Childcare Lounge</li> <li>56 Childcare (10)</li> <li>57 Childcare (9)</li> <li>58 Student Support Services ***</li> <li>73 Baseball Storage</li> <li>74 Central Plant</li> <li>75 Grounds</li> <li>80 G1 Office</li> <li>81 G2 Faculty Offices</li> <li>82 G3 Classroom</li> <li>83 G4 Classroom</li> <li>84 G5 Classroom</li> </ul> | <ul style="list-style-type: none"> <li>85 G6 Classroom</li> <li>86 G7 Classroom</li> <li>87 G8 Classroom</li> <li>88 G9 Classroom</li> <li>89 G10 Classroom</li> <li>90 G11 Student Center</li> <li>91 G12 Restrooms</li> <li>99 Bookstore at Pilot Plaza ***</li> <li>100 Maintenance and Operations</li> <li>101 Maintenance Shop</li> <li>102 M&amp;O Vehicle Storage</li> <li>103 M&amp;O Vehicle Storage</li> <li>104 M&amp;O Storage</li> <li>105 Science S.T.E.M.</li> <li>700 CIL Main Building</li> <li>900 CIL Demonstration</li> <li>900 CIL Student Center</li> </ul> |
|--|---|---|

(\*) Future Construction-2015  
 (\*\*) Future Construction-2016  
 (\*\*\*) Removed with construction of Student Center  
 (\*\*\*\*) Removed with construction of Vocational Building  
 (\*\*\*\*\*) Removed with Energy, Technology and Engineering Modules



FIELD SPORTS COMPLEX/PHYSICAL EDUCATION CENTER



**FACILITIES MASTER PLAN**  
CONCEPT PLAN



## BOARD AGENDA ITEM

Date: April 28, 2020  
Submitted by: Severo M. Balason, Vice President of Student Services  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Request for Approval

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**Board Meeting Date:** May 13, 2020

**Title of Board Item:**

Taft College Class of 2020 Hall of Fame Inductees

**Background:**

As Co-Chair of the Taft College Hall of Fame Committee, it's my honor to present to the Board of Trustees the Class of 2020 Hall of Fame inductees.

Carolyn Hosking (Extraordinary Service)  
Craig Johnson (Distinguished Faculty)  
George Kersh (Outstanding Male Athlete)  
Shelley Klein (Distinguished Confidential)  
Sonja Swenson (Distinguished Faculty)  
Harry Wilson (Distinguished Alumnus)  
1988 Cross Country Team (Outstanding Team)

The Hall of Fame Committee met on Tuesday, April 28, 2020, to review the ballot results and select the final Hall of Fame inductees. The above nominees receiving a majority of votes have been recommended for induction into the Taft College Hall of Fame. All nominees were very distinguished and well qualified with significant contributions to Taft College.

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

**Terms (if applicable):**

The Class of 2020 Hall of Fame inductees will be posted to the Taft College Hall of Fame website in mid-June. Further information and updates will also be provided at this site. The induction ceremony will tentatively be held on Sunday, November 8, 2020 with close monitoring of the COVID-19 situation and its possible impact on this event.

**Expense (if applicable):**

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

Fiscal Impact Including Source of Funds (if applicable):

The Taft College Hall of Fame does not have a significant fiscal impact on the District.

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



**Date:** April 27, 2020  
**Submitted by:** Heather del Rosario, Vice President of Human Resources  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Information Item

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**Board Meeting Date:** May 13, 2020

**Title of Board Item:**

First Presentation – Tentative Agreement with the Taft College Faculty Association (TCFA) regarding the addition of Article 7.1.2, Dependent Priority Registration, to the Faculty Collective Bargaining Agreement.

**Background:**

As part of the continuing dialogue through the TCFCBC, the parties have reached a consensus regarding the addition of Article 7.1.2, Dependent Priority Registration, to the current collective bargaining agreement as follows:

*Article 7.1.2 Dependent Priority Registration: Priority registration (Placement in Group 2-1) is given to dependent(s) as defined by SISC, with priority registration extending beyond SISC eligibility for dependents who hold catalog rights from when they were SISC eligible. These priority registration rights are open to dependents as long as the qualifying employee maintains full time employment status with the District during the priority registration period*

**Terms (if applicable):**

An implementation date of July 1, 2020.

**Expense (if applicable):**

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

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

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

**DEPENDENT PRIORITY REGISTRATION**

This Tentative Agreement (“Agreement”) is made by and between the Taft College Faculty Association (“TCFA/CTA/NEA”) and the West Kern Community College District (“District”) (collectively referenced as the “parties”) with respect to the following recitals:

As part of continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus regarding the addition of Article 7.1.2, Dependent Priority Registration, to the Faculty Collective Bargaining Agreement.

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

1. The above recitals are true and correct.
2. The parties agree, effective July 1, 2020, Article 7.1.2, Dependent Priority Registration, shall be added in the Faculty Collective Bargaining agreement as follows:

*Priority registration (Placement in Group 2-1) is given to dependent(s) as defined by SISC, with priority registration extending beyond SISC eligibility for dependents who hold catalog rights from when they were SISC eligible. These priority registration rights are open to dependents as long as the qualifying employee maintains full time employment status with the District during the priority registration period.*

3. Except as set forth in this Agreement, all other terms and conditions of the CBA shall remain unchanged.
4. This Agreement will become effective after ratification by the TCFA/CTA/NEA members and the District’s Governing Board.

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

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

Dated: May \_\_\_\_\_, 2020

Dated: May \_\_\_\_\_, 2020

Board Approval:  
First Presentation: Apr 15, 2020  
Second Presentation/Approval: May 13, 2020



## BOARD AGENDA ITEM

**Date:** May 1, 2020  
**Submitted by:** Brock McMurray, EVP of Administrative Services  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Request for Approval

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**Board Meeting Date:** May 13, 2020

**Title of Board Item:**

Request for Approval of PG&E Student Center Gas Service Extension Agreement Revision

**Background:**

This is a revision of a contract with Pacific Gas & Electric for extension of gas services on the Student Center project. The revision is necessary to move the gas meter location closer to the mechanical room to better fit the size and type of meter/regulator required by PG&E. The revision includes PG&E installing their own gas piping.

As part of this revision we will seek a credit back from Colombo Construction for Colombo not having to install the gas piping per the original contract. Taft College has paid \$29,288.70 on the original PG&E contract. This revision is for an additional \$1,112.03 due to PG&E.

**Terms (if applicable):**

Please see attached Gas Extension agreement.

**Expense (if applicable):**

Additional \$1,112.03.

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

This will be paid using Student Center project funding. As part of this revision we will seek a credit back from Colombo Construction for Colombo not having to install the gas piping per the original contract.

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

  
Dr. Debra Daniels, Superintendent/President



April 30, 2020

Richard Treece  
Director of Facilities and Planning  
Taft College

Subject: Approval of PG&E Gas Contract Revision

Project: Student Center  
Taft College  
West Kern Community College District

Attached find the PG&E Contract revision for the Student Center that needs College approval.

The revision is required due to the relocation of the gas meter. The meter was relocated closer to the mechanical room to better fit the size and type of meter/ regulator required by PG&E. The revision also includes PG&E installing their own gas piping.

As part of this revision, we will seek a credit back from Colombo Construction for Colombo not having to install the gas piping per the original contract.

Taft College previously paid \$29,288.70 on the original PGE contract. This revision is for an additional \$1,112.03 due to PG&E.

Please feel free to call me if you have any questions.  
Sincerely,

Jose Vargas  
Principal  
AP Architects  
661-327-1690  
jvargas@aparchitects.net



# Customer Payment Coupon

WEST KERN COMMUNITY COLLEGE DISTRICT,CA,NON-PROFIT ORG

29 COUGAR COURT  
TAFT CA 93268

For Internal Use	
Notification#	113814065
Contract#	50000606 V4
E PM#	
G PM#	35023864
E-Prior MLX/PM #	
G-Prior MLX/PM #	1965
Customer#	1955108

## Customer Payment Summary

29 EMMONS PARK DRIVE,TAFT,CA,93268

Please pay the total amount due that corresponds to the option you select on page two of the enclosed extension agreement and enclose payment.

Payment Options		Total Due
10-Year Refundable Advance Option Gas and Electric	\$14,426.19	\$14,426.19
Non-Refundable 50 percent Discount Option for Gas and Electric	\$1,112.03	\$1,112.03
10-Year Refundable Advance Option for Gas and Non-Refundable 50 percent Discount Option for Electric	\$14,426.19	\$14,426.19
Non-Refundable 50 percent Discount Option for Gas and 10-Year Refundable Advance Option for Electric	\$1,112.03	\$1,112.03

Please pay the total amount due that corresponds to the option you select on page two of the enclosed extension agreement.

## Important Payment Information

### To complete your contract ONLINE

- Follow the instructions provided with your electronic contract
- Submit payment at [pge.com/contractpayments](http://pge.com/contractpayments)

### To complete your contract BY MAIL

- Please make check payable to: **PG&E or Pacific Gas and Electric**
- Complete, sign and return the enclosed agreement(s), the SACAC form and the customer payment coupon with your payment
- **Remit payment and SACAC form to:**  
PG&E CFM/PPC Department  
PO BOX 997340  
Sacramento, CA 95899-7340

### IMPORTANT MESSAGE

Please review the enclosed information and total due. This document needs to be returned with the enclosed agreements.

If you complete your contract ONLINE, a copy will be saved to your Customer Connections Online (CCO) account at [pge.com/cco](http://pge.com/cco).

To learn more about PG&E's gas and electric safety initiatives and resources please visit [pge.com/safety](http://pge.com/safety).

### Have Questions?

Please Call 1-800-422-0436



113814065G





# Gas and Electric Extension Agreement\*

April 22, 2020

WEST KERN COMMUNITY COLLEGE DISTRICT, CA, NON-PROFIT ORG

29 COUGAR COURT, TAFT, CA, 93268

Re: 29 EMMONS PARK DRIVE, TAFT, CA, 93268

Dear Brock McMurray

We are writing to let you know Pacific Gas and Electric Company (PG&E) will extend its facilities to provide the requested gas and electric service to the project address listed above. PG&E's costs have been developed based on the choices and information provided in your application and may change if you make changes. This letter, including PG&E's tariffs, which are incorporated by reference below, will serve as our contract. As required by the California Public Utilities Commission (CPUC), special facilities will be handled in a separate contract. Please complete the following four steps to execute this contract.

For Internal Use	
Notification #	113814065
Contract #	50000606 V4
E-PM #	
G-PM #	35023864
E-Prior MLX/PM#	
G-Prior MLX/PM#	1965
Customer #	1955108

**1 Review the following work responsibilities and cost information.**

Work To Be Done By	GAS MAIN		GAS SERVICE		ELECTRIC DISTRIBUTION			ELECTRIC SERVICE		
	Trench	Pipe	Trench	Pipe	Trench	Substr.	Facilities	Trench	Substr.	Facilities
PG&E			X	X						
Customer			X							

	GAS	ELECTRIC
<b>Total non-refundable project costs</b>	<b>\$17,086.58</b>	<b>\$0.00</b>
<b>Refundable extension costs</b>	<b>\$32,567.55</b>	<b>\$0.00</b>
Allowances (credit)	- \$5,939.24	- \$0.00
<b>Net refundable amount</b>	<b>= \$26,628.31</b>	<b>= \$0.00</b>
<b>10 YEAR REFUNDABLE OPTION</b>		
<b>Net refundable amount</b>	<b>\$26,628.31</b>	<b>\$0.00</b>
Credit for value of design and/or facilities provided by applicant	- \$0.00	- \$0.00
<b>Total non-refundable project costs</b>	<b>+ \$17,086.58</b>	<b>+ \$0.00</b>
<b>Total (if you select this option)</b>	<b>= \$43,714.89</b>	<b>= \$0.00</b>
<b>NON-REFUNDABLE 50% DISCOUNT OPTION</b>		
<b>Net refundable amount</b>	<b>\$26,628.31</b>	<b>\$0.00</b>
Discount: 50% of Net refundable amount	- \$13,314.16	- \$0.00
Credit for value of design and/or facilities provided by applicant	- \$0.00	- \$0.00
<b>Total non-refundable project costs</b>	<b>+ \$17,086.58</b>	<b>+ \$0.00</b>
<b>Total (if you select this option)</b>	<b>= \$30,400.73</b>	<b>= \$0.00</b>
<b>Potential refund per residential lot/unit</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Potential reimbursement per service completion</b>		
Pressurized or energized system	\$0.00	\$0.00
Not pressurized or energized system	\$0.00	\$0.00
<b>Reimbursement for other work performed</b>	<b>\$0.00</b>	<b>\$0.00</b>

All amounts include the Income Tax Component of Contribution (ITCC) PG&E is required to charge customers, where applicable.

## DEFINITIONS AND EXPLANATION OF TERMS

(For more detail see rules 15 and 16):

**Total non-refundable project costs** include costs for work such as electric trench and excavation, conduits, inspections, streetlights, conversion from overhead to underground and contract processing.

**Refundable extension costs** include costs for facilities such as electric conductor, transformers and poles; gas pipe, gas share of distribution trench and regulators; and meters.

**Allowances** are a credit against refundable extension costs. They are based upon the number of residential units expected to be connected within the first six months and the expected annual non-residential net (distribution) revenue from your project.

Allowances granted under either option are subject to **deficiency billing** if the number of residential units connected or the annual non-residential net revenue falls below the forecast used to calculate the allowances.

**Net refundable amount** is the portion of overall costs eligible for refund to you based upon additional residential meters being set or upon increases in non-residential annual net (distribution) revenue. A cost-of-ownership charge is assessed against the Net refundable amount (except for individual residential applicants) per Rule 15.

**Potential refund per residential lot/unit** is for those lots/units for which you did not already receive an allowance (i.e., units not expected to be connected in the first six months). Any refunds may be decreased or eliminated by cost-of-ownership charges assessed under the provisions of Rule 15.

**Potential reimbursement per service completion** is the amount to which a customer may be entitled for performing certain service connection work PG&E would otherwise perform when installing service extensions and are not to be confused with refunds.

**Reimbursement for other work performed** is the amount to which a customer may be entitled for performing certain work (other than service completions) that normally is PG&E's responsibility.

\* Automated document, Preliminary Statement, Part A



113814065G



# Gas and Electric Extension Agreement\*

## 2 Select one of the following payment options.

- 10-Year Refundable Option for Gas and Electric
- Non-Refundable 50 Percent Discount Option for Gas and Electric
- 10-Year Refundable Option for Gas and Non-Refundable 50 Percent Discount Option for Electric
- Non-Refundable 50 Percent Discount Option for Gas and 10-Year Refundable Option for Electric

Gas	Electric	Advance	Total Due
\$43,714.89	\$0.00	\$29,288.70	\$14,426.19
\$30,400.73	\$0.00	\$29,288.70	\$1,112.03
\$43,714.89	\$0.00	\$29,288.70	\$14,426.19
\$30,400.73	\$0.00	\$29,288.70	\$1,112.03

## 3 Review these important terms and conditions.

This Gas and Electric Extension Agreement is controlled by, and incorporates by reference, PG&E's tariffs, including Gas and Electric rules 2, 15, and 16; the Distribution and Service Extension Agreement-Provisions (Form 62-0982) and the General Terms & Conditions for Gas and Electric Extension & Service Construction by Applicant (Form 79-716), all as approved and authorized by the CPUC. This agreement at all times shall be subject to such modifications as the CPUC may direct from time to time in the exercise of its jurisdiction.

You can view PG&E's tariffs online at [pge.com/tariffs](http://pge.com/tariffs) or contact the PG&E representative listed below. Additional details underlying the amounts shown in this agreement, as well as the calculation of allowances, refunds or deficiency bills can also be provided by your local PG&E representative.

## 4 After completing steps 1, 2 and 3 and having checked one, but only one, of the four payment options above, please complete and return the following items to PG&E.

- Sign and return this contract as indicated below.
- Submit the Payment Coupon with Total Due based on your option selected.
- Sign and return the enclosed Statement of Applicant's Contract Anticipated Costs (SACAC) [Form 79-1003] (explanation in box to the right).

Please provide your payment and required forms within 90 days from 22-Apr-20  
PG&E is not bound by the costs set forth above if payment and the signed forms are not received by PG&E within 90 days.

If you have any questions, please contact Johnny Garcia  
at \_\_\_\_\_ or by email at [JFGP@pge.com](mailto:JFGP@pge.com)

### ADDITIONAL INFORMATION

#### What is the SACAC form

Under PG&E's rules 15 and 16 you have a choice: you can perform the work yourself, hire a qualified contractor to perform the work or hire PG&E to do the work. We are required by the CPUC to provide you with PG&E's costs.

This form identifies our cost for the refundable service that is PG&E's responsibility to install. PG&E's costs were developed based on your choices within the application and may change if you change that choice.

#### How do I fill out the SACAC?

If you want to do this work yourself or have a qualified contractor do this work, please enter your estimated costs in the section of the SACAC form entitled "Applicant Costs" or check the box in the section entitled "Applicant's Election Not To Provide Costs," sign and return to PG&E. PG&E will send you a revised agreement by return mail only if you choose to provide your estimated costs.

If you want PG&E to do this work, please check the section "Applicant's Election Not to Provide Costs," sign and return the SACAC form along with a check for the Total Due based on the option you selected above.

You must return the completed SACAC form to PG&E regardless of who you choose to do the work.

**Please follow payment instructions found on your Payment Coupon.**

Pacific Gas and Electric Company

This contract has been reviewed and approved by:

Roger Sharp

Service Planning Supervisor

Customer

Agreed and accepted by:

WEST KERN COMMUNITY COLLEGE DISTRICT, CA, NON-PROFIT ORG

Authorized Signatory Brock McMurray

Title Other

Signature \_\_\_\_\_

Date \_\_\_\_\_

\* Automated document, Preliminary Statement, Part A

Form 79-1169  
Advice 3579-G/4607-E  
March 2015



113814065G



STATEMENT OF APPLICANT'S CONTRACT
ANTICIPATED COSTS.\*

Project Name: TAFT COLLEGE

Project Location: 29 EMMONS PARK DRIVE, TAFT, CA, 93268

Notification Number: 113814065

PM Number(s): (Gas) 35023864 (Electric)

APPLICANT COSTS

The following statement must only include the contracted anticipated installed costs of facilities installed by the Applicant that are refundable and that are PG&E's responsibility under its tariffs.

The costs provided by the Applicant must be taken from the Applicant's contract with its contractor. If the Applicant will be performing the work itself, the Applicant must also complete and sign this form.

The Applicant's statement of costs will be compared with PG&E's estimated installed costs of the same facilities, the lower of which will be used to determine the amount subject to allowances and refunds in accordance with the provisions of PG&E's Gas and Electric Rules 15 and 16.

If the Applicant chooses not to provide its costs, it must complete the last section of this form. Until the Applicant either provides the refundable cost from its contract with its contractor (or its own cost, if applicable), or returns this form indicating that it will not do so, PG&E will not proceed with any work on the Applicant's project.

GAS Residential Service Facilities: Applicant: \$ PG&E: \$0.00 Number of gas service: 0 Stubs:0
ELECTRIC Residential Service Facilities: Applicant: \$ PG&E: \$0.00 Number of Electric service: 0

Applicant's statement of costs include: overhead or underground service conductors, poles, service transformers, connection fittings, service pipe, valves, service connections, and other PG&E-owned service equipment, as detailed in Gas and Electric Rule 16.
Applicant's statement of costs DOES NOT include: inspection fees, nonresidential service costs, regulators, or PG&E-owned metering equipment.



113814065G

**GAS**

**Gas Distribution Facilities  
and Non-Residential Service Services:**

Applicant: \$ \_\_\_\_\_

PG&E: \$3,161.98

**ELECTRIC**

**Electric Distribution Facilities  
and Non-Residential Service Services:**

Applicant: \$ \_\_\_\_\_

PG&E: \$0.00

**GAS DISTRIBUTION TRENCH**

Applicant: \$ \_\_\_\_\_

PG&E: \$0.00

Applicant's statement of costs include: cables, switches, transformers, distribution main, valves, regulators, nonresidential service costs, and other distribution facilities required to complete the distribution line extension, as detailed in Gas and Electric Rule 15 as PG&E's responsibility.

Applicant's statement of costs DOES NOT include: inspection fees, tie-in of system by PG&E, distribution substructures, electric trench, conduits, feeder conduits, or protective structures, as detailed in Gas and Electric Rule 15.

**I declare under penalty of perjury that the foregoing is true and correct.**

**APPLICANT'S ELECTION NOT TO PROVIDE COSTS:** (if this option selected, box must be checked)

I choose not to provide to the utility my refundable costs for this project as taken from my contract with my contractor, or as performed by myself, and acknowledge that PG&E will use its estimate of the refundable costs for this project in the contract between it and me.

Executed on \_\_\_\_\_ at \_\_\_\_\_  
(Date) (City)

By:

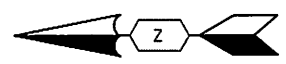
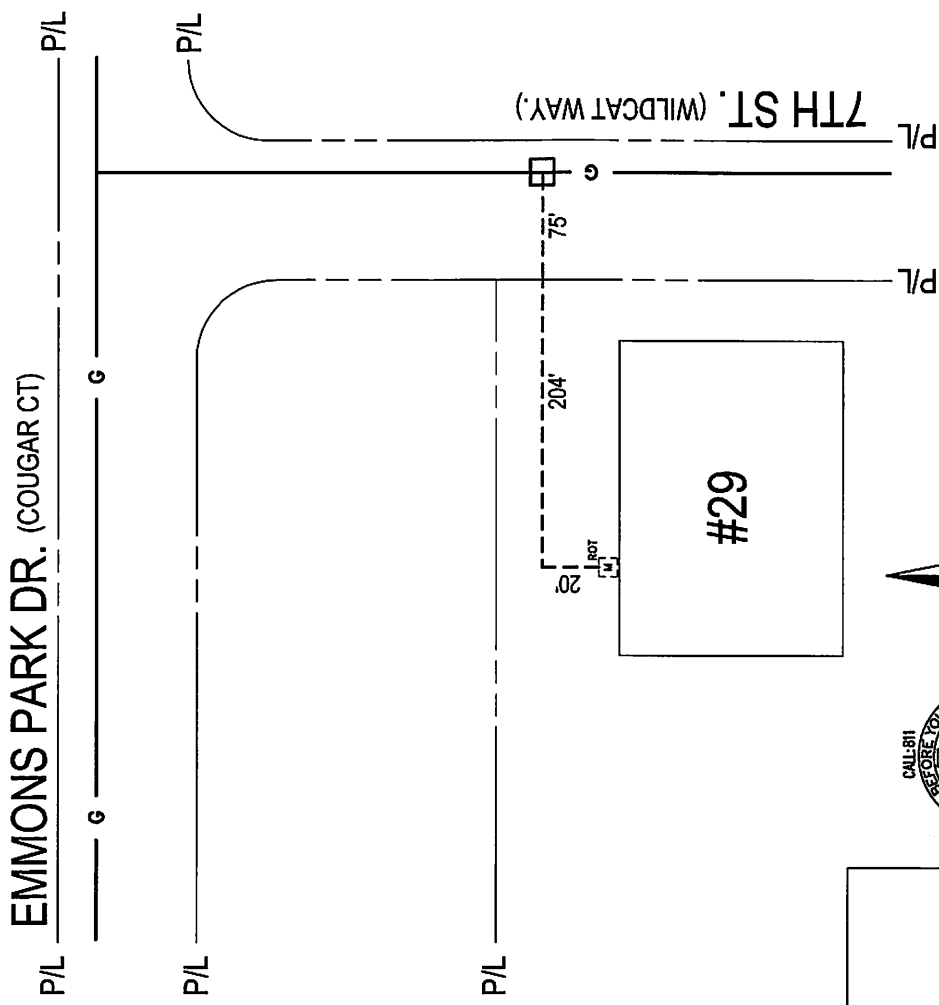
Print Applicant Name: WEST KERN COMMUNITY COLLEGE DISTRICT.CA.NON-PROFIT ORG

Signed: \_\_\_\_\_

Title: Other

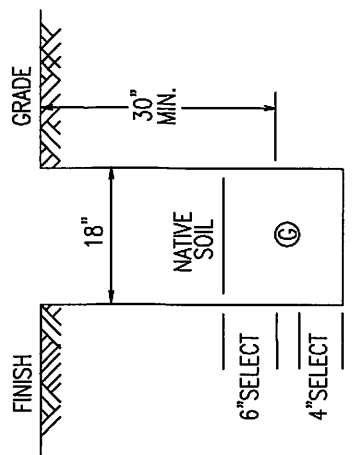


113814065G



CALL 811  
CALL TWO WORKING  
DAYS BEFORE YOU DIG  
TICKET NO. \_\_\_\_\_  
DATE: \_\_\_\_\_  
BY: \_\_\_\_\_

LEGEND	
---	(P/L) PROPERTY LINE
---	EXISTING GAS FACILITIES
---	4'X4'X3' HOLE
---	PROPERTY LINE
---	TRENCH= APPLICANT TO DIG
---	TRENCH= PG&E TO DIG
[M]	NEW GAS METER



**CONSTRUCTION NOTES:**

**PG&E:**

1. PG&E TO DIG BELL HOLE AND TRENCH 75' ACROSS STREET
2. PG&E TO INSTALL NEW GAS PIPE, LOCATING WIRE, EFV AND METER
3. CITY OF TAFT PERMIT REQUIRED

**APPLICANT:**

1. APPLICANT TO TRENCH AND BACKFILL 224'
2. APPLICANT TO TRENCH AND BACKFILL 4'X4' BELL HOLE





## BOARD AGENDA ITEM

**Date:** April 30, 2020  
**Submitted by:** Richard Treece, Director of Facilities and Planning  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Request for Approval

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**Board Meeting Date:** May 13, 2020

**Title of Board Item:**

Main Parking Lot Re-seal and Re-stripe.

**Background:**

Parking lot maintenance consists of various repairs and treatments designed to prolong the life of the pavement. Sealing is an excellent way to avoid expensive repairs and maintain an aesthetically pleasing parking lot. This project will re-seal and restripe the Main Parking lot, Cougar Court drive from Ash St., the circle drive, and repaint the fire lane curbs and associated work.

Please see the attached proposal tabulation. Of the three proposals solicited, and Big Valley Asphalt was the lowest. The PWCR / DIR Registration number has been verified.

**Terms (if applicable):**

The scope of work is expected to be completed by mid-July 2020 in conjunction with the Solar Cover Parking project.

**Expense (if applicable):**

The total cost for the Main Parking Lot Re-seal and Re-stripe will be \$36,100.

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

Funding for this project is from the Parking Lot Fund.

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

Dr. Debra Daniels, Superintendent/President

**PROPOSAL TABULATION**



**Project Name:** Parking Lot Re-Seal and Re-stripe

**Job Walk:** No - COVID-19

**Project No:** TC 19-20-006

**Bids Rcvd at:** Taft College Facilities

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

**Bids Requested:** 04/14/20

**Architect:** N/A

**Bids Due:** April 28, 2020 at 2:00 P.M.

Contractor	Base Bid	Alternate	Total Bid	Bid Bond	CSLB#	DIR #	Date RCVD	Remarks
Big Valley Asphalt	\$ 34,900.00	\$ 1,200.00	\$ 36,100.00	N/A	735722	1000002772	4/27/20	provided upgrade option
Perez Asphalt	\$ 42,385.00	\$ -	\$ 42,385.00	N/A	633423	1000005052	4/28/20	
Kern Asphalt	\$ 47,242.00	\$ -	\$ 47,242.00	N/A	81268	1000004530	4/23/20	

**Date:** May 5, 2020  
**Submitted by:** Dr. Debra Daniels, Superintendent/President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** May 13, 2020

**Title of Board Item:**

Discontinuance - Board Policy 5710 - Athletic Drug Testing

**Background:**

The Board Policy 5710 Athletic Drug Testing was adopted with no corresponding procedure to follow. Upon researching the policy, it was learned that the Community College League of California does not have the athletic drug testing policy. It is my recommendation that we follow the CCLC Policy and Procedure service model and discontinue this policy.

**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

Date: April 22, 2020  
Submitted by: Dr. Debra Daniels, Superintendent/President  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Request for Approval

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**Board Meeting Date:** May 13, 2020

**Title of Board Item:**

Second Reading and Request for Approval – 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.

**Date:** April 22, 2020  
**Submitted by:** Dr. Debra Daniels, Superintendent/President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** May 13, 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 #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 (CCCAA) 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.

## **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.





## BOARD AGENDA ITEM

Date: April 28, 2020  
Submitted by: Severo M. Balason, Vice President of Student Services  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Request for Approval

A handwritten signature in blue ink, likely belonging to Severo M. Balason.

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Board Meeting Date: May 13, 2020

Title of Board Item:

Adoption of Rules and Regulations Relating to the West Kern Community College District Student Trustee, June 1, 2020 - May 31, 2021

Background:

State law (Education Code 72023.5) requires the board of trustees of each community college district to have at least one non-voting student member to be chosen by the students in a manner determined by the board.

Annually, Districts are required by law to adopt rules related to the responsibilities and privileges of the student trustee.

Terms (if applicable):

June 1, 2020 - May 31, 2021

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved:   
Dr. Debra Daniels, Superintendent/President

# **RULES AND REGULATIONS RELATING TO THE WEST KERN COMMUNITY COLLEGE DISTRICT STUDENT TRUSTEE**

**June 1, 2020 – May 31, 2021**

These rules and regulations were revised on September 10, 2015 and are required by Ed Code to be adopted by June 1 of each year.

## **1. Qualifications**

The student trustee shall

- a) Be a resident of California at the time of nomination
- b) Be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service.
- c) Maintain a cumulative grade point average of 2.5

## **2. Term of Office**

One year commencing on June 1<sup>st</sup> and ending on May 31<sup>st</sup>

## **3. Scope of Responsibility**

- a) A student member shall be seated with the Board and shall be recognized as a full member of the Board at the meetings.
- b) The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for close session).
- c) The student member shall be entitled to any mileage allowance necessary to attend board meeting to the same extent as publicly elected trustees.

## **4. Privileges**

On or before May 15<sup>th</sup> of each year, the Board shall consider whether to afford the student member any of the following privileges:

- a) The privilege to make and second motions;
- b) The privilege to serve a term commencing on June 1<sup>st</sup>;
- c) The privilege to cast an advisory vote, although the vote shall not be included in determining vote required to carry any measure before the board.

## **5. Compensation**

The student trustee is not entitled to compensation as prescribed by Section 72024.

Adopted \_\_\_\_\_

References: Ed Code Section 72023.5

Constitution Associated Students of Taft College

## BOARD AGENDA ITEM

**Date:** May 4, 2020  
**Submitted by:** Norberto Lopez Jr., Curriculum Technician  
**Area Administrator:** Dr. Leslie Minor, Vice President of Instruction  
**Subject:** Request for Approval

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**Board Meeting Date:** May 13, 2020

**Title of Board Item:**

New Courses

**Background:**

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

**Learning Support Division**

LIBR 1548 was created as a new course, after revision from INCO 1048. The new course is now updated and has moved from a non-transferable course (1000 level) to transferable (1500 level).

1. LIBR 1548 Introduction to Library Research

**Social Science Division**

Taft College and California State University Bakersfield have discussed best plans for students transferring into the Psychology major, and have created a course entitled "Psychology as a Profession" to improve student success in this major. CSUB will accept this course as a requirement in the major.

1. PSYC 1520 Psychology as a Profession

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

None

Approved:   
Dr. Debra Daniels, Superintendent/President

**Date:** May 4, 2020  
**Submitted by:** Norberto Lopez Jr., Curriculum Technician  
**Area Administrator:** Dr. Leslie Minor, Vice President of Instruction  
**Subject:** Request for Approval

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**Board Meeting Date:** May 13, 2020

**Title of Board Item:**

Course Revisions

**Background:**

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

**Math & Science Division**

The Math and Science Division has revised the following courses as part of the five-year review cycle:

1. BIOL 2250 Human Anatomy
2. BIOL 2257 Human Physiology with Lab
3. CHEM 2212 General Chemistry and
4. GEOG 1520 Cultural Geography
5. MATH 0230 Basic Mathematics
6. MATH 0240 Pre-algebra
7. MATH 1050 Elementary Algebra
8. MATH 1060 Intermediate Algebra
9. MATH 1500 Math for a Modern Society – A Liberal Arts Course

**Liberal Arts Division**

The Liberal Arts Division has revised the following courses as part of the five-year review cycle:

1. ARTH 1500 Art Appreciation
2. SPAN 2001 Intermediate Spanish III
3. SPAN 2002 Intermediate Spanish IV

**Applied Technologies Division**

The Applied Technologies Division has revised the following courses as part of the five-year review cycle:

1. BUSN 1500 Introduction Qualitative Analysis to Business
2. COSC 1532 Basic Internet Skills and Concepts
3. COSC 1603 Introduction to Word Processing - Microsoft Word
4. COSC 1703 Introduction to Spreadsheets - Microsoft Excel
5. COSC 1812 Introduction to Presentation Graphics - Microsoft PowerPoint
6. COSC 1902 Introduction to Databases - Microsoft Access
7. COSC 2020 Introduction to Computer Information Systems
8. MGMT 1500 Introduction to Human Resources Management
9. MGMT 1505 Principles of Supervision

**Learning Support Division**

The Learning Support Division has revised the following course as part of the five-year review cycle:

1. LRSK 0250 Improving Study Skill Strategies

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

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



Dr. Debra Daniels, Superintendent/President

**Date:** May 4, 2020  
**Submitted by:** Norberto Lopez Jr., Curriculum Technician  
**Area Administrator:** Dr. Leslie Minor, Vice President of Instruction  
**Subject:** Request for Approval

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**Board Meeting Date:** May 13, 2020

**Title of Board Item:**

Course Inactivation

**Background:**

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

**Social Science Division**

The Social Science Division has moved to inactivate this course due to lack of student interest and difficulty finding an instructor with specialized POST training. This request was reviewed and approved by the Curriculum and General Education Committee:

1. CJA 1058 Firearms Training

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

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

  
Dr. Debra Daniels, Superintendent/President





## BOARD AGENDA ITEM

**Date:** May 4, 2020  
**Submitted by:** Norberto Lopez Jr., Curriculum Technician  
**Area Administrator:** Dr. Leslie Minor, Vice President of Instruction  
**Subject:** Request for Approval

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**Board Meeting Date:** May 13, 2020

**Title of Board Item:**

Request for Distance Learning Approval

**Background:**

The following divisions have submitted distance learning requests for the courses below. The Distance Learning Committee, as well as the Curriculum and General Education Committee approved the request.

**Science and Math Division**

Offering these courses in one or more modalities will increase enrollment, accessibility, and provide flexibility, which will benefit more students.

1. MATH 0230 Basic Mathematics
2. MATH 0240 Pre-algebra
3. MATH 1050 Elementary Algebra
4. MATH 1060 Intermediate Algebra
5. MATH 1500 Math for a Modern Society – A Liberal Arts Course

**Liberal Arts Division**

Offering this course in one or more modalities will increase enrollment, accessibility, and provide flexibility, which will benefit more students.

1. SPAN 2001 Intermediate Spanish III

**Applied Technologies Division**

Offering this course in one or more modalities will increase enrollment, accessibility, and provide flexibility, which will benefit more students.

1. BUSN 2280 Entrepreneurship




Learning Support Division

Offering this course in one or more modalities will increase enrollment, accessibility, and provide flexibility, which will benefit more students.

1. LIBR 1548 Introduction to Library Research

Fiscal Impact Including Source of Funds (if applicable):

None

Approved:   
Dr. Debra Daniels, Superintendent/President



## BOARD AGENDA ITEM

**Date:** April 30, 2020  
**Submitted by:** Amanda Bauer, Executive Director of Fiscal Services  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Information Item

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**Board Meeting Date:** May 13<sup>th</sup>, 2020

**Title of Board Item:** CCFS-311Q for the 3<sup>rd</sup> quarter ending March 31, 2020.

**Background:**

Title 5 of the California Code of Regulation, Section 58310 requires the chief executive officer or another designee of the governing board to regularly report in detail to the governing board of the district the district's financial condition and shall submit reports showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board at least once every three months. The certified report shall be reviewed by the district governing board at a regularly scheduled meeting and entered into the minutes of the meeting.

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

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

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

Attached is a copy of the West Kern Community College District's California Community Colleges Chancellor's Office Financial Status Report (CCFS-311Q) for the quarter ended March 31, 2020. This report will be submitted to the Taft College Board of Trustees for their review at the regularly scheduled board meeting on May 13<sup>th</sup>, 2020.

This report represents the third quarter of the 2019-2020 fiscal year. Total General Fund unrestricted revenues received to date were \$22,869,247 or 79.89% of the projected levels for the current fiscal year. General Fund unrestricted expenditures were \$19,301,351 or 67.42% of the budgeted projections. The net effect year to date was \$3,567,896.

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

**Quarterly Financial Status Report, CCFS-311Q**  
**ENTER OR EDIT CURRENT DATA**

**2019-2020 Q3 Closed For Edits.**

CHANGE THE PERIOD

Fiscal Year: 2019-2020

Quarter Ended: (Q3) Mar 31, 2020

District: (690) WEST KERN

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
Closed for edits after May 17, 2020					
<b>A.</b>	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	28,580,711	28,626,967	22,869,247	28,626,967
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	28,580,711	28,626,967	22,869,247	28,626,967
<b>B.</b>	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	28,053,656	28,126,967	18,809,735	28,126,967
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	527,055	500,000	491,616	500,000
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	28,580,711	28,626,967	19,301,351	28,626,967
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	0	0	3,567,896	0
<b>D.</b>	<b>Fund Balance, Beginning</b>	7,492,125	7,492,125	7,492,125	7,492,125
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	7,492,125	7,492,125	7,492,125	7,492,125
<b>E.</b>	<b>Fund Balance, Ending (C. + D.2)</b>	7,492,125	7,492,125	11,060,021	7,492,125
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	26.2%	26.2%	57.3%	26.2%

SAVE EDITS >>>

**II. Annualized Attendance FTES:** This data is being captured in CCFS-320 and is no longer required here.

G.1	Annualized FTES (excluding apprentice and non-resident)				
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Amount as of the Specified Quarter Ended

**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

H.1	Cash, excluding borrowed funds	7,936,211
H.2	Cash, borrowed funds only	0
H.3	<b>Total Cash (H.1+ H.2)</b>	7,936,211

**IV. Has the district settled any employee contracts during this quarter? For first quarter reporting, has the district settled any employee contracts during the fourth quarter of the prior fiscal year or during the first quarter of the current year?**

Yes No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management		Academic		Classified	
	Permanent	Temporary	Permanent	Temporary		
YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>						
Year 1:						
Year 2:						
Year 3:						
<b>b. BENEFITS:</b>						
Year 1:						
Year 2:						
Year 3:						

\* As specified in Collective Bargaining Agreement or other Employment Contract

SAVE EDITS >>>

**c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code**

**Date:** April 17, 2020

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

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

**Subject:** Request for Approval

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**Board Meeting Date:** May 13, 2020

**Title of Board Item:**  
Four-Day Summer Workweek Policy

**Background:**  
The District would like to continue its practice to implement a ten hour – four day summer workweek policy for all District faculty and staff in departments that are able to participate. This schedule would be effective from date of campus reopening through Thursday, August 13, 2020. The attached policy outlines the details of the change in the Districtwide work schedules during this time period. The attached policy also serves as a qualified alternative work schedule under the Classified Bargaining Agreement and under the Education Code. Any classified employees working the ten hour – four day work schedule will not incur overtime for the standard overtime work schedule during this time period.

**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



## Four-Day Summer Workweek Policy\*

(Campus Reopening - August 13, 2020)

The four-day workweek will begin as of the date of campus reopening and end August 13, 2020. All departments on the four-day week will remain open Monday through Thursday from 7:00 a.m. to 5:00 p.m. continuously during that period. The following procedures will remain in effect for this time period:

1. A 30-minute ON CAMPUS lunch break will be part of the 10-hour working day unless arrangements are made with the appropriate Supervising Administrator. The Supervising Administrator shall notify the Superintendent/ President of such arrangements.
  - a. A classified employee will be paid for a 10 hour work day, which includes a 30-minute ON CAMPUS lunch break. If a classified employee receives approval to take an OFF CAMPUS lunch break, this off campus lunch break would need to be taken in addition to the 10 hour ON CAMPUS work day.
2. It shall be the responsibility of the Supervising Administrator for the implementation of the 40-hour work time of all employees in their areas.
3. Any loss of time by employees will be deducted from the appropriate paid leave category.
4. Any excused time must have prior approval from the appropriate Supervising Administrator.
5. Personnel whose work assignment is less than 40 hours, or time assigned other than 7:00 a.m. to 5:00 p.m. are to arrange their schedule with the appropriate Supervising Administrator.
6. Those departments whose work schedule is better met by remaining on the 5-day week may do so with approval from the President.

Approved by the Board of Trustees: \_\_\_\_\_

\*Dates subject to change to be consistent with the 2020/21 Academic Calendar and any related operating restriction due to Covid-19.

**Taft College Check Register Report**

**01-April-20 through 30-April-20**

**FY 19-20**

78047354	04/01/2020	A002000164Imprint	I0061669	19635900	31000	423	4310	69100	180.79
					31000	423	5940	69100	80.98
78047355	04/01/2020	A00200017A.P.I. Plumbing	I0061698	17133	11000	431	5631	65100	625.00
78047356	04/01/2020	A00200063Austin's Pest Control, Inc.	I0061695	FEB '20	12560	223	5860	09565	55.00
78047357	04/01/2020	A00200064B & B Surplus	I0061690	39094	12560	223	4311	09565	87.95
78047358	04/01/2020	A00290343Bauer, Amanda M.	I0061682	032820	11000	421	4318	67200	40.78
78047359	04/01/2020	A00272600Beard Family Trust	I0061660	APR 20	12560	223	5610	09565	3,500.00
78047360	04/01/2020	A00200107Bright House Networks	I0061653	031920	31000	423	5840	69100	134.97
78047361	04/01/2020	A00200109Brown & Reich Petroleum, Inc	I0061665	12922	39000	314	4316	64991	193.39
78047362	04/01/2020	A00216745Bunk, Gary A.	I0061701	030520	12560	223	4311	09565	51.90
78047363	04/01/2020	A00200119C.A. Reding Company, Inc.	I0061649	548236	11000	113	4318	00000	70.29
78047364	04/01/2020	A00200161CDW-G	I0061630	XDX0363	11000	113	4312	67801	85.80
			I0061631	XDN9046	11000	209	4310	17018	84.17
78047365	04/01/2020	A00201051Central Sanitary Supply	I0061704	1052233	11000	431	4310	65300	2,912.69
			I0061705	1052244	35000	360	4310	67701	205.92
78047366	04/01/2020	A00200181City of Taft	I0061670	04-01-20	31000	423	5850	69100	96.81
78047367	04/01/2020	A00200181City of Taft	I0061676	04.01.20	39000	314	5850	64991	485.99
78047368	04/01/2020	A00296558Clubessential LLC	I0061684	SI-33960	12582	301	5645	67800	3,450.00
78047369	04/01/2020	A00280761County of Kern Public Works	I0061685	030820	11000	431	5850	65500	32.20
78047370	04/01/2020	A00289075Cranium Cafe, LLC	I0061639	1237	12582	301	5642	67800	6,336.00
78047371	04/01/2020	A00200225Darling International (Fresn	I0061697	10964444	32000	422	5850	69400	75.00
78047372	04/01/2020	A00200228Dave's Glass Shop	I0061706	9436	11000	432	5632	67703	55.00
78047373	04/01/2020	A00200307Farmer Bros. Company	I0061679	69956190	32000	422	4410	69400	47.93
78047374	04/01/2020	A00202335Fastenal Industrial & Constr	I0061709	CATAF460	11000	431	4310	65300	282.88
78047375	04/01/2020	A00200308Federal Express Corporation	I0061654	6-963-22	11000	401	5940	67705	30.36
78047376	04/01/2020	A00200323Flinn Scientific, Inc.	I0061663	2462618	11000	209	4311	19051	875.66
78047377	04/01/2020	A00280401Flowers Baking Co of Henders	I0061658	20711450	32000	422	4410	69400	32.70
78047378	04/01/2020	A00200645Hardy Diagnostics	I0061632	2280396	11000	209	4311	04012	59.42
			I0061661	2277411	11000	209	4311	04012	321.18
			I0061699	2283380	11000	209	4311	04012	76.09
78047379	04/01/2020	A00200655Henry Schein, Inc.	I0061673	74769490	11000	205	4311	12042	302.23
			I0061674	74770195	12651	205	4311	12042	773.97
			I0061675	75057053	12650	205	6412	12042	1,067.14
78047380	04/01/2020	A00302718Husch Blackwell LLP	I0061644	2827670	12582	301	5645	67800	6,000.00
78047381	04/01/2020	A00288606Involvio, LLC	I0061643	INV-1017	12563	319	5641	64900	12,700.00
78047382	04/01/2020	A00200680J & L Locksmithing	I0061635	016120	11000	421	4312	67200	321.75
					39000	314	4310	64991	19.31
					35819	357	4310	69700	19.31
					35819	357	5632	69700	67.00
78047383	04/01/2020	A00279376Johnston, Austin C.	I0061628	A1313	39000	314	5990	64991	20.00
78047384	04/01/2020	A00200806Kern Gardening Service	I0061689	30648	12560	223	5633	09565	200.00
			I0061696	30558	12560	223	5633	09565	200.00
78047385	04/01/2020	A00300405Markovits, Aaron	I0061647	030520	39000	314	4310	64991	37.10
			I0061648	030820	39000	314	4310	64991	44.36
78047386	04/01/2020	A00266215Monoprice Inc.	I0061638	19892678	12060	113	6415	67801	94.67
78047387	04/01/2020	A00200502Orange Belt Stages	I0061681	121685	11000	352	5750	69610	1,250.00
78047388	04/01/2020	A00200505OT Cookhouse & Saloon	I0061707	D-50-TCP	12560	223	5516	60103	1,000.00
78047389	04/01/2020	A00288637Otis Elevator Company	I0061708	SJB05744	11000	431	5641	65100	649.92
78047390	04/01/2020	A00200508P. G. & E.	I0061652	031520	31000	423	5830	69100	8.12
					31000	423	5820	69100	492.16
78047391	04/01/2020	A00200516Patterson Dental Supply, Inc	I0061667	30037694	11000	205	4311	12042	438.36

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78047392	04/01/2020	A00270674	Public Agency Law Group	I0061646	031520	11000	401	5430	67200	1,050.60
						42350	000	5430	71003	648.90
78047393	04/01/2020	A00292796	Safe 1 Credit Union	I0061651	43770313	31000	423	5910	69100	18.58
78047394	04/01/2020	A00202968	San Joaquin Chemicals, Inc.	I0061688	130738	11000	431	5641	65100	1,175.00
78047395	04/01/2020	A00234793	Southwest Signs	I0061641	23981	31000	423	4310	69100	1,400.00
78047396	04/01/2020	A00200393	Sparkletts	I0061640	031320	31000	423	4321	69100	33.42
78047397	04/01/2020	A00200393	Sparkletts	I0061645	03/05/20	11000	301	5810	64500	151.08
78047398	04/01/2020	A00200393	Sparkletts	I0061650	03-05-20	11000	113	4310	67801	58.60
78047399	04/01/2020	A00200393	Sparkletts	I0061672	03.05.20	11000	205	5641	12042	161.48
78047400	04/01/2020	A00200393	Sparkletts	I0061693	022820	11000	223	4410	60103	30.99
78047401	04/01/2020	A00237176	SSD Systems	I0061629	R-001761	11000	205	5641	12042	117.75
						11000	113	5641	67801	605.10
				I0061671	R-001789	31000	423	5880	69100	59.34
78047402	04/01/2020	A00200400	Stinson's	I0061637	923568-0	11000	302	4318	64500	0.01
						11000	302	4318	64500	131.10
78047403	04/01/2020	A00200417	Sysco Food Service of Ventur	I0061668	27913648	32000	422	4410	69400	4,082.06
						32000	422	4411	69400	2,110.60
						32000	422	4411	69400	118.56
						32000	422	5940	69400	4.70
				I0061692	27913802	32000	422	4410	69400	0.01
						32000	422	4411	69400	0.01
						32000	422	4411	69400	698.11
						32000	422	5940	69400	68.33
78047404	04/01/2020	A00200423	Taft City School District	I0061687	20-095	39000	314	5632	64991	172.50
						39000	314	4310	64991	1,585.05
						11000	432	4316	67703	98.50
						11000	432	4312	67703	2,451.40
						11000	432	5850	67703	10.00
						11000	432	5632	67703	310.50
78047405	04/01/2020	A00200425	Taft College	I0061666	020320	31000	423	7130	69100	2,190.00
78047406	04/01/2020	A00200425	Taft College	I0061678	030920	31000	423	7130	69100	270.00
78047407	04/01/2020	A00200425	Taft College	I0061680	021020	31000	423	7130	69100	840.00
78047408	04/01/2020	A00259618	Taft College ASB General	I0061657	031320	11000	352	5750	69617	3,338.20
						11000	352	5750	69613	2,994.93
						11000	352	5210	69613	330.00
						11000	352	5750	69612	3,864.44
						11000	352	5210	69612	330.00
						11000	352	5750	69615	3,361.40
						11000	352	5210	69615	345.00
						11000	352	5750	69616	5,738.28
						11000	352	5210	69616	220.00
				I0061664	031720	11000	000	7211	00000	132.00
78047409	04/01/2020	A00200862	Taft College Bookstore	I0061633	3081	11000	207	4310	49999	19.55
78047410	04/01/2020	A00200862	Taft College Bookstore	I0061659	5902	11000	223	4310	60103	6.27
78047411	04/01/2020	A00200862	Taft College Bookstore	I0061677	6080	12573	353	7604	73200	19.55
78047412	04/01/2020	A00312691	TC State Financial Aid Clear	I0061686	031720	12573	353	7601	73200	270.00
78047413	04/01/2020	A00316497	Terry Bedford Concrete Const	I0061683	8448-01	11000	431	5633	65500	5,840.00
78047414	04/01/2020	A00200282	True Value Home Center	I0061636	423275	11000	431	4310	65100	275.68
						11000	431	4310	65300	2.99
						11000	431	4312	65500	26.29
						11000	431	4312	65500	66.46



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78047415	04/01/2020	A00255644	U.S. Bank Equipment Finance	I0061655	40941306	35827	357	4310	69700	136.83
						12560	223	5612	60103	243.25
						11000	205	5612	12042	243.25
						12201	203	5612	61200	243.25
						12201	203	5612	61200	243.25
						12201	203	5612	61200	243.25
						11000	301	5612	64500	121.62
						12000	318	5612	64800	121.62
						11000	113	5612	67801	243.25
						11000	431	5612	65100	243.25
						33428	310	5612	69200	36.49
						33528	310	5612	69200	36.49
						33588	310	5612	69200	170.27
						11000	207	5612	49999	243.25
						11000	202	5612	60100	243.25
						11000	110	5612	66003	81.08
						11000	202	5612	60100	81.08
						11000	114	5612	66005	81.08
						11000	202	5612	60100	243.25
						11000	421	5612	67200	109.45
						11000	401	5612	67200	24.32
						11000	411	5612	67300	109.44
						39000	314	5612	64991	243.25
						12551	353	5612	64600	60.81
						11000	301	5612	64500	60.81
						11000	302	5612	63100	60.81
						11000	358	5612	62100	60.81
						11000	421	5612	67200	243.25
						11000	401	5612	67200	243.25
						11000	401	5612	67200	243.25
						31000	423	5612	69100	243.25
						31000	423	5612	69100	153.59
						12495	319	5612	61900	55.75
78047416	04/01/2020	A00200284	U.S. Foods	I0061691	4067488	32000	422	4410	69400	1,716.40
						32000	422	4411	69400	130.30
78047417	04/01/2020	A00202272	VWR International	I0061642	80892322	11000	209	4311	04011	163.77
				I0061662	80893752	11000	209	4311	19051	148.98
78047418	04/01/2020	A00294733	West Kern Adult Education Ne	I0061703	03262020	12603	125	7410	73100	69,386.00
78047419	04/01/2020	A00200355	West Kern Water District	I0061694	021920	12560	223	5810	09565	68.00
78047420	04/01/2020	A00200356	West Side Recreation & Park	I0061634	272020-1	11000	212	4310	61100	32.18
78047421	04/01/2020	A00275443	WestAir Gases & Equipment In	I0061656	80297969	11000	352	4310	69610	36.52
				I0061700	80297971	12560	223	4311	09565	323.84
78047422	04/01/2020	A00308504	Wright Express FSC	I0061702	64494086	11000	432	4316	67703	1,231.11
78047423	04/02/2020	A00307639	Acosta, Genesis	S0049203		11000		9526		104.90
78047424	04/02/2020	A00298617	Barcelona, Madison M.	S0049202		11000		9526		1,323.32
78047425	04/02/2020	A00303785	Bartolomei, Drew C.	S0049201		11000		9526		2.00
78047426	04/02/2020	A00300204	Brear, Lachlan R.	S0049147		11000		9526		1,429.72
78047427	04/02/2020	A00295160	Callan, Moriah C.	S0049148		11000		9526		1,527.90
78047428	04/02/2020	A00308759	Carter, Darrell D.	S0049149		11000		9526		1,429.72
78047429	04/02/2020	A00305367	Carvajal, Samantha	S0049150		11000		9526		1,259.90
78047430	04/02/2020	A00306948	Casas, Vanessa	S0049151		11000		9526		1,527.90

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78047431	04/02/2020	A00300526Cortez, Nikolas A.	S0049152	11000	9526	454.72			
78047432	04/02/2020	A00259691Crane, Amber 'Alex' D.	S0049153	11000	9526	92.00			
78047433	04/02/2020	A00297960Cruz, Aileen G.	S0049154	11000	9526	1,315.76			
78047434	04/02/2020	A00309583Deverill, Brody M.	S0049155	11000	9526	1,429.72			
78047435	04/02/2020	A00309907Dorrance, Tyren T.	S0049156	11000	9526	1,429.72			
78047436	04/02/2020	A00308829Dunn, Ayanna L.	S0049157	11000	9526	50.00			
78047437	04/02/2020	A00301912Eldred, Jordan B.	S0049158	11000	9526	484.72			
78047438	04/02/2020	A00311662Fish, Cameron J.	S0049159	11000	9526	1,429.72			
78047439	04/02/2020	A00304673Furukawa, Devan S.	S0049160	11000	9526	164.11			
78047440	04/02/2020	A00296806Gandara, Uriel	S0049161	11000	9526	1,527.90			
78047441	04/02/2020	A00310088Garcia Cruz, Juliet	S0049162	11000	9526	1,527.90			
78047442	04/02/2020	A00309342Girard, Colton G.	S0049163	11000	9526	1,429.72			
78047443	04/02/2020	A00307045Gomez Parra, Salvador	S0049164	11000	9526	1,429.72			
78047444	04/02/2020	A00307575Hankins, Myron R.	S0049165	11000	9526	1,527.90			
78047445	04/02/2020	A00300095Hartnett, Lydia C.	S0049166	11000	9526	322.00			
78047446	04/02/2020	A00308476Hernandez, Joseph C.	S0049167	11000	9526	1,429.72			
78047447	04/02/2020	A00309278Holmes, Damien P.	S0049168	11000	9526	100.72			
78047448	04/02/2020	A00294402Keith, Cody K.	S0049169	11000	9526	2.00			
78047449	04/02/2020	A00288061Lucas, Estefania C.	S0049170	11000	9526	1,527.90			
78047450	04/02/2020	A00302481Martin Gonzalez, Sara	S0049204	11000	9526	1,527.90			
78047451	04/02/2020	A00307586Mcafee, Joshua C.	S0049172	11000	9526	41.99			
78047452	04/02/2020	A00313283Mendez, Norma C.	S0049173	11000	9526	1,527.90			
78047453	04/02/2020	A00306807Meza, Joel E.	S0049174	11000	9526	1,527.90			
78047454	04/02/2020	A00307557Mireles, Isaias	S0049175	11000	9526	120.90			
78047455	04/02/2020	A00283198Montoya, Irving A.	S0049176	11000	9526	1,302.44			
78047456	04/02/2020	A00295074Morris, Breana J.	S0049177	11000	9526	1,527.90			
78047457	04/02/2020	A00309617Munger, Benjamin D.	S0049178	11000	9526	1,429.72			
78047458	04/02/2020	A00308066Niutupuivaha, Janae T.	S0049179	11000	9526	200.74			
78047459	04/02/2020	A00308106Nkwonta, Marycynthia O.	S0049180	11000	9526	1,527.90			
78047460	04/02/2020	A00310556Parra, Andres	S0049181	11000	9526	19.72			
78047461	04/02/2020	A00307862Passmore, Luke A.	S0049182	11000	9526	1,429.72			
78047462	04/02/2020	A00309344Pau-De Santos, Lauren K.	S0049183	11000	9526	1,527.90			
78047463	04/02/2020	A00297760Phumphrey, Anaeja D.	S0049184	11000	9526	1,519.95			
78047464	04/02/2020	A00307743Ramirez, Elvia	S0049185	11000	9526	1,527.90			
78047465	04/02/2020	A00309621Rein, Nicholas A.	S0049186	11000	9526	1,429.72			
78047466	04/02/2020	A00307891Rico, Jose A.	S0049187	11000	9526	1,527.90			
78047467	04/02/2020	A00291628Rodriguez, Juan C.	S0049188	11000	9526	168.72			
78047468	04/02/2020	A00313186Samaniego, Juacim-Bruno C.	S0049189	11000	9526	225.72			
78047469	04/02/2020	A00304175Scott, Shannon E.	S0049190	11000	9526	1,527.90			
78047470	04/02/2020	A00294604Selleck, Michael S.	S0049191	11000	9526	1,429.72			
78047471	04/02/2020	A00309506Slawter, Alyson E.	S0049192	11000	9526	109.90			
78047472	04/02/2020	A00308488Steen, Josiah	S0049193	11000	9526	783.22			
78047473	04/02/2020	A00298507Valentin, Jaime A.	S0049194	11000	9526	120.53			
78047474	04/02/2020	A00304862Vazquez, Joshua J.	S0049195	11000	9526	95.72			
78047475	04/02/2020	A00308843Vazquez, Marc A.	S0049196	11000	9526	1,527.90			
78047476	04/02/2020	A00297731Walker, Daijahnae R.	S0049197	11000	9526	1,527.90			
78047477	04/02/2020	A00310479Washburn, Samantha A.	S0049198	11000	9526	1,420.90			
78047478	04/02/2020	A00301274Wilson, Brady A.	S0049199	11000	9526	1,429.72			
78047479	04/02/2020	A00312927Yamazaki, Genta	S0049200	11000	9526	1,429.72			
78047480	04/02/2020	A00305515Zavala, Krystal	S0049171	11000	9526	63.65			
78047481	04/09/2020	A00306660Advanced Data Storage, Inc.	I0061748	0111035	11000	207	5990	49999	34.50

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78047482	04/09/2020	A00292936Albertson's LLC	I0061745	17769103	32000	422	4410	69400	17.45
			I0061771	17768903	39000	314	4311	64991	105.43
78047483	04/09/2020	A00288646Amazon Web Services, Inc.	I0061774	41609088	11000	113	5644	67801	676.84
78047484	04/09/2020	A00200043American Express	I0061783	11005032	11000	000	7211	00000	6,619.43
78047485	04/09/2020	A00223048AMS.NET	I0061730	0037084	11000	401	5430	67200	1,584.72
78047486	04/09/2020	A00200052AP Architects	I0061747	11677	42350	000	5510	71003	15,614.58
					11000	401	5510	71004	812.50
78047487	04/09/2020	A00202445AT&T Mobility	I0061724	031820	39000	314	5840	64991	208.53
78047488	04/09/2020	A00200063Austin's Pest Control, Inc.	I0061778	MAR 20	39000	314	5860	64991	150.00
78047489	04/09/2020	A00075823Binkley, Everett L.	I0061779	MAY 20	39000	314	5610	64991	1,746.00
78047490	04/09/2020	A00200105Brandco	I0061752	22572	11000	431	4320	65100	11.42
78047491	04/09/2020	A00200107Bright House Networks	I0061761	040220	35819	357	5890	69700	112.02
78047492	04/09/2020	A00200107Bright House Networks	I0061772	040420	12560	223	5645	09565	311.93
78047493	04/09/2020	A00200109Brown & Reich Petroleum, Inc	I0061758	13541	39000	314	4316	64991	37.01
78047494	04/09/2020	A00200112BSK & Associates, Inc.	I0061746	0090190	11000	401	5510	71002	11,713.32
78047495	04/09/2020	A00257716Capitol Public Finance Group	I0061742	2020-179	11000	401	5510	67200	2,925.00
78047496	04/09/2020	A00200161CDW-G	I0061763	XKD0788	11000	431	6415	65100	287.79
78047497	04/09/2020	A00200168Central Valley Occupational	I0061716	00237621	11000	411	5985	67300	165.00
					11000	411	5990	67300	40.00
					33428	310	5985	69200	90.00
					33528	310	5985	69200	90.00
78047498	04/09/2020	A00317397Courtyard Pasadena	I0061776	92262326	12904	223	5710	60103	539.12
78047499	04/09/2020	A00315136Daniel Burke, Marriage and F	I0060775	120219	39000	314	5510	64991	1,260.00
78047500	04/09/2020	A00200238Department of Justice	I0061721	431063	12573	353	5985	64600	81.00
					32000	422	5985	69400	96.00
					12495	319	5985	61900	112.00
					11000	209	5985	04011	64.00
					11000	210	5985	20014	16.00
					11000	202	5985	60100	128.00
					11000	209	5985	17018	32.00
					11000	431	5985	65300	64.00
					11000	210	5985	13052	32.00
					11000	208	5985	15010	32.00
78047501	04/09/2020	A00265229DK&M Property	I0061780	MAY 20	39000	314	5610	64991	3,388.00
78047502	04/09/2020	A00200279Educational Testing Service	I0061727	HS000000	11000	306	4310	49306	290.00
78047503	04/09/2020	A00200311Ferguson Enterprises, Inc.	I0061749	8308403	11000	431	4317	65100	1,186.61
78047504	04/09/2020	A00283264Frontier California Inc.	I0061725	13580322	31000	423	5840	69100	56.30
78047505	04/09/2020	A00283264Frontier California Inc.	I0061765	77000328	11000	431	5840	65700	1,007.12
78047506	04/09/2020	A00283264Frontier California Inc.	I0061766	032820	11000	431	5840	65700	883.63
78047507	04/09/2020	A00234624Garcia Roofing, Inc.	I0061710	789372	12050	431	5631	65100	4,685.00
78047508	04/09/2020	A00200645Hardy Diagnostics	I0061751	2289233	11000	209	4311	04012	185.16
78047509	04/09/2020	A00280910Independent Living Center of	I0061723	5993	39000	314	4310	64991	130.00
78047510	04/09/2020	A00200704Karwoski, John	I0061743	APR 20	42350	000	5510	71002	10,920.00
78047511	04/09/2020	A00200806Kern Gardening Service	I0061744	30741	12560	223	5633	09565	200.00
78047512	04/09/2020	A00258702Martinson, Larry	I0061784	312020.	11000	358	4310	62100	8,733.75
78047513	04/09/2020	A00200795NASFAA	I0061722	80266-20	12000	353	5210	64600	1,723.00
78047514	04/09/2020	A00308503Newton Software, Inc.	I0061713	INV00024	12571	411	5985	67300	333.00
78047515	04/09/2020	A00271462OCLC, Inc.	I0061773	10000168	12477	203	5643	61200	613.30
78047516	04/09/2020	A00200498Office Depot	I0061718	44163547	11000	411	4310	67300	85.37
			I0061731	46300182	11000	209	4313	17016	153.37
78047516	04/09/2020	A00200498Office Depot	I0061732	46131304	11000	224	4311	60200	363.22

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			I0061733	46126572	11000	224	4310	60200	629.65
			I0061734	45884261	11000	205	4310	12042	170.30
			I0061735	46062939	11000	210	4310	20014	62.99
			I0061736	46059855	11000	353	4310	64600	129.63
			I0061737	46054715	11000	401	4310	67200	58.28
			I0061738	45815344	11000	210	4310	13052	36.63
			I0061739	45805747	12562	223	4311	60103	50.19
			I0061740	45802146	11000	431	4310	65100	90.35
			I0061741	45725419	11000	209	4310	04013	59.06
78047517	04/09/2020	A00200508P. G. & E.	I0061764	040120	11000	431	5830	65700	15,017.51
78047518	04/09/2020	A00300816Palomar Community College Di	I0061777	0001238	12904	223	5710	60103	325.00
78047519	04/09/2020	A00317367Quadient Leasing USA, Inc.	I0061719	N8201300	11000	411	5950	67300	1,063.62
78047520	04/09/2020	A00200491SISC I	I0061717	20170243	11000	113	2180	67800	5,303.40
78047521	04/09/2020	A00200393Sparkletts	I0061714	032620	11000	209	4310	49999	70.88
78047522	04/09/2020	A00200393Sparkletts	I0061726	031920	11000	306	4310	49306	63.89
78047523	04/09/2020	A00200393Sparkletts	I0061729	032720	11000	223	4410	60103	51.41
78047524	04/09/2020	A00237176SSD Systems	I0061770	R-001740	33428	310	5880	69200	50.46
78047524	04/09/2020	A00237176SSD Systems	I0061770	R-001740	33528	310	5880	69200	50.46
					33588	310	5880	69200	50.46
78047525	04/09/2020	A00200400Stinson's	I0061754	926206-0	11000	209	4318	04011	115.21
			I0061756	923568-2	11000	302	4318	64500	140.06
			I0061757	920281-3	12000	311	4318	64200	0.01
					12000	311	4318	64200	0.01
					12000	311	4318	64200	0.01
					12000	311	4318	64200	131.08
78047526	04/09/2020	A00200417Sysco Food Service of Ventur	I0061767	27912361	33429	310	4410	69250	2,483.22
78047527	04/09/2020	A00200421Tacony Corporation	I0060798	872863	11000	431	6412	65300	576.84
78047528	04/09/2020	A00200423Taft City School District	I0061712	20-111	11000	432	4312	67703	127.82
					11000	432	5632	67703	138.00
					35827	357	4310	69700	133.66
					35827	357	5632	69700	172.50
78047529	04/09/2020	A00256341Terminix	I0061755	39532141	33428	310	5860	69200	153.66
					33528	310	5860	69200	153.67
					33588	310	5860	69200	153.67
			I0061769	39446349	33428	310	5860	69200	153.66
					33528	310	5860	69200	153.67
78047529	04/09/2020	A00256341Terminix	I0061769	39446349	33588	310	5860	69200	153.67
78047530	04/09/2020	A00309285The Home Depot Pro	I0061711	53970165	11000	431	4310	65100	341.91
78047531	04/09/2020	A00302722Time Warner Cable	I0061759	040120	35819	357	5890	69700	820.00
					35814	357	5890	69700	894.02
78047532	04/09/2020	A00302722Time Warner Cable	I0061760	04/01/20	35827	357	5890	69700	1,052.60
78047533	04/09/2020	A00313898TimeClock Plus, LLC	I0061715	532726	11000	411	5641	67300	720.00
78047534	04/09/2020	A00200284U.S. Foods	I0061768	3809518	33429	310	4410	69250	1,917.37
78047535	04/09/2020	A00200338Verizon Wireless	I0061753	98512790	11000	113	5840	67801	76.02
					12551	353	6415	64600	38.01
78047536	04/09/2020	A00200338Verizon Wireless	I0061775	98512819	11000	431	5840	65100	81.99
78047537	04/09/2020	A00200433Vibul Tangpraphaphorn, M.D.	I0061720	030420	39000	314	5980	64991	99.00
					11000	352	5980	69610	99.00
					11000	411	5985	67300	80.00
78047538	04/09/2020	A00271491Watkins, Sherrie D.	I0061782	MAY 20	39000	314	5610	64991	1,310.00
78047539	04/09/2020	A00201081Westside Waste Management Co	I0061728	03U00021	39000	314	5850	64991	97.53

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78047539	04/09/2020	A00201081Westside Waste Management Co	I0061762	03X00366	11000	431	5850	65100	170.38
78047540	04/09/2020	A00073955White, Brian L.	I0061781	MAY 20	39000	314	5610	64991	1,400.00
78047541	04/09/2020	A00308077Zimmermann, Stacie L.	S0049146		11000		9526		125.00
78047542	04/28/2020	A00200017A.P.I. Plumbing	I0061817	16364	11000	431	4310	65100	42.90
					11000	431	4310	65500	512.55
78047543	04/28/2020	A00243588AARP Health Care Options	I0061794	MAY 20	11000	412	3350	59100	15,069.45
78047544	04/28/2020	A00223048AMS.NET	I0061829	0037197	11000	113	5510	67801	4,600.00
78047545	04/28/2020	A00272600Beard Family Trust	I0061825	MAY 20	12560	223	5610	09565	3,500.00
78047546	04/28/2020	A00200105Brandco	I0060810	22334	11000	431	4320	65100	9.65
78047547	04/28/2020	A00200107Bright House Networks	I0061809	041920	31000	423	5840	69100	134.97
78047548	04/28/2020	A00200107Bright House Networks	I0061810	031820	39000	314	5840	64991	94.98
78047549	04/28/2020	A00200107Bright House Networks	I0061811	03/18/20	39000	314	5840	64991	63.00
78047550	04/28/2020	A00200107Bright House Networks	I0061812	040720	39000	314	5840	64991	74.99
78047551	04/28/2020	A00200107Bright House Networks	I0061813	04/07/20	39000	314	5840	64991	74.99
78047552	04/28/2020	A00200107Bright House Networks	I0061814	04-07-20	39000	314	5840	64991	74.99
78047553	04/28/2020	A00200107Bright House Networks	I0061815	040620	39000	314	5810	64991	74.98
78047554	04/28/2020	A00200109Brown & Reich Petroleum, Inc	I0061789	13540	11000	431	4316	65500	5.76
					11000	432	4316	65300	8.06
					11000	432	4316	65500	23.04
					11000	432	4316	67703	34.57
					11000	432	4316	65100	23.04
			I0061791	13227	11000	431	4316	65500	9.20
					11000	432	4316	65300	12.88
					11000	432	4316	65500	36.79
					11000	432	4316	67703	55.20
					11000	432	4316	65100	36.79
			I0061798	12921	11000	431	4316	65500	15.00
					11000	432	4316	65300	21.00
					11000	432	4316	65500	60.00
					11000	432	4316	67703	89.99
					11000	432	4316	65100	60.00
78047555	04/28/2020	A00200119C.A. Reding Company, Inc.	I0061842	550466	11000	207	5641	49999	122.64
78047556	04/28/2020	A00200161CDW-G	I0061803	XMV2226	11000	113	6415	67801	1,218.13
					11000	113	6415	67801	0.01
					11000	113	6415	67801	53.15
					11000	113	6415	67801	35.92
			I0061804	XNJ6763	11000	210	6415	20011	1,627.32
			I0061837	XKS6335	11000	431	6415	65100	258.79
78047557	04/28/2020	A00201051Central Sanitary Supply	I0061841	1060728	35000	360	4310	67701	45.17
78047558	04/28/2020	A00200181City of Taft	I0061801	04 01 20	12560	223	5850	09565	48.85
78047559	04/28/2020	A00200182City of Taft Police Departme	I0061838	0220WKCC	11000	358	5985	62100	29.00
					11000	354	5985	69600	29.00
					11000	213	5985	10020	29.00
					11000	352	5985	69614	29.00
					12573	353	5985	64600	29.00
					11000	209	5985	09011	29.00
					39000	314	5985	64991	58.00
					12601	309	5985	64992	21.75
					32000	422	5985	69400	7.25
					11000	352	5985	08350	29.00
					11000	209	5985	04011	29.00

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78047560	04/28/2020	A00264649	Convergint Technologies, LLC	I0061826	W867152	12582	301	5880	67800	2,534.90
78047561	04/28/2020	A00200220	Cutrona, Angelo	I0061850	60013294	11999	000	7412	73900	4,200.69
78047562	04/28/2020	A00200235	Cutrona, Myisha J.	I0061849	60013295	11999	000	7412	73900	4,046.05
78047563	04/28/2020	A00200228	Dave's Glass Shop	I0061805	1113	11000	431	5631	65100	975.45
78047564	04/28/2020	A00200238	Department of Justice	I0061839	437138	11000	358	5985	62100	32.00
						11000	354	5985	69600	32.00
						11000	213	5985	10020	32.00
						11000	352	5985	69614	32.00
						12573	353	5985	64600	32.00
						11000	209	5985	09011	49.00
						39000	314	5985	64991	96.00
						12601	309	5985	64992	24.00
						32000	422	5985	69400	8.00
						11000	352	5985	08350	32.00
78047565	04/28/2020	A00200308	Federal Express Corporation	I0061808	6-982-27	11000	401	5940	67705	22.92
78047566	04/28/2020	A00212896	Foundation for California Co	I0061816	1023480	41000	000	5642	67900	4,442.61
78047567	04/28/2020	A00283264	Frontier California Inc.	I0061797	041020	11000	431	5840	65700	47.07
78047568	04/28/2020	A00283264	Frontier California Inc.	I0061830	57030407	11000	431	5840	65700	146.90
78047569	04/28/2020	A00202913	Getty, Shelley M.	I0061828	041420	11000	209	5645	17011	119.88
78047570	04/28/2020	A00200629	Grainger	I0061806	94966565	11000	431	4310	65100	38.65
78047571	04/28/2020	A00200655	Henry Schein, Inc.	I0061819	76001037	11000	205	4311	12042	127.44
78047572	04/28/2020	A00224086	inContact, Inc.	I0061832	6544346	11000	431	5840	65100	195.29
						11000	431	5840	65700	1,580.05
78047573	04/28/2020	A00259082	Lozano Smith, LLP	I0061799	041520	11000	110	5430	66003	5,000.00
78047574	04/28/2020	A00200763	Martinez, Maria	I0061800	041720	11000	209	5645	17013	119.88
78047575	04/28/2020	A00294618	McNeil and Associates, LLC	I0061845	26	11000	110	5510	66003	3,150.00
78047576	04/28/2020	A00271462	OCLC, Inc.	I0061790	10000300	12477	203	5643	61200	4,500.29
78047577	04/28/2020	A00200498	Office Depot	I0061818	47404558	11000	353	4318	64600	368.93
78047578	04/28/2020	A00315956	Orkin Pest Control	I0061786	19538278	11000	431	5860	65100	165.00
78047579	04/28/2020	A00200508	P. G. & E.	I0061792	041520	31000	423	5830	69100	8.66
						31000	423	5820	69100	471.49
78047580	04/28/2020	A00200508	P. G. & E.	I0061795	04/15/20	11000	431	5830	65700	4,979.77
						39000	314	5830	64991	2,420.48
						33428	310	5830	69200	1,149.49
						33528	310	5830	69200	1,149.49
						33588	310	5830	69200	1,149.49
78047581	04/28/2020	A00243211	Quicksilver Software, Inc.	I0061834	6314	11000	209	5643	17018	1,450.00
78047582	04/28/2020	A00280086	Rothgeb, Julie J.	I0061827	MAR 20	11000	223	5710	60103	46.58
78047583	04/28/2020	A00284054	Sorensen, Chad	I0061793	011720	11000	352	4310	69618	1,500.00
						11000	352	4310	69610	175.00
78047584	04/28/2020	A00200393	Sparkletts	I0061821	040220	11000	301	5810	64500	135.82
78047585	04/28/2020	A00200393	Sparkletts	I0061836	04/02/20	11000	113	4310	67801	51.90
78047586	04/28/2020	A00200393	Sparkletts	I0061847	04-02-20	11000	205	5641	12042	222.60
78047587	04/28/2020	A00237176	SSD Systems	I0061807	R-001832	33428	310	5880	69200	26.25
						33528	310	5880	69200	26.25
						33588	310	5880	69200	26.25
78047588	04/28/2020	A00201787	Standard Insurance Company	I0061824	APR 20	11000	411	3410	67300	460.04
						11000	411	3420	67300	1,330.18
78047589	04/28/2020	A00200400	Stinson's	I0061785	921132-0	11000	421	4318	67704	4,053.41
				I0061787	929834-0	11000	224	4318	60200	87.08
						11000	224	4318	60200	309.63

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78047590	04/28/2020	A00200423	Taft City School District	I0061823	20-115	11000	432	4312	65500	829.04
						11000	432	5632	65500	103.50
78047591	04/28/2020	A00200430	Taft Plaza, LLC	I0061835	TAFT.MAY	31000	423	5611	69100	1,907.00
78047592	04/28/2020	A00252942	TC Federal Financial Aid Cle	I0061822	202020	11000	353	7130	64600	14,360.00
78047593	04/28/2020	A00203989	Tipton Cash, Heather M.	I0061840	APR 20	11000	224	4316	60200	89.70
78047594	04/28/2020	A00201977	TouchNet	I0061851	040120	11000	421	5642	67200	42,415.00
78047595	04/28/2020	A00200282	True Value Home Center	I0061844	423024	39000	314	4310	64991	311.28
				I0061846	423438	11000	431	4310	65100	210.56
						11000	431	4310	65500	241.26
						39000	314	4310	64991	128.62
						35827	357	4310	69700	273.83
78047596	04/28/2020	A00255644	U.S. Bank Equipment Finance	I0061848	41183390	12560	223	5612	60103	243.19
						11000	205	5612	12042	243.19
78047596	04/28/2020	A00255644	U.S. Bank Equipment Finance	I0061848	41183390	12201	203	5612	61200	243.19
						12201	203	5612	61200	243.19
						12201	203	5612	61200	243.19
						11000	301	5612	64500	121.60
						12000	318	5612	64800	121.60
						11000	113	5612	67801	243.25
						11000	431	5612	65100	243.19
						33428	310	5612	69200	36.48
						33528	310	5612	69200	36.48
						33588	310	5612	69200	170.23
						11000	207	5612	49999	243.19
						11000	202	5612	60100	243.19
						11000	110	5612	66003	81.06
						11000	202	5612	60100	81.06
						11000	114	5612	66005	81.06
						11000	202	5612	60100	243.19
						11000	421	5612	67200	109.44
						11000	401	5612	67200	24.32
						11000	411	5612	67300	109.44
						39000	314	5612	64991	243.19
						12551	353	5612	64600	60.80
						11000	301	5612	64500	60.80
						11000	302	5612	63100	60.80
						11000	358	5612	62100	60.80
						11000	421	5612	67200	243.19
						11000	401	5612	67200	243.19
						11000	401	5612	67200	243.19
						31000	423	5612	69100	243.19
						31000	423	5612	69100	153.56
						12495	319	5612	61900	55.74
78047597	04/28/2020	A00243587	United Healthcare Insurance	I0061833	APR 20	11000	412	3350	59100	49,478.50
78047598	04/28/2020	A00200293	United Parcel Service	I0061831	00009697	31000	423	5940	67705	563.12
78047599	04/28/2020	A00200338	Verizon Wireless	I0061820	98515805	11000	357	5840	69700	153.78
78047600	04/28/2020	A00260076	Wellspring Info	I0061843	33721	12582	301	4310	67800	6,431.00
78047601	04/28/2020	A00200355	West Kern Water District	I0061796	041320	11000	431	5810	65700	1,328.97
						39000	314	5810	64991	272.20
78047602	04/28/2020	A00201579	Woodward, Jennifer L.	I0061802	042220	11999	000	7412	73900	125.00



BANK TOTAL

554,982.39

# Taft College Purchase Order Activity Report

1-April-2020 through 30-April-2020

FY 19-20

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A	
		NUMBER	NAME	NUMBER	DATE					AMOUNT
ABAUER	04/06/2020	A00200109	Brown & Reich Petroleum, Inc	P0054055	03/02/2020	03/02/2020			\$2,100.00	
	04/08/2020	A00201977	TouchNet	P0054233	04/01/2020	04/01/2020			\$42,415.00	
	04/14/2020	A00200109	Brown & Reich Petroleum, Inc	P0054237	04/06/2020	04/06/2020			\$4,100.00	
	04/15/2020	A00252942	TC Federal Financial Aid Cle	P0054266	04/14/2020	04/14/2020			\$14,360.00	
	04/23/2020	A00201579	Woodward, Jennifer L.	P0054296	04/22/2020	04/22/2020			\$125.00	
	04/28/2020	A00200220	Cutrona, Angelo	P0054304	04/27/2020	04/27/2020			\$4,200.69	
		A00200235	Cutrona, Myisha J.	P0054305	04/27/2020	04/27/2020			\$4,046.05	
									-----	
						TOTAL USER			\$71,346.74	
AOMEGA	04/15/2020	A00200393	Sparkletts	P0054260	04/13/2020	04/13/2020			\$222.60	
		A00200655	Henry Schein, Inc.	P0054258	04/13/2020	04/13/2020			\$127.44	
	04/16/2020	A00200516	Patterson Dental Supply, Inc	P0054259	04/13/2020	04/13/2020			\$2,265.64	
	04/26/2020	A00200655	Henry Schein, Inc.	P0054294	04/21/2020	04/21/2020			\$594.37	
	04/30/2020	A00200655	Henry Schein, Inc.	P0054313	04/30/2020	04/30/2020			\$335.40	
		A00300363	EMD Millipore Corp.	P0054314	04/30/2020	04/30/2020			\$570.23	
									-----	
						TOTAL USER			\$4,115.68	
DDURAN	04/01/2020	A00317397	Courtyard Pasadena	P0054230	03/31/2020	03/31/2020			\$539.12	
	04/08/2020	A00200161	CDW-G	P0054241	04/07/2020	04/07/2020			\$1,627.32	
	04/14/2020	A00202913	Getty, Shelley M.	P0054261	04/14/2020	04/14/2020			\$119.88	
	04/16/2020	A00243211	Quicksilver Software, Inc.	P0054262	04/14/2020	04/14/2020			\$1,450.00	
	04/21/2020	A00015850	Berry, Wendy Jade.	P0054288	04/21/2020	04/21/2020			\$665.82	
			A00200763	Martinez, Maria	P0054285	04/21/2020	04/21/2020			\$119.88
04/29/2020	A00200243	Dick Blick	P0054307	04/28/2020	04/28/2020			\$835.42		
									-----	
						TOTAL USER			\$5,357.44	
DHICKS	04/01/2020	A00200161	CDW-G	P0054226	03/27/2020	03/27/2020			\$1,606.47	
	04/13/2020	A00223048	AMS.NET	P0054247	04/08/2020	04/08/2020			\$4,600.00	
	04/17/2020	A00200161	CDW-G	P0054269	04/15/2020	04/15/2020			\$135.55	
			A00264649	Convergint Technologies, LLC	P0054268	04/15/2020	04/15/2020			\$643.50
	04/20/2020	A00200119	C.A. Reding Company, Inc.	P0054284	04/20/2020	04/20/2020			\$129.98	
			A00200400	Stinson's	P0054283	04/20/2020	04/20/2020			\$396.70
									-----	
						TOTAL USER			\$7,512.20	
DRIOS	04/08/2020	A00200063	Austin's Pest Control, Inc.	P0054248	04/08/2020	04/08/2020			\$300.00	
	04/13/2020	A00200063	Austin's Pest Control, Inc.	P0054249	04/08/2020	04/08/2020			\$300.00	
	04/20/2020	A00200107	Bright House Networks	P0054264	04/14/2020	04/14/2020			\$63.00	
				P0054265	04/14/2020	04/14/2020			\$94.98	
				P0054271	04/15/2020	04/15/2020			\$84.72	
				P0054272	04/15/2020	04/15/2020			\$74.98	
			P0054273	04/15/2020	04/15/2020			\$74.99		
			P0054278	04/16/2020	04/16/2020			\$74.99		

# Taft College Purchase Order Activity Report

1-April-2020 through 30-April-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
		A00202445	AT&T Mobility	P0054282	04/17/2020	04/17/2020				\$750.00
							TOTAL USER			\$1,817.66
GDUNHAM	04/09/2020	A00292936	Albertson's LLC	P0054250	04/09/2020	04/09/2020				\$17.45
							TOTAL USER			\$17.45
HCASH	04/24/2020	A00200498	Office Depot	P0054298	04/23/2020	04/30/2020				\$940.87
							TOTAL USER			\$940.87
JEDMAISTON	04/01/2020	A00306660	Advanced Data Storage, Inc.	P0054234	04/01/2020	04/01/2020				\$34.50
	04/10/2020	A00200119	C.A. Reding Company, Inc.	P0054251	04/09/2020	04/09/2020				\$122.64
							TOTAL USER			\$157.14
JMADDING	04/02/2020	A00200228	Dave's Glass Shop	P0054231	04/01/2020	04/01/2020				\$975.44
	04/07/2020	A00200052	AP Architects	P0054243	04/07/2020	04/07/2020				\$16,427.08
		A00200112	BSK & Associates, Inc.	P0054244	04/07/2020	04/07/2020				\$25,751.00
				P0054245	04/07/2020	04/07/2020				\$46,360.00
	04/09/2020	A00200043	American Express	P0054252	04/09/2020	04/09/2020				\$6,619.43
		A00257716	Capitol Public Finance Group	P0054253	04/09/2020	04/09/2020				\$2,925.00
		A00201051	Central Sanitary Supply	P0054242	04/07/2020	04/07/2020				\$45.18
	04/17/2020	A00200308	Federal Express Corporation	P0054277	04/16/2020	04/16/2020				\$22.92
	04/26/2020	A00200396	Spurr	P0052392	08/21/2019	08/21/2019				\$50,753.17
							TOTAL USER			\$149,879.22
JROTHGEB	04/27/2020	A00200355	West Kern Water District	P0054290	04/21/2020	04/21/2020				\$68.00
		A00275443	WestAir Gases & Equipment In	P0054289	04/21/2020	04/21/2020				\$324.72
	04/30/2020	A00200355	West Kern Water District	P0054317	04/30/2020	04/30/2020				\$68.00
							TOTAL USER			\$460.72
KALLIKAS	04/02/2020	A00200795	NASFAA	P0054232	04/01/2020	04/01/2020				\$1,723.00
	04/09/2020	A00200498	Office Depot	P0054246	04/08/2020	04/08/2020				\$368.93
							TOTAL USER			\$2,091.93
KEHELMS	04/29/2020	A00210209	ULINE	P0054309	04/29/2020	04/29/2020				\$738.67
		A00253920	Mancomm, Inc.	P0054310	04/29/2020	04/29/2020				\$484.49
							TOTAL USER			\$1,223.16
KHELMS	04/20/2020	A00237176	SSD Systems	P0054275	04/16/2020	04/16/2020				\$78.75
							TOTAL USER			\$78.75
MBLANCO	04/02/2020	A00200279	Educational Testing Service	P0054236	04/02/2020	04/02/2020				\$290.00
		A00200393	Sparkletts	P0054235	04/02/2020	04/02/2020				\$63.89

# Taft College Purchase Order Activity Report

1-April-2020 through 30-April-2020

FY 19-20

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		PURCHASE ORDER	CL	C	A
		NUMBER	NAME	NUMBER	DATE				
	04/14/2020	A00260076	Wellspring Info	P0054254	04/10/2020	04/10/2020			\$6,881.73
	04/16/2020	A00264649	Convergint Technologies, LLC	P0054270	04/15/2020	04/15/2020			\$2,534.90
	04/23/2020	A00284054	Sorensen, Chad	P0054292	04/21/2020	04/21/2020			\$1,675.00
	04/24/2020	A00317777	Watermark Insights LLC	P0054295	04/21/2020	04/21/2020			\$10,000.00
		A00200393	Sparkletts	P0054301	04/24/2020	04/24/2020			\$9.99
	04/27/2020	A00211077	Strata Information Group	P0054302	04/24/2020	04/24/2020			\$10,623.99
				P0054303	04/24/2020	04/24/2020			\$4,122.50
	04/29/2020	A00237176	SSD Systems	P0054311	04/29/2020	04/29/2020			\$178.43
									-----
						TOTAL USER			\$36,380.43
MSANCHEZ	04/23/2020	A00200862	Taft College Bookstore	P0054297	04/23/2020	04/23/2020			\$11.42
									-----
						TOTAL USER			\$11.42
MTOFTE	04/08/2020	A00271462	OCLC, Inc.	P0054240	04/07/2020	04/07/2020			\$4,500.29
									-----
						TOTAL USER			\$4,500.29
MWHITE	04/01/2020	A00200423	Taft City School District	P0054225	03/27/2020	03/27/2020			\$571.98
	04/02/2020	A00309285	The Home Depot Pro	P0054228	03/30/2020	03/30/2020			\$341.92
	04/07/2020	A00200017	A.P.I. Plumbing	P0054238	04/06/2020	04/06/2020			\$1,000.00
		A00200629	Grainger	P0054239	04/06/2020	04/06/2020			\$38.65
	04/13/2020	A00200023	Abate-A-Weed	P0054257	04/10/2020	04/10/2020			\$4,500.00
		A00200282	True Value Home Center	P0054255	04/10/2020	04/10/2020			\$854.27
		A00244581	Independent Fire and Safety,	P0054256	04/10/2020	04/10/2020			\$7,000.00
	04/15/2020	A00200423	Taft City School District	P0054267	04/15/2020	04/15/2020			\$932.54
	04/16/2020	A00200423	Taft City School District	P0054276	04/16/2020	04/16/2020			\$354.09
	04/17/2020	A00200017	A.P.I. Plumbing	P0054279	04/17/2020	04/17/2020			\$555.45
		A00200228	Dave's Glass Shop	P0054281	04/17/2020	04/17/2020			\$236.44
		A00212896	Foundation for California Co	P0054280	04/17/2020	04/17/2020			\$4,442.61
	04/27/2020	A00200620	Geary Pacific Supply	P0054300	04/24/2020	04/24/2020			\$186.82
									-----
						TOTAL USER			\$21,014.77
NFIGUEROA	04/22/2020	A00242376	Roam, Brittany	P0054287	04/21/2020	04/21/2020			\$598.00
		A00291587	Silva, Jessica Jasmine.	P0054286	04/21/2020	04/21/2020			\$176.00
									-----
						TOTAL USER			\$774.00
SCRISS	04/17/2020	A00259082	Lozano Smith, LLP	P0054274	04/15/2020	04/15/2020			\$5,000.00
									-----
						TOTAL USER			\$5,000.00
TROWDEN	04/01/2020	A00317367	Quadient Leasing USA, Inc.	P0054216	03/23/2020	03/23/2020			\$1,063.62
		A00200168	Central Valley Occupational	P0054220	03/24/2020	03/24/2020			\$385.00
		A00313898	TimeClock Plus, LLC	P0054223	03/26/2020	03/26/2020			\$720.00
		A00317424	Quadient Finance USA, Inc.	P0054229	03/31/2020	03/31/2020			\$5,000.00

# Taft College Purchase Order Activity Report

1-April-2020 through 30-April-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
	04/13/2020	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
	04/22/2020	A00200168	Central Valley Occupational	P0054291		04/21/2020	04/21/2020			\$325.00
	04/23/2020	A00200182	City of Taft Police Departme	P0054299		04/23/2020	04/23/2020			\$290.00
							TOTAL USER			\$8,471.62
WBELCHER	04/26/2020	A00200396	Spurr	P0052392	3	08/21/2019	08/21/2019			\$10,000.00
							TOTAL USER			\$ .00

Date: April 23, 2019  
Submitted by: Terri Smith, Research and Instruction Librarian  
Area Administrator: Dr. Leslie Minor, VP of Instruction  
Subject: Request for Approval

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Board Meeting Date: May 13, 2020

Title of Board Item:

Worldshare Management Services and Interlibrary Loan

Background:

This contract replaces our existing contract with OCLC Worldshare for metadata/cataloging and interlibrary loan services. This contract will work in conjunction with the new Library Services Platform (LSP) through Exlibris. Exlibris requires the services offered through OCLC Worldshare to support the new library system.

Terms (if applicable):

July 1, 2020 – June 30, 2021


Expense (if applicable):

\$6,000.00

Fiscal Impact Including Source of Funds (if applicable):

This expense is included in the library's annual budget.

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

  
Dr. Debra Daniels, Superintendent/President



OCLC Symbol  
CA9T4  
Customer ID  
16604

Currency  
USD  
Expires  
5/18/2020

# Proposal

Quote # 1000000871  
3/19/2020

## Taft College Library

Terri Smith  
Librarian  
29 Cougar Ct  
Taft CA 93268  
United States

Item Code	Item	Amount
3000030	Cataloging and Metadata Subscription	\$4,000.00
3000065	WorldShare ILL	\$2,000.00
<b>Total</b>		<b>\$6,000.00</b>

### Notes

OCLC's 2020 fiscal year is July 1, 2019 through June 30, 2020. Subsequent fiscal years beginning in FY21 are subject to an annual increase.

OCLC ILL Fee Management (IFM) Program: This program lets you reconcile lending and borrowing payments with other libraries through your monthly OCLC invoice. These charges are not included in the subscription noted above and will be in addition to the total reflected. A \$0.25 (FY20 amount) transaction fee will be added to each borrowing request filled through IFM. Price increases may apply.

Estimated FY21 Cataloging and Metadata: \$4,200.00

Estimated FY21 WorldShare ILL: \$2,100.00

Estimated FY21 pricing is incremented over the quoted amount at a rate of 5% for planning purposes. If the OCLC's approved price is less than the estimated price, the lower price will be used for your renewal pricing.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

For questions, please contact OCLC representative: Susan Gustaveson at [gustaves@oclc.org](mailto:gustaves@oclc.org).





Section 1 Institution Information & Signatures

<i>INSTITUTION NAME ("Institution")</i> Taft College			
<i>LIBRARY NAME (if different from Institution Name)</i> Taft College Library			<i>OCLC SYMBOL (if any)</i> CA9t4
<i>STREET ADDRESS</i> 29 Cougar Court			
<i>CITY</i> Taft	<i>STATE</i> CA	<i>ZIP/POSTAL CODE</i> 93268	<i>COUNTRY</i> USA
<i>CONTACT PERSON</i> Terri Smith		<i>TITLE</i> Research & Instruction Librarian	
<i>TELEPHONE NUMBER</i> 661 763 7817	<i>FAX NUMBER</i>	<i>E-MAIL ADDRESS</i> tsmith@taftcollege.edu	
<i>BILLING ADDRESS (IF DIFFERENT FROM ABOVE) or NOTICE ADDRESS (IF DIFFERENT FROM ABOVE)</i>			
<i>STREET ADDRESS</i>			
<i>CITY</i>	<i>STATE</i>	<i>ZIP/POSTAL CODE</i>	<i>COUNTRY</i>
<i>CONTACT PERSON</i>		<i>TITLE</i>	
<i>TELEPHONE NUMBER</i>	<i>FAX NUMBER</i>	<i>E-MAIL ADDRESS</i>	
<i>Is Institution considered exempt from tax in the country in which it is located?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
By signing below, Institution: (1) acknowledges that Institution has read and agrees to the terms of this Master Service Agreement ("MSA" or "Agreement") to become effective upon full execution of the Agreement ("Effective Date"); (2) warrants that it has made <u>no unilateral changes</u> to the terms of the Agreement since last received from OCLC; (3) orders access to the Products and Services as specified in this Agreement; and (4) warrants that it has the authority to enter into this Agreement.			
<i>INSTITUTION:</i> Taft College West Kern Community College District			
<i>Authorized Signature</i> _____		<i>Date:</i> _____	
<i>Name &amp; Title:</i> President/Superintendent			
<i>Accepted By:</i> OCLC, INC.			
_____		<i>Effective Date:</i> _____	
Bruce Crocco, Vice President			
<i>Notice Address for OCLC:</i> OCLC. 6565 Kilgour Place Dublin, Ohio 43017-3395 FAX: 614-764-0740 Attention: Legal Department E-mail: <a href="mailto:legal@oclc.org">legal@oclc.org</a>			

## Section 2 Scope & Construction

This Agreement establishes the general terms and conditions for the provision of Products and Services. Additional Product or Service-specific terms and conditions are set forth in one or more schedules (“Schedules”), and are made a part of this MSA. In case of a conflict in terms between the MSA and any applicable Schedule, the terms and conditions of the Schedule shall prevail. If Institution orders additional Products or Services after its initial order and such order includes a master services agreement with the Schedule, this initial, executed MSA controls in lieu of such attached master services agreement.

## Section 3 Definitions

- 3.1 **Bibliographic Data** means all the bibliographic data (including subject data, such as local key words and subject headings), descriptive metadata, relationship metadata and other metadata of the type stored in WorldCat.
- 3.2 **Holdings Data** means all the ownership and license data in relation to Institution’s collection (including electronic resources).
- 3.3 **Hosted Services** means the hosted services made available by OCLC which Institution may access pursuant to this Agreement. The Hosted Services are described in detail in the applicable Product Descriptions but do not include services (including API’s and the like) provided by third parties.
- 3.4 **Institution Data** means (i) the Holdings Data in relation to Institution’s collection; (ii) all the data that forms part of the library process or the internal operations of the Institution, such as circulation, patron, and acquisition data; and (iii) all other data and content that is produced, sent or reproduced through the Services by the Institution or made available to OCLC in connection with the Services.
- 3.5 **Internal Data** means Institution Data intended exclusively for internal use by the Institution.
- 3.6 **Product Descriptions** means the descriptions of the Products and Hosted Services as made available at [www.oclc.org](http://www.oclc.org) and as updated from time to time by OCLC.
- 3.7 **Products** mean the OCLC software, hardware, and other products licensed to Institution pursuant to this Agreement. The Products are described in detail in the applicable Product Descriptions but do not include products provided by third parties.
- 3.8 **Professional Services** means the services that OCLC provides to Institution under this Agreement in connection with the Products or Hosted Services, such as data migration, configuration, consultancy, support, and training.
- 3.9 **Services** mean the Hosted Services and Professional Services.
- 3.10 **Shared Data** means the Institution Data made available by Institution to the public or to third parties selected by the Institution (such as other participants or users) or that by its nature is intended for use outside the Institution’s organization, such as Bibliographic Data, Holdings Data, and other data not considered Internal Data.
- 3.11 **Systems** mean the facilities, server(s), equipment, operating software, and connectivity used to provide the Services.
- 3.12 **WorldCat** means the databases of Bibliographic Data, Holdings Data, and related files maintained by OCLC.

## Section 4 Products and Services

- 4.1 **General.** OCLC will provide Institution those Products and Services to which it subscribes, in accordance with this Agreement and as described in the version of each Product or Service’s respective Product Description active on the Effective Date. Product Descriptions and brochures can be found at <https://www.oclc.org/en/services.html>. Institution shall provide OCLC with the assistance and information OCLC reasonably needs to perform the Services properly or where OCLC otherwise reasonably requests. OCLC shall not be liable for any failure to perform its obligations arising from Institution’s failure to provide such assistance or information.
- 4.2 **License.** Subject to the terms of this Agreement and the applicable Schedule(s), Institution’s license to use the Products and Services identified in the executed Schedules may be pursuant to a hosted license (for Hosted Services) or a non-hosted license (for Products). For Products paid for by Institution, OCLC grants Institution a nonexclusive, nontransferable license to install and use the Product solely for the noncommercial purposes described in the Product Description and the applicable Schedule. For Hosted Services subscribed to by Institution, OCLC will provide access to the Hosted Service, and if applicable a license to install and use any local software components of the Hosted Service, all solely for the noncommercial purposes described in the Product Description and the applicable Schedule.
- 4.3 **Modifications.** OCLC may change or modify a Product or Service from time to time in its discretion. OCLC shall notify Institution should there be any material changes to the respective Product or Service by such means as reasonably determined by OCLC. Any new Product or Service functionality made available by OCLC shall be subject to this Agreement.
- 4.4 **Support.** Support services will be provided in accordance with the support service description available at <http://www.oclc.org/support/home.en.html>. Generally email support is available at [support@oclc.org](mailto:support@oclc.org) and telephone support is available at 1-800-848-5800.
- 4.5 **OCLC Intellectual Property.** OCLC and/or its licensors or suppliers are the exclusive owners of and retain all right, title, and interest (including all copyrights, trademarks, patents, and any other proprietary rights) to the Products, Services, WorldCat, and all other materials produced or provided by OCLC. All rights not expressly granted by OCLC are reserved.
- 4.6 **Limitations.** Institution shall only use the Products and Services in accordance with the terms of this Agreement and for the purposes specified in the Product Descriptions.

## Section 5 Term and Termination

- 5.1 Term.** This Agreement shall commence on the Effective Date and shall remain in full force and effect until all active Schedules are terminated in accordance with Section 5.2. Unless otherwise specified in a pricing document, individual Schedules shall commence upon execution and shall remain in full force and effect for the duration that Institution has access to the applicable Products or Services.
- 5.2 Termination.** This Agreement or individual Schedules may be terminated in one of the following ways:
- By either party, effective at the end of the initial subscription period or any renewal period, by providing the other party with at least 30 days prior written notice of its desire to not renew a Product or Service;
  - By either party if the other party becomes insolvent, makes a general assignment for the benefit of creditors, suffers or permits the appointment of a receiver for all or a substantial part of its property, is subject to any proceeding under any bankruptcy or insolvency law, or has wound up or liquidated, voluntarily or otherwise;
  - By the non-breaching party if a party commits a material breach of its obligations under this Agreement and has not cured such breach or failure within 30 days of receiving written notice from the non-breaching party. OCLC reserves the right, however, to immediately suspend Institution's access to the OCLC Services in the event of Institution's material breach until such time as the material breach is cured; or
  - As otherwise explicitly provided in this Agreement.
- 5.3 Effect of Termination.** Termination of this Agreement shall terminate all Schedules, termination of a Schedule will not terminate the Agreement or any other Schedule. Upon termination of this Agreement or any Schedule, the rights granted by OCLC in the applicable Schedule or Agreement are terminated unless otherwise provided in such Schedule. After termination and upon request, OCLC will promptly return or destroy all applicable Institution Data, except however, OCLC may retain Institution Data in back-up files provided that the confidentiality and security obligations contained herein shall apply. OCLC will provide Institution access to Institution Data for 90 days after the effective date of termination, after which, OCLC shall have no obligation to maintain any Institution Data.

## Section 6 Fees and Payment Terms

- 6.1 Fees.** Institution shall pay the applicable charges based on their agreed upon pricing document or, in the absence of an agreed upon pricing document, OCLC's prevailing price for the Products and Services. Fees are exclusive of any taxes and shall be paid in the currency and to the address stated on the invoice. Institution shall pay such tax to OCLC or other entity, as appropriate. Institutions exempt from taxation shall supply a valid exemption certificate upon request. Institution's failure to fully pay any fees or taxes within 60 days after the applicable due date will be deemed a material breach of this Agreement, justifying OCLC's suspension of Products and Services.
- 6.2 Price Changes.** OCLC reserves the right to change any price/fee, provided that OCLC provides Institution written notice of the change at least 60 days prior to the date the change is to become effective. Notwithstanding the foregoing, OCLC will not change any prices/fees contained in an agreed to price quote or renewal notice prior to the expiration of the quote or renewal notice.
- 6.3 Non-refundable.** Institution will not be entitled to a refund of any implementation or pre-paid fees under this Agreement unless (i) OCLC terminates the Agreement or a Schedule pursuant to Section 5.2 (a), or (ii) Institution terminates the Agreement or a Schedule pursuant to Section 5.2 (c); in which event, OCLC will refund that portion of fees pre-paid by Institution corresponding to the period after termination.

## Section 7 Disclaimer

EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, THE PRODUCTS AND SERVICES ARE PROVIDED "AS IS" AND OCLC AND ITS THIRD PARTY SUPPLIERS DO NOT MAKE ANY REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE PERFORMANCE OF THE PRODUCTS OR SERVICES, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT OR ANY IMPLIED WARRANTY ARISING BY USAGE OF TRADE, COURSE OF DEALING OR COURSE OF PERFORMANCE. OCLC MAKES NO REPRESENTATIONS OR WARRANTIES THAT THE PRODUCTS AND SERVICES WILL ALWAYS BE ACCESSIBLE, FREE OF HARMFUL COMPONENTS, ACCURATE OR ERROR-FREE. IN NO EVENT WILL OCLC BE LIABLE FOR ANY LOSS ARISING OUT OF FAILURE OF THIRD PARTY PRODUCTS OR SERVICES OR OTHER EVENTS OUTSIDE OF OCLC'S REASONABLE CONTROL. THIS SECTION WILL NOT APPLY TO DAMAGES THAT CANNOT BE EXCLUDED BY LAW (IN WHICH EVENT THE LIABILITY SHALL BE LIMITED TO THE FULLEST EXTENT PERMITTED).

## Section 8 Privacy and Security

- 8.1 Data Security.** OCLC has implemented and shall maintain commercially appropriate, reasonable and customary controls to ensure the security, confidentiality, and protection against unauthorized access to, use, or disclosure of Internal Data. Institution shall obtain and maintain all necessary consents from all users for OCLC to provide the Service and for Institution's and users' access, monitoring, use, disclosure, and transfer of Internal Data.
- 8.2 Audit.** OCLC will (i) implement administrative, physical, and technical safeguards in accordance with accepted industry practices including conducting audits in accordance with the ISO/IEC 27001 standard (or subsequent comparable standard) and (ii) as reasonably requested by Institution, provide Institution with a copy of the certificate of registration for such standard along with any relevant reported deficiencies regarding non-compliance together with corrective action plans for addressing such deficiencies identified in the report.

- 8.3 Nondisclosure of Internal Data.** OCLC shall hold all Internal Data in strict confidence and with the same standard of care it uses to protect its own information of a similar nature and shall not use Internal Data for any purpose other than to provide the Service or as may be authorized in writing by Institution. OCLC shall not disclose Internal Data to any other party except: (a) to OCLC employees, agents, subcontractors and service providers, to whom Internal Data needs to be disclosed for the purpose of providing the Service; (b) as required by law, or to respond to duly authorized information requests of police and governmental authorities or to comply with any facially valid subpoena or court order; (c) to protect the rights or property of OCLC or OCLC customers, including the enforcement of OCLC agreements or policies governing Institution's use of the Service; (d) to involve and cooperate with law enforcement or the appropriate legal authorities in investigations, and to protect Systems and OCLC's customers, or (e) as authorized by Institution in writing.
- 8.4 Prohibitions.** Institution expressly warrants that it will not enter, submit, transfer, or store in the Service any of the following types of information: Social Security Numbers (or other national identification numbers), financial account numbers, credit card or debit card numbers. OCLC will have no liability, and Institution expressly releases OCLC from any liability, associated with the loss, theft, disclosure or misuse of such information.
- 8.5 Data Transfer.** As part of providing Services, OCLC may store and process Institution Data in the United States or any other country in which OCLC or its affiliates, subsidiaries, or agents maintain facilities. By using the Service, Institution consents to this transfer, processing, and storage of Institution Data to or by OCLC, its service providers, and affiliates subsidiaries or agents, over state and international borders as necessary to provide the Service in accordance with OCLC's standard business practices.
- 8.6 Unauthorized Disclosures.** OCLC will promptly notify Institution in the event of a verified breach of non-public personal data unless such breach is unlikely to result in material harm to Institution or the data subject, or as otherwise provided by law. Institution agrees that it shall be Institution's sole responsibility to determine whether a breach is subject to state, federal or national breach notification laws and requires breach notification ("Breach Notification"). In the event that Institution determines that a breach requires Breach Notification, OCLC agrees that it will reasonably cooperate with Institution in regards to Institution's Breach Notification obligations as specified in the applicable law, including Institution's investigation, enforcement, monitoring, document preparation, Breach Notification requirements, and reporting. Institution shall be solely responsible for notifying all individuals subject to Breach Notification, however OCLC reserves the right to first review all notifications before they are sent.

#### **Section 9: Limitation of Liability**

OCLC WILL HAVE NO LIABILITY FOR ANY INDIRECT, CONSEQUENTIAL, EXEMPLARY, SPECIAL, INCIDENTAL, OR PUNITIVE DAMAGES FOR ANY MATTER ARISING FROM OR RELATING TO THIS AGREEMENT OR THE PRODUCTS AND SERVICES, INCLUDING BUT NOT LIMITED TO ANY UNAUTHORIZED ACCESS TO, OR ALTERATION, THEFT, LOSS, INACCURACY, OR DESTRUCTION OF INFORMATION OR DATA COLLECTED, STORED, DISTRIBUTED, OR MADE AVAILABLE VIA THE PRODUCTS AND SERVICES, INSTITUTION'S USE OR INABILITY TO USE THE PRODUCTS AND SERVICES, ANY CHANGES TO OR INACCESSIBILITY OF THE PRODUCTS AND SERVICES, ANY DELAY OR FAILURE OF THE SERVICES, OR FOR LOST PROFITS, OR COSTS OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES, EVEN IF OCLC HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY EVENT, OCLC'S LIABILITY TO INSTITUTION FOR ANY REASON AND UPON ANY CAUSE OF ACTION WILL BE LIMITED TO THE AMOUNT INSTITUTION ACTUALLY PAID OCLC FOR THE INDIVIDUAL IMPLICATED OCLC PRODUCTS OR SERVICES COVERED UNDER THIS AGREEMENT OVER THE 12 MONTHS PRIOR TO WHICH SUCH CLAIM AROSE. THIS LIMITATION APPLIES TO ALL CAUSES OF ACTION IN THE AGGREGATE, INCLUDING, BUT NOT LIMITED TO, BREACH OF CONTRACT, BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY, MISREPRESENTATIONS, AND OTHER TORTS. FEES UNDER THIS AGREEMENT ARE BASED UPON THIS ALLOCATION OF RISK. THIS SECTION WILL NOT APPLY TO DAMAGES THAT CANNOT BE LIMITED OR EXCLUDED BY LAW (IN WHICH EVENT THE LIABILITY SHALL BE LIMITED TO THE FULLEST EXTENT PERMITTED).

#### **Section 10: Use of Products and Services**

##### **10.1 Institution Data**

- a) **Ownership.** Institution, and/or its suppliers and affiliates, retains all right, title and interest (including, without limitation, all proprietary rights) to Institution Data, except for rights granted to OCLC and its affiliates under this Agreement. Institution is solely responsible for the accuracy, completeness, and legality of Institution Data. Institution is responsible for obtaining all permission and other rights necessary to provide Institution Data to OCLC. Institution will not provide OCLC with Institution Data that Institution does not have the right to provide for use in connection with the Products or Services.
- b) **License Rights.** Institution grants OCLC a global, non-exclusive, royalty-free, transferable and sub-licensable right to use the Internal Data to the extent necessary for the provision of the Products and Services. Institution grants OCLC, OCLC participants, non-participant users, and OCLC designees a global, perpetual, non-exclusive, royalty-free, transferable, and sub-licensable right to host, reproduce, transmit, store, publish, distribute, modify, create derivative works from, and otherwise use Shared Data. Institution Data shall be supplied to OCLC in a format compatible for use with the Products and Services.



**10.2 Confidentiality.** Institution agrees to maintain the confidentiality of OCLC's pricing information for 3 years from receipt by Institution. It shall not be a violation of this section to disclose information as required by applicable law (including public records acts), valid court order, or legal process.

**10.3 Acceptable Use Policy (“AUP”)**

- a) **General.** Institution agrees not to use, and not to allow third parties including users to use the Products or Services: (a) to distribute viruses, worms, Trojan horses, corrupted files, or other items of a destructive or deceptive nature; (b) to engage in or promote any unlawful, invasive, infringing, defamatory, or fraudulent activity; (c) to violate, or encourage the violation of, the legal rights of others; (d) to interfere with the use of a Product or Service, or the equipment used to provide Products or Services; (e) to use the Products or Services, or any part thereof, in a manner that violates the terms of service of any other Products or Services; (f) to generate, distribute, publish or facilitate unsolicited mass email, promotions, advertisements or other solicitations (“spam”); (g) to alter, reverse-engineer, interfere with, circumvent, copy, or create a derivative work of, any aspect of the Product or Service (except with the express, written consent of OCLC or applicable law specifically prohibits this restriction); (h) to omit, obscure or hide from any user any notice of a limitation of warranty, disclaimer, copyright, patent, trademark, trade secret or usage limitation or any splash screen or any other terms or conditions intended to be displayed to a user by OCLC or OCLC supplier; or (i) to post, send, or make available software or technical information in violation of applicable export controls laws. Institution agrees that OCLC is authorized to monitor communications into and out of the System to prevent the introduction of viruses or other hostile code, to prevent intrusions, provide support, and to otherwise enforce the terms of this Agreement. Institution agrees to reimburse OCLC for all reasonable and verifiable costs associated with OCLC's compliance with governmental requests relating to Institution or Institution Data, including, but not limited to, warrants, subpoenas, and judicial orders. Notwithstanding the foregoing and to the extent permitted by law and law enforcement, OCLC will make reasonable efforts to notify Institution when a disclosure of Institution Data has or is to be made.
- b) **Credentials.** Institution shall exercise all commercially reasonable efforts to prevent unauthorized use of the Products and Services and is solely responsible for any and all use, including unauthorized use, of the Products and Services initiated using Institution's credentials. Institution shall immediately notify OCLC of a suspected or actual loss, theft or disclosure of any credentials and of any unauthorized use of a Product or Service. Should OCLC become aware of unauthorized use of Institution's credentials or unauthorized access to a Product or Service, OCLC may notify Institution and deactivate affected credentials. OCLC will provide Institution with administrative credentials to access and use the applicable Product or Service. Institution is responsible for authorizing user access to the Products or Services, assigning privileges, and creating, maintaining, and terminating accounts.
- c) **Enforcement by OCLC.** OCLC reserves the right to: (i) investigate any violation of this AUP or misuse of Products or Services; (ii) enforce this AUP; and (iii) remove or disable access, screen, or edit any Institution Data that violates these provisions. Without limitation, OCLC also reserves the right to report any activity (including the disclosure of appropriate Institution Data) that it suspects violates any law or regulation to appropriate law enforcement, regulators, or other appropriate third parties. OCLC may cooperate with appropriate law enforcement by providing network and systems information related to allegedly illegal or harmful content. VIOLATION OF THIS AUP MAY RESULT IN THE SUSPENSION OF OCLC SERVICES AND SUCH OTHER ACTION AS OCLC REASONABLY DEEMS APPROPRIATE. REPEATED OR WILLFUL VIOLATION OF THIS AUP MAY, IN OCLC'S SOLE DISCRETION RESULT IN THE TERMINATION OF THE AGREEMENT, ANY SCHEDULE, OR OCLC SERVICE.

**Section 11 Warranties**

OCLC warrants that any Professional Services will be performed in a professional and workman-like manner and that, when operated in accordance with the Product Description, the Products and Hosted Services will be capable of performing substantially in accordance with the functional specifications set forth in such Product Description. If any Products or Services fail to comply with the warranty set forth above, OCLC will make reasonable efforts to correct the noncompliance provided that OCLC is given notice of the noncompliance within 30 days and OCLC is able to reproduce the noncompliance. If OCLC is unable to correct the noncompliance, Institution may terminate the Schedule for the relevant Product or Hosted Service in accordance with Section 5.2(c) and, as its sole remedy, will be entitled to a refund of an equitable portion of fees paid for the relevant Product or Hosted Service after such noncompliance was reported. OCLC and Institution each warrant that its entry into this Agreement does not violate any other agreement to which it is a party, and that its performance under this Agreement will be in conformance with all applicable laws and government rules and regulations. Institution warrants that it possesses all rights necessary to enter into this Agreement and grants the rights described in this Agreement such that OCLC will not infringe upon or otherwise violate any intellectual property rights or other rights of a third party or violate any laws by exercising the rights and licenses granted under this Agreement. To the extent permitted by law, Institution hereby indemnifies OCLC from any such claims in this respect.

**Section 12 General**

**12.1 OCLC Membership.** As a subscriber to OCLC's Services and Products as described in this Agreement, Institution – and each library owned or operated by Institution – may be eligible for membership in the OCLC cooperative. Membership qualifications for the OCLC cooperative can be found at <http://www.oclc.org/content/dam/oclc/membership/Membership-Criteria-FY15.pdf>. If Institution's subscription qualifies it as a member, Institution permits OCLC Member Relations to contact its library staff directly in separate communications, to provide new member information regarding voting and updates, Member groups, councils, and events, for OCLC Global and Regional Councils specific to Institution's region. As a member, Institution agrees to abide by the requirements and policies applicable to OCLC members.

- 12.2 No Assignment.** Institution may not assign, without the prior written consent of OCLC, any rights, duties, or obligations under this Agreement to any person or entity, in whole or in part.
- 12.3 Independent Contractors.** The relationship of the parties is that of independent contractors, and no agency, employment, partnership, joint venture, or any other relationship is created by this Agreement.
- 12.4 Force Majeure.** Neither party shall be responsible for losses or damages to the other occasioned by delays in the performance or the non-performance of any of said party's obligations (other than the obligation to make payments when due) when caused by acts of God, acts of the other party or any other cause beyond the control of said party and without its fault or negligence.
- 12.5 Non-Waiver.** A failure or delay in enforcing an obligation under this Agreement does not prevent enforcement of the provision at a later date. A waiver of a breach of one obligation does not amount to a waiver of any other obligation, and it will not prevent a party from subsequently requiring compliance with that obligation.
- 12.6 Severability.** If any provisions of this Agreement shall be found by any court of competent jurisdiction to be invalid or unenforceable, the invalidity or unenforceability of such provision shall not affect the other provisions of this Agreement.
- 12.7 Entire Agreement.** This Agreement and any Schedules constitute the complete agreement between the parties and supersedes and replaces all prior agreements, oral and written, between the parties relating to the subject matter of this Agreement. If Institution's accounting representatives require the use of a purchase order to facilitate payment for Products and Services contemplated in this Agreement, Institution agrees any and all terms and conditions contained in such purchase order are null and void, and do not apply to this Agreement. OCLC will provide invoices in response to purchase orders solely to facilitate payment and for the convenience of Institution; in no case, however, will OCLC's issuance of an invoice constitute an acceptance of terms contained in a purchase order. OCLC provides Services and Products to Institution solely pursuant to this Agreement; OCLC shall never provide Services or Products pursuant to, or as a result of, a purchase order. Except as otherwise provided herein, this Agreement may not be amended or supplemented except in a writing duly executed by both parties.
- 12.8 Notice.** Except as stated elsewhere in the Agreement all notices shall be in writing and shall be deemed sufficient if (a) received by a party via e-mail to the e-mail address for such party set forth in Section 1, (b) delivered by hand, or (c) sent by certified or registered mail, return receipt requested, to the address for such party set forth in Section 1, or to such other address as has been furnished by means of a notice given in accordance with this Section.

*Notice Address for OCLC:*

*OCLC*

*6565 Kilgour Place*

*Dublin, Ohio 43017-3395*

*FAX: 614-764-0740*

*Attention: Legal Department*

*E-mail: [legal@oclc.org](mailto:legal@oclc.org)*

- 12.9 Counterparts.** This Agreement may be executed in counterparts and/or via facsimile transmission or electronic copy, any one or form of which will be deemed to constitute an original, but all of which will constitute one instrument.

### **Section 13 Special Terms for Group Orders Only**

Where a lead institution in a consortium (the "Group Administrator") is ordering on behalf of itself and other consortium members, Section 13 applies:

- 13.1 Ordering.** Group Administrator may order the Service on behalf of consortium members by completing the relevant portions of the agreed upon pricing or order document and agreeing to this Agreement. Group Administrator also orders and allocates authorizations and passwords for the Service on behalf of consortium members listed on the agreed upon pricing or order document. Group Administrator is not a buyer of the Service for resale. Any material change in group membership or group participation may result in commensurate changes in the fees for the applicable Service.
- 13.2 Consortium Member's Agreement.** Group Administrator warrants, as the consortium agent, that it is authorized to and hereby binds consortium members to this Agreement and shall indemnify OCLC from all loss, expense and damage arising from a breach of such warranty. Group Administrator shall provide each consortium member with a copy of this Agreement prior to Product and Service activation. Each order for consortium members shall constitute a binding contract between OCLC and the consortium member.
- 13.3 Payment by Group Administrator.** Group Administrator shall be liable for paying to OCLC all charges and applicable taxes for consortium members for the Products and Services in accordance with the terms of this Agreement.
- 13.4 Non-exclusivity.** Nothing herein shall limit OCLC's right to distribute any Products or Services independent of Group Administrator.

## ATTACHMENT A – OCLC SERVICE LEVEL AGREEMENT

This Service Level Agreement sets forth the service level and performance objectives of OCLC in providing the Hosted Services (as listed in Section 1 of this SLA) to Institution (the "Systems"). OCLC will use commercially reasonable efforts to meet the following service level and performance objectives to support the operation of the Systems.

### **1. Covered OCLC Services**

This SLA applies only to Hosted Services that are: (1) listed below; and (2) subscribed to by Institution.

WorldShare Acquisitions  
WorldShare Circulation

WorldCat Discovery Services  
Hosted CONTENTdm  
Hosted EZproxy  
WorldShare Interlibrary Loan  
WorldShare License Manager  
WorldShare Collection Manager  
WorldShare Record Manager  
Tipasa

### **2. Uptime Commitment**

OCLC will use commercially reasonable efforts to ensure that the Hosted Services are available 99.5% of the time (the "Uptime Commitment"). Availability will be measured as follows:

- $Availability = (T-D)/(T) * 100\%$
- T = the total number of minutes in the respective month.
- D = the total number of minutes of downtime in the month excluding planned outages for scheduled maintenance, telecommunications or power disruptions caused by third parties, any other causes beyond OCLC's reasonable control, and excluding other times described herein.

OCLC will notify Institution promptly of any factor, occurrence, or event coming to its attention likely to affect OCLC's ability to meet the Uptime Commitment, or that is likely to cause any material interruption or disruption in the Hosted Services.

Scheduled maintenance may occur any Sunday during a 4-hour window and may occasionally be extended. Notice of scheduled maintenance shall occur 3 days prior to scheduled downtime. In the event planned emergency maintenance is required, OCLC will make commercially reasonable efforts to notify Institution in advance.

### **3. Systems Management**

**3.1 Monitoring.** OCLC will monitor and maintain the Systems in working order each day (24 x 7). OCLC will proactively manage and monitor all application server hardware devices and software to ensure optimal performance and reliability as well as to detect abnormal events or exceeded utilization or performance thresholds.

**3.2 Maintenance.** OCLC will operate, monitor and administer all servers, applications and networks supporting the OCLC Services. In order to provide such coverage, OCLC may utilize a mixture of on-site and on-call support staff, automated server monitoring and automated paging technology.

**3.3 Change Control.** OCLC will install new equipment, software, releases, upgrades, fixes, patches and other items necessary to maintain the Systems to industry standards. OCLC will proactively gather information from appropriate server, peripheral, operating system or database vendors regarding upgrades, defect patches or fixes.



**SCHEDULE 2**  
**WorldShare Metadata/ OCLC Cataloging**

**DESCRIPTION**

OCLC's cataloging and metadata services give Institution the tools needed to effectively manage the metadata for Institution's collection.

**DEFINITIONS**

- A. "Guidelines" means the "Guidelines for Contributions to WorldCat" as modified from time to time. A current copy of the Guidelines is available at: <http://www.oclc.org/worldcat/community/guidelines.en.html>
- B. "Policy" means the "WorldCat Rights and Responsibilities for the OCLC Cooperative" as modified from time to time as a result of the policy review process described therein. A current copy of the Policy is available at: <http://www.oclc.org/en/worldcat/cooperative-quality/policy.html>.
- C. "Principles" means the WorldCat Principles of Cooperation as modified from time to time. A current copy of the Principles is available at: <http://www.oclc.org/worldcat/community/principles.en.html>
- D. "WorldCat Data" is defined as set forth in the Policy.

All capitalized terms not defined herein shall have the same meaning ascribed to them in the Master Services Agreement.

**ADDITIONAL TERMS AND CONDITIONS**

- 1) **Responsibilities of Institution**
- A. Institution shall create bibliographic records and related data for entering information into WorldCat consistent with the Guidelines maintained by OCLC and its advisory groups.
- B. Institution using the Systems for cataloging agrees to abide by the Principles and the Guidelines.
- C. Institution agrees that the use and transfer by the Institution of WorldCat Data is subject to the Policy.
- D. If, during the term hereof, an Institution informs OCLC that bibliographic records it furnishes to OCLC for addition to WorldCat will be subject to usage or transfer restrictions beyond or in addition to those applicable under this Schedule, and if OCLC nevertheless elects to accept such records for addition to WorldCat, OCLC will so notify Institution, after which Institution's rights to access, use and transfer such records will be subject to said usage and transfer restrictions.



**Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SCHEDULE 14**  
**WorldShare Interlibrary Loan Services (ILL)**

**DESCRIPTION**

WorldShare Interlibrary Loan is a resource sharing network to lend and borrow resources which allows users to quickly obtain global library content located in Institution's collections and the collections of other ILL libraries around the world. WorldShare Interlibrary Loan simplifies tasks such as sharing of e-resources, automating request and entry processes, managing ILL fees, analyzing borrowing and lending patterns, and delivering documents easily and securely through Article Exchange.

**ADDITIONAL TERMS AND CONDITIONS**

All capitalized terms not defined herein shall have the same meaning ascribed to them in the Master Services Agreement.

Subject to this Schedule and the MSA, OCLC will provide Institution with the Products and Services as specified in the ILL agreed upon pricing document.



**Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## BOARD AGENDA ITEM

**Date:** April 13, 2020  
**Submitted by:** Xiaohong Li, Interim Executive Director of Information Technology  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** May 13, 2020

**Title of Board Item:**

ABTECH Technologies Quotation #ABTQ9170 Red Hat License for IT Servers

**Background:**

The production and test servers here at Taft College use the Red Hat operating software which must be licensed every year to receive updates and patches.

**Terms (if applicable):**

The one year license subscription will be valid from May 31, 2020 – May 30, 2021.

**Expense (if applicable):**

The total cost of the annual subscription is \$6,516.90.

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

This cost is included in the 2019-2020 IT budget.

Approved:   
Dr. Debra Daniels, Superintendent/President

## Quotation

Number ABTQ9170  
Date Apr 8, 2020  
Expires Jun 7, 2020  
Terms NET 30

Prepared For	Ship To	Account Executive
Taft College Mark Gibson mgibson@taftcollege.edu	Taft College Mark Gibson 29 Emmons Park Dr Taft, CA 93268	Aaron Van Velsir (760) 827-5100 ext 202 avanvelsir@abtechttechnologies.com

Qty	Description	Unit Price	Ext. Price
2	Renewal – Red Hat Enterprise Linux for Virtual Datacenters Standard 9X5 Phone and Web Support. Red Hat - RH00002RN Start Date: 05/31/2020 End Date: 05/30/2021 St/End Date: 20190319-20200530 Contract #: 10916256 RHN: mgibson@taftcollege.edu ACCT #: 816476	\$1,987.51	\$3,975.02
3	Renewal – Red Hat Enterprise Linux Server Standard 9X5 Phone and Web Support. (Physical or Virtual Nodes) Red Hat - RH00004RN Start Date: 05/31/2020 End Date: 05/30/2021 St/End Date: 20190319-20200530 Contract #: 10916256 RHN: mgibson@taftcollege.edu ACCT #: 816476	\$635.47	\$1,906.41
1	Renewal – Red Hat Enterprise Linux Server Standard 9X5 Phone and Web Support. (Physical or Virtual Nodes) Red Hat - RH00004RN Start Date: 05/31/2020 End Date: 05/30/2021 St/End Date: 20190531-20200530 Contract #: 11414396 RHN: mgibson@taftcollege.edu ACCT #: 816476	\$635.47	\$635.47

SubTotal:	\$6,516.90
*Tax:	\$0.00
*Shipping:	\$0.00
<b>Total:</b>	<b>\$6,516.90</b>

**\*Taxes and shipping are an estimate and may differ from the final invoice. Price reflects a cash discount.  
To use an alternative payment method, contact your account executive.**

Any order based on the above quotation, statement of work, or proposal is subject to Abtech's Terms and Conditions of Sale ("Terms") effective the date of execution of order and are incorporated by reference as if fully set herein as a full and binding part of the order. Terms are available at: <http://www.abtechttechnologies.com/s/Abtech-terms-and-conditions.pdf> and may be sent by mail or fax upon request. Client agrees to have read and intends to be bound by Abtech's Terms by executing an order with Abtech. Client agrees that the order is executed when (a) both parties physically or digitally sign an agreement; (b) both parties (or optionally Client only at Abtech's discretion) electronically sign via a purchasing portal or website an order; or (c) Abtech accepts a transactional document (eg. purchase order, purchase requisition, etc.) that explicitly reference the quotation, Service Order, proposal, Agreement, or Addendum and terms and conditions thereof. Abtech limits acceptance to the Terms and objects to any additional or different terms in the purchasers order or other forms of acceptance. Some products and services, including but not limited to maintenance, StorTrust, hosting, and managed services have an additional Master Service Agreement ("MSA") and service specific Addendum which are in addition to Abtech's Terms and are likewise incorporated by reference as if fully set herein as a full and binding part of the order.

**Date:** April 21, 2020  
**Submitted by:** Xiaohong Li, Interim Executive Director of Information Technology  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** May 13, 2020

**Title of Board Item:**

2020 - 2021 CCS Disaster Recovery Services Quickship Program Renewal

**Background:**

CCS is a disaster recovery services company used by many colleges and universities to access the same equipment used by the college but damaged due to a disaster. This service is needed by the district as part of the development of a disaster recovery plan and will be needed if the college is hit by a disaster. CCS would record existing equipment and versions of software and would be responsible to locate replacement equipment and broker the cost of receiving the equipment to return the district to an operational status.

**Terms (if applicable):**

The effective term is from July 1, 2020 to June 30, 2021 and with payment for 1 year a 5% price reduction

**Expense (if applicable):**

The total cost of the annual renewal is \$3,420.00.

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

This cost is included in the 2020 - 2021 IT budget.

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



3197 Airport Loop Drive, Suite B  
Costa Mesa, CA. 92626  
(800) 274-0042

4/20/2020

Ms. Xiaohong Li  
Interim Executive Director, ITS  
Taft College  
29 Cougar Court  
Taft, CA 93268

Dear Xiaohong,

CCS, an IBM Premier Business Partner, offers an auditor approved disaster recovery program. The program guarantees with penalty (\$250,000) to deliver replacement hardware to the site of your choice within a 1-5 business day period. All hardware is covered. Additions and deletions may be made to your hardware configuration on file and your monthly subscription will not change.

Pricing is as follows: (Same as last year)

\$3420.00 – Annual subscription with 5% discount 7/1/2020 – 6/30/2021

All hardware is certified for manufacturer's maintenance and all pricing is guaranteed to be at Fair Market Value (FMV). Subscriber may rent, lease, or purchase replacement hardware for any amount of time that is needed. Subscription fees, up to one year prior to a disaster (\$3420), may be applied to the cost of replacement hardware.

A handwritten signature in black ink that reads "Michael Nemiroff".

Michael Nemiroff  
Disaster Recovery Manager  
MNemiroff@ccs4it.com

*The ultimate protection in proactive contingency planning*



**Date:** April 14, 2020  
**Submitted by:** Xiaohong Li, Interim Executive Director of Information Technology  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** May 13, 2020

**Title of Board Item:**

CI Solutions Order Number 0106840, Renewal of ID Badge Software License

**Background:**

This software is used to create the student badges used to identify students using food services and for use in the college library. These badges are mandatory for students to carry with them as they may need to purchase meals and access pay-to-print services.

**Terms (if applicable):**

Software license term dates are July 1, 2020 – June 30, 2021

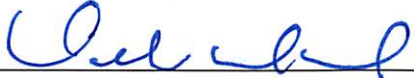
**Expense (if applicable):**

The total cost of the annual renewal is \$2,384.00.

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

This cost is included in the 2020 - 2021 IT budget.

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

  
Dr. Debra Daniels, Superintendent/President





SALES ORDER

Card Integrators Corporation  
 3625 Serpentine Drive  
 Los Alamitos, CA 90720  
 (562) 431-2594  
 Orders@cardintegrators.com

ORDER NUMBER: 0106840  
 ORDER DATE: 4/14/2020  
 SALES PERSON: 0408  
 ORDER ENTRY: EA

CUSTOMER NO: TAF715

SOLD TO:

TAFT COLLEGE - WEST KERN CCD  
 ATTN: ACCOUNTS PAYABLE  
 29 COUGAR COURT  
 TAFT, CA 93268

SHIP TO:

TAFT COLLEGE - WEST KERN CCD  
 FOR: ANNUAL SERVICE AGREEMENT  
 RENEWAL.

CONFIRM TO: DANA HICKS

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS			
			NET 30, PO REQUIRED			
ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT

EMAIL INV TO DANA: dhicks@taftcollege.edu

\*\*\*\*\*MULTIPLE ID SYSTEM DISCOUNT\*\*\*\*\*

0SW11	YR	1	0	0	795.0000	795.00
CIS - SOFTWARE LICENSE SA FOR: ID CARD SYSTEM #1 - CI BADGE 8.2 RENEWAL DATES: 07/01/2020 - 06/30/2021						
0SW11	YR	1	0	0	695.0000	695.00
CIS - SOFTWARE LICENSE SA FOR: ID CARD SYSTEM #2 - CI BADGE 8.2 RENEWAL DATES: 07/01/2020 - 06/30/2021						
0SW11	YR	1	0	0	595.0000	595.00
CIS - SOFTWARE LICENSE SA FOR: ID CARD SYSTEM #3 - CI BADGE 8.2 RENEWAL DATES: 07/01/2020 - 06/30/2021						
0CIT-01	YR	1	0	0	299.0000	299.00
CIS - CIT LICENSE SA FOR: CI VERIFY 6.0 RENEWAL DATES: 07/01/2020 - 06/30/2021 *FULL LICENSE AGREEMENT ON OPERATION OF (1) CLIENT LICENSE.						

Continued



SALES ORDER

Card Integrators Corporation  
 3625 Serpentine Drive  
 Los Alamitos, CA 90720  
 (562) 431-2594  
 Orders@cardintegrators.com

ORDER NUMBER: 0106840  
 ORDER DATE: 4/14/2020  
 SALES PERSON: 0408  
 ORDER ENTRY: EA

CUSTOMER NO: TAF715

SOLD TO:

TAFT COLLEGE - WEST KERN CCD  
 ATTN: ACCOUNTS PAYABLE  
 29 COUGAR COURT  
 TAFT, CA 93268

SHIP TO:

TAFT COLLEGE - WEST KERN CCD  
 FOR: ANNUAL SERVICE AGREEMENT  
 RENEWAL.

CONFIRM TO: DANA HICKS

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS
			NET 30, PO REQUIRED

ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
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TECHNICAL SUPPORT OUTSIDE OF LICENSE/SERVICE AGREEMENT IS  
 BILLED @ \$175.00 PER HOUR.

Net Order:	2,384.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
<b>Order Total:</b>	<b>2,384.00</b>



3625 Serpentine Drive, Los Alamitos, CA 90720  
www.cardintegrators.com

## LICENSE AND SERVICE AGREEMENT DETAILS PROVIDED BY CI SOLUTIONS

Please sign and submit the completed form to [ericaa@cardintegrators.com](mailto:ericaa@cardintegrators.com) or by fax to (562) 493-2714.

This agreement provides technical support of your CI Solutions software or ID card system hardware for one year or as indicated on your sales order. Support is provided by CI Solutions (Card Integrators) Monday – Friday 8:30 AM – 5:00 PM, P.S.T.

### Terms of Software Service Agreement: CI Badge, CI Badge 8.21, CI Track, Campus Safety Suite and CI Verify

- 1) Be prepared to communicate your customer number and software type.
- 2) CI Solutions (*Card Integrators*) provides telephone support during its normal hours of operation, 8:30 a.m. to 5:00 p.m. P.S.T.
- 3) Technical support conforms to operating specifications of all software systems as originally provided.
- 4) CI Badge 8.21 is a licensed product and requires an annual subscription fee. Subscription fees are billed in advance of the applicable subscription period.
- 5) License/Service agreement contract holds for term indicated on sales order.
- 6) Additional card layouts for CI Badge are subject to a custom design and installation fee.
- 7) Parts, labor and loaner printer is covered under a separate printer service agreement available through CI Solutions (*Card Integrators*).
- 8) CI Solutions software reinstallation: CI Solutions includes the reinstallation of CI Badge, CI Badge 8.21, CI Track, Campus Safety Suite and CI Verify only if the software ceases to function due to programming issues and file corruption not related to computer viruses, malware and ransomware attacks. We do not support the reinstallation when the host computer stops functioning or needs to be moved to a new location/computer. You will be charged our standard technical service fees to move systems.
- 9) Installation Files: If you lose the custom CD and need a new copy, we will provide you with a CD, USB or File Transfer Service for a nominal fee of \$75. Please keep in mind this will only include the configuration from the time the system was set up. If you have made additional customizations they will not be included.
- 10) All minor patch software releases are provided at no charge with a current license or service agreement. CI Solutions version upgrades are not included.

### Conditions of Software Service Agreement:

1. Register a system administrator for the annual term. This person serves as the point of contact for all support requirements between CI Solutions (*Card Integrators*) and the customer.
2. Provide direct access to phone support at the physical placement of the ID System and be at your ID system when you place the support call.
3. Provide internet remote access for system.
4. Before installing any additional software or hardware to your system, notify CI Solutions (*Card Integrators*). Any damage, misuse or corruption of software or hardware due to the addition of software or hardware without prior notification to CI Solutions (*Card Integrators*) will void maintenance protection.
5. Ensure that operating environment is clean and do not attempt to operate the system in any extreme environmental conditions.

### Terms of Limited Service Agreement: ID Card Printer

- 1) Be prepared to communicate your customer number and printer serial number.
- 2) Includes unlimited telephone and/or internet remote access support, printer parts and labor only.
- 3) Limited service agreement excludes loaner printer, contact sales for price on a loaner unit.



3625 Serpentine Drive, Los Alamitos, CA 90720  
 www.cardintegrators.com

**Terms of Full Service Agreement: ID Card Printer**

- 1) Includes unlimited telephone and/or internet remote access support, parts and labor. A loaner printer will be provided to the customer if problem cannot be resolved over the phone and with initial remote support.
- 2) Loaner printer will be same or like model and shipped within 24 hours via UPS ground. Other shipment methods are available at additional cost to customer.
- 3) The unit must be packaged and shipped to the destination provided by the technician with the RMA number labeled clearly on the outside of the box.
- 4) Printer must be shipped in its original printer box or the customer is held liable for any damages during shipping. Replacement box costs will depend on your printer model.
- 5) Loss or damage to Loaner/Rental equipment: By accepting the loaner/rental equipment, customer agrees to return the loaner/rental equipment in the original condition as upon delivery/pick-up and assumes full responsibility for loss, damage resulting from the improper usage of the equipment up to the full replacement value thereof.
- 6) There may be minor color variation as all printers print slightly differently.
- 7) Customer will pay the cost of shipping to repair destination; CI Solutions will pay shipping to customer.
- 8) Customer will pay the cost of shipping loaner printer back to CI Solutions within 5 working days after receipt of customers repaired unit or a \$50 per day charge will apply.
- 9) Onsite service is available within a 50 miles radius of CI Solutions headquarters, 3625 Serpentine Drive, Los Alamitos, CA 90720.
- 10) One Preventative maintenance visit is available by request for customers within a 30-mile radius of headquarters.
- 11) Custom service agreements are available, please call for details.

**Conditions of ID Card Printer Service Agreement:**

- 1) For your service agreement to be valid, you must maintain your printer by performing recommended cleaning procedure using approved cleaning materials.
- 2) Maintenance service is contingent upon proper use and care and does not cover printers that have been modified, subjected to unusual physical or electrical stress, abuse, damage or have been operated in extreme environmental conditions.
- 3) CI Solutions (Card Integrators) shall be under no obligation to furnish any service agreement service if repair or replacement parts are required because of the customer's use of unapproved card stock or consumable ribbon.
- 4) CI Solutions (Card Integrators) shall be under no obligation to furnish a loaner printer if the customer does not maintain the printer by performing recommended cleaning procedures.

Proper maintenance and cleaning of printers will preserve print quality and expected life of the printer. Refer to the product user's manual for complete maintenance and cleaning information or call CI Solutions (*Card Integrators*) for information.

Our service agreements are intended to provide a high level of service to our customers. All support provided outside of purchase service agreement is billed at a service rate of \$175 per hour with a one-hour minimum.

Please sign here to indicate that you have read and agree to the terms of the service and license agreement provided by CI Solutions.

Customer Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_  
 Vendor Signature Erica Andrade Print Erica Andrade

**Erica Andrade**  
 Office: (562) 431-2594  
 Direct: (562) 449-2495  
[EricaA@cardintegrators.com](mailto:EricaA@cardintegrators.com)

**Date:** April 15, 2020  
**Submitted by:** Xiaohong Li, Interim Executive Director of Information Technology  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Ratification

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**Board Meeting Date:** May 13, 2020

**Title of Board Item:**

Convergent Technologies Proposal for Systems Monitoring of the Welding Shop

**Background:**

Convergent Technologies is the college's security company that provides and support with alarm, video and fire systems. This proposal is a renewal of the current contract where Convergent monitors the fire alarm system for the Welding Shop and will notify emergency services

**Terms (if applicable):**

Alarm monitoring services coverage is from 4/10/2020 to 4/9/2023. This contract will be invoiced annually at the pricing of \$500.

**Expense (if applicable):**

The total cost of the one-year is \$500.00.

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

This cost is included in the 2019 - 2020 IT budget.

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



Dr. Debra Daniels, Superintendent/President



Convergent Technologies LLC  
1667 North Batavia Street, Orange, CA 92867  
Belinda.Franklyn@convergent.com  
Phone 714-546-2780  
www.convergent.com

**SYSTEMS MONITORING PROPOSAL**

<b>Date:</b> 5/5/2020	<b>Quotation #:</b> 605SRE059F-H
<b>To:</b> Taft College	<b>Project:</b> E24 Security Monitoring
<b>Attn:</b> Xiaohong Li, Executive Director	<b>Email:</b> [{CUE}]
<b>From:</b> Convergent Technologies LLC 1667 N Batavia Street Orange, CA 92867	<b>Site Address:</b> Taft College Weld Shop 809 Blackgold Court Taft, CA 93268 661-763-7700

*Coverage to be extended from date of initial contract period. This contract will continue to auto renew on an annual basis. Please contact your local service coordinator to request current account details and/or address any updates or changes.*

*Billing Address (if different from the address listed above)*

<b>Name:</b>	<b>Attn:</b>
<b>Address:</b>	
<b>Phone:</b>	<b>Email:</b>
<b>Billing Instruction:</b>	

*Customer agrees to purchase, and Convergent Technologies LLC (CTLLC) agrees to provide monitoring service as described herein and according to the Terms and Conditions of the Subscriber Monitoring Agreement. Customer agrees to provide RJ31X telephone jack(s), dedicated phone line(s), or other equipment as may be required. Material, installation and additional trips due to phone lines or network not being installed properly will be billed to the customer at current Time and Material rates. Final acceptance is subject to CTLLC approval.*

## SYSTEMS MONITORING OPTIONS

*Elected Service(s) are indicated with*   
 Prices listed are per monitored panel

Intrusion Alarm Monitoring       Fire Alarm Monitoring

NOTE: The below information is for the functionality for **one** panel. If monitoring is needed for additional panels, please contact your Convergent Representative or Service Coordinator for separate documentation.

<b>Select Primary Communication Type:</b>	
<input type="checkbox"/> <b>Network Communication</b> (includes up to 24-Hour/Daily Test) Sending alarm signals over customer provided internet connection	<b>\$600.00/year</b>
<input checked="" type="checkbox"/> <b>Phone Line Communication</b> (includes up to 24 Hour/Daily Test) Sending alarm signals over customer provided phone line	<b>\$500.00 per year for 3 year agreement.</b>
<input type="checkbox"/> <b>Cellular Communication</b> (includes up to 24 Hour/Daily Test) Sending alarm signals over Convergent provided cellular connection	<b>\$720.00/year</b>
<b>Select Additional Options:</b>	
<input type="checkbox"/> Cellular Backup Service Plan	<b>\$420.00/year</b>
<input type="checkbox"/> Supervised Open/Close	<b>\$216.00/year</b>
<input type="checkbox"/> Unsupervised Open/Close (Log Only)	<b>\$144.00/year</b>
<input type="checkbox"/> Other	<b>\$___/ year</b>

*Pricing above excludes all installation and programming labor.*

*Services to be invoiced annually, at the above rates and during the first month of each contract year. After the commencement date, Customer shall have the right to cancel this agreement upon 30 days prior written notice to CTLLC at the end of this initial or any subsequent renewal period. Any and all monies owed under this agreement shall be due and payable, including services performed but not yet completed for any reason.*

**Effective Dates: 4/10/2020 to 4/9/2023**

*Initial:* \_\_\_\_\_



Utilizing EMERGENCY24, CTLLC provides customers with fully redundant monitoring services resulting in a fail-safe monitoring network.

**Subscriber Secure Internet Service** Included with all monitoring agreements, Convergent Technologies subscribers receive the ability to manage and monitor their account on-line via Secure Internet Services. Secure Internet Services allows the subscriber to perform tasks including the ability to place accounts on test, make *temporary* changes to party information, view account history, view account data and request account information changes.

Complete the Subscriber Secure Internet Access Info section on page 5 to have your account created.

**Generic Subscriber History Reports** Another exclusive feature is the ability to obtain generic alarm activity reports listing the date, time and description of the alarm signal. Information through these services is secured by the same encryption process used for Internet financial transactions. Ability to access reports is included with the Subscriber Secure Internet Service option.

Subscribers also receive PASS CODE cards that include various methods and procedures for contacting the monitoring facility.

In addition to the basic services listed below, Convergent Technologies offers a variety of optional services. Your CTLLC representative can provide additional information upon request.

**Test Signal Options** Test signals are necessary to ensure your system is operational and transmitting signals to the Monitoring Station. A test signal will be transmitted from your system to the Monitoring Station based on the type of monitoring you select. Should the test signal fail for any reason, this is indicative of a system or telephone communications failure. Having such a failure places your facility at great risk should a fire alarm or security system alarm occur. The Monitoring Station would not receive notification of the alarm condition, and would not contact the local authority to alert them to the situation. Should a Test Signal fail to be received at the Monitoring Station, a call will be placed to the individual(s) identified on the Subscriber Monitoring Agreement if selected under Callback Options. A service call to resolve the system failure should be placed to CTLLC as soon as possible.

#### ***Schedule Open/Close Supervision for Business Customers***

Business owners benefit from EMERGENCY24's Open/Close Supervision service that alerts them when their system has been disabled or armed outside of specified hours. The established open and closing times will govern this service so management can track its employees' arrival and departure times. The way the Open/Close Supervision works is that a call is made by the EMERGENCY24 monitors to advise when the conditions have been violated.

For added convenience, customers will have a password to override the time schedule. Also, future temporary changes for holidays can be input up to 12 months in advance via our online dealer center.

**Unsupervised Open/Close Supervision** By selecting the unsupervised option, EMERGENCY24 will Log Only the dates and times your system is disabled or armed by the user pin number used. This history will be available online via the EMERGENCY24 online dealer center. An email option is also available.

#### ***Back Up Communications Options***

This option is highly recommended when monitoring Security Systems. In the event of a telephone or network communication system failure, having a method of back-up communications in place will help to ensure continuous protection of your facility. Your CTLLC representative can provide additional information upon request.

#### ***One-Time Activation Fee***

For all takeover of existing control panels, a one-time activation fee of \$75 will be charged. This fee will be waived for newly added panels installed by Convergent Technologies.

#### ***Breach or Default***

If Customer does not pay the amounts due hereunder or breaches any of the terms or conditions of the Subscriber Monitoring Agreement, or if the Customer ceases doing business as a going concern, CTLLC, in addition to any legal remedies it may have, may terminate this agreement.

#### ***Cancellation***

After the commencement date, Customer shall have the right to cancel this agreement upon 30 days prior written notice to CTLLC at the end of this initial or any subsequent renewal period. Any and all monies owed under this agreement shall be due and payable, including services performed but not yet completed for any reason.

***Length of Plan***

After execution of agreement by an authorized representative of CTLLC, the term of this agreement shall be 12 months unless indicated elsewhere in this agreement. Unless cancelled with 30 days prior written notice, the agreement shall be renewed for successive term(s) at the prices and under the terms and conditions in effect at the time of renewal. Fees paid hereunder are not refundable once this agreement is in effect.

***Force Majeure***

CTLLC and EMERGENCY24 shall not be responsible for failure to render service due to causes beyond its control, including, but not limited to work stoppages, fires, civil disobediences, riots, rebellions, acts of God and similar occurrences.

***Notification***

It is the obligation of the Customer to keep the "Party List" updated. All changes and revisions to the "Party List" shall be submitted on the Permanent Change Form, signed and submitted to CTLLC. Changes shall become effective within five (5) business days of submittal.

***Permits***

It is the responsibility of the Customer to check with their local jurisdiction to confirm if permits for their alarm system are required. If required, it is the Customer's responsibility to obtain the permit and pay any associated fees to the City or County. If not obtained, and there is a local requirement, the Customer may be charged a fee if the authorities are dispatched, regardless if it was an actual or false alarm, to cover response costs. Convergent Technologies will not be responsible for paying any fees related to permits or false alarms.

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*Attach Purchase Order or Requisition if Required*

**Customer Authorization:** \_\_\_\_\_

**Customer Signature:** \_\_\_\_\_

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

**PO#:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office Use Only	
Dealer:	
Passcode:	
Account#:	

**SUBSCRIBER MONITORING AGREEMENT - TERMS & CONDITIONS**

**NOTE TO SUBSCRIBER: YOU, THE SUBSCRIBER, MAY CANCEL THIS AGREEMENT AT ANY TIME PRIOR TO MIDNIGHT OF THE 3<sup>RD</sup> BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION.**

- WHEREAS, the undersigned \_\_\_\_\_, hereinafter called SUBSCRIBER, has heretofore entered an agreement with its Alarm Co., CONVERGINT TECHNOLOGIES LLC (hereinafter called "CONVERGINT"), and has on this date entered into this agreement (consisting of two pages and 18 points) with EMERGENCY Twenty Four, Inc., or its assigns herein called EMERGENCY 24, the terms of which provide for Monitoring of Incoming Signal from Subscriber's local protective system located at the address set forth on the Proposal and EMERGENCY 24's monitoring receiving facility.

**NOTE: For "Subscriber" below, please access your online customer portal to replicate the name and address. Contact your Convergent Representative or Service Coordinator for assistance if needed.**

<b>Subscriber:</b> Taft College	executed this _____ day of _____, _____
<b>By:</b> _____	<b>Street:</b> _____
<b>Signature:</b> _____	<b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____
<b>Title:</b> _____	<input type="checkbox"/> check if addendum attached with additional locations
<b>Convergent Technologies LLC ("CONVERGINT") Subscriber's Alarm Company</b>	
<b>By:</b> _____	<b>Title:</b> _____
<b>Signature:</b> _____	
<b>EMERGENCY24:</b>	
<b>By:</b> _____	
<b>Signature:</b> _____	

- IT IS THEREFORE AGREED for in consideration of such agreement that:
- The SUBSCRIBER will set the alarm system for protection required.
- The local protective system at SUBSCRIBER'S premises is not the property of EMERGENCY 24 and said system is to be kept in working order by SUBSCRIBER. EMERGENCY 24 cannot be responsible at any time for its working condition or any failure of same and therefore the sole duty of EMERGENCY 24 is to maintain in working order its Monitoring Receiving Facility. EMERGENCY 24, upon receipt of a signal from a SUBSCRIBER'S premises, shall make every reasonable effort to transmit notification of the alarm promptly to the police, fire or other authorities and/or person or persons whose names and telephone numbers are set forth on the SUBSCRIBER MONITORING AGREEMENT and/or data changes received by EMERGENCY 24 from CONVERGINT or SUBSCRIBER, from time to time, unless there is just cause to assume that an emergency condition does not exist.
- SUBSCRIBER will pay any Village or Municipal permits or license fees as may be required.
- SUBSCRIBER agrees to pay any false alarm assessments, taxes, fees or charges relating to the installation or services provided under this agreement which are authorized or imposed by any governmental body or other organization to whose facilities the service is connected.
- That this agreement may be cancelled by EMERGENCY 24 at any time, upon a ten (10) day written notice, if false alarms continue to occur.
- That this agreement may be canceled without previous notice, at the option of EMERGENCY 24, in the event EMERGENCY 24 Monitoring Receiving Facility, connection wires or equipment are destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, or from lack of signal wire facilities beyond the control of EMERGENCY 24, and may likewise be canceled at the option of SUBSCRIBER in the event that the local premises supervised are so damaged or destroyed.
- Should there arise a conflict of terms or conditions between this agreement and a purchase order it is agreed that this contract shall be supreme and binding
- This agreement shall continue for as long as CONVERGINT contracts with EMERGENCY 24 for the performance of monitoring duties for the SUBSCRIBER. In the event that the CONVERGINT notifies EMERGENCY 24 of its termination of service for the performance of monitoring duties for the SUBSCRIBER for any reason or in the event that CONVERGINT fails or refuses to make payment for services furnished or to be furnished to the SUBSCRIBER, EMERGENCY 24 will give the SUBSCRIBER at least 15 days notice of termination of such services to the SUBSCRIBER and, upon giving such notice, this agreement and all of EMERGENCY 24's responsibilities hereunder shall come to an end as if the date fixed in such notice was the term fixed in the agreement between EMERGENCY 24 and CONVERGINT and neither party hereto shall have any claim against the other.

11. EMERGENCY 24 shall not be liable for any loss or damage caused by defects or deficiencies in the electro-protective equipment nor shall EMERGENCY 24 incur any liability for any delay in response time or non-response of police, fire or other authorities, institutions or individuals notified by EMERGENCY 24.
12. EMERGENCY 24 shall not be obligated to perform any monitoring service hereunder during any time when telephone or telephone equipment shall not be working since signals to EMERGENCY 24 are received solely by means of telephone communication.
13. EMERGENCY 24 hereby disclaims all warranties, express or implied, including those of merchantability or fitness that its services will avert, deter or prevent any loss which monitoring might alleviate or mitigate.
14. It is agreed that EMERGENCY 24 is not an insurer and that it is not the intention of the parties that EMERGENCY 24 assume responsibility for any loss occasioned by misfeasance in the performance of the services under this contract or for any loss or damage sustained through burglary, theft, robbery or other cause or any liability on the part of EMERGENCY 24 by virtue of this Agreement or because of the relation hereby established. If there shall notwithstanding the above provisions at any time be or arise any liability on the part of EMERGENCY 24 by virtue of this Agreement or because of the relation hereby established, whether due to the negligence of EMERGENCY 24 or otherwise, such liability is and shall be limited to and fixed at the sum of two hundred and fifty dollars (250.00) as and for liquidated damages. Such liabilities as herein set forth are fixed as liquidated damages and not as a penalty and this liability shall be complete and exclusive. That in the event SUBSCRIBER desires EMERGENCY 24 to assume greater liability for the performance of its services hereunder, a choice is hereby given to obtaining full or limited liability by paying an additional amount under a graduated scale of rates proportioned to the responsibility, and an additional rider shall be attached to this Agreement setting forth the additional liability of EMERGENCY 24 and additional charges. That the rider and additional obligation shall in no way be interpreted to hold EMERGENCY 24 as an insurer.
15. SUBSCRIBER hereby releases discharges and agrees to hold EMERGENCY 24 harmless from any and all claims liabilities, damages, losses or expenses arising from or caused by any hazard covered by insurance resulting from or related to this service contract, whether said claim is made by SUBSCRIBER and/or CONVERGINT, his agent or insurance company or by any other parties claiming under or through SUBSCRIBER and/or CONVERGINT. SUBSCRIBER agrees to indemnify EMERGENCY 24 against, defend and hold EMERGENCY 24 harmless from any claims for subrogation which may be brought against EMERGENCY 24 by any insurer or insurance company or its agents or assigns, including payment of all damages, expenses, costs and attorneys fees.
16. It is the responsibility of CONVERGINT to insure that the service and the notifications entered on the SUBSCRIBER'S MONITORING AGREEMENT and related ADDENDA forms are proper and correct and that the form is signed by the SUBSCRIBER.
17. This agreement is made and shall be governed by the laws of the State of Illinois.
18. Any additions or amendments to the SUBSCRIBER MONITORING AGREEMENT TERMS AND CONDITIONS must be signed by all three parties. No verbal agreements shall alter the above order.

[Rest of this page intentionally left blank]

Date: April 17, 2020  
Submitted by: Terri Smith  
Area Administrator: Dr. Leslie Minor, VP of Instruction  
Subject: Request for Approval

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Board Meeting Date: May 13, 2020

**Title of Board Item:**

Netlink Loader (pay station kiosk) Service Contract

**Background:**

This is a renewal service contact with C. A. Reding for the pay station kiosk located in the library. The kiosk allows students to add funds to their account to print from computers in the library.

**Terms (if applicable):**

June 26, 2020 – June 25, 2021

**Expense (if applicable):**

\$1,675.00

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

This item is included in the library's 2020/2021 District budget.

Approved:   
Dr. Debra Daniels, Superintendent/President





office technologies • document solutions

# CONTRACT INVOICE

Invoice Number: 552630

Invoice Date: 04/20/2020

**Bill To:** Taft College  
29 Emmons Dr  
Taft, CA 93268

**Customer:** Taft College  
29 Emmons Dr  
Taft, CA 93268

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
17634282	Net 30	05/20/2020	\$1675.00	<b>\$1,675.00</b>	
<b>Invoice Remarks</b>					
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
17940-01		\$1,675	0	06/26/2018	
<b>Contract Remarks</b>					

**Summary:**

Contract base rate charge for the 06/26/2020 to 06/25/2021 billing period  
\$1,291 Manufacture Support + \$384 Local C.A.Reding on-site support = \$1,675.

\$1,675.00

\$1,675.00

**Detail:**

**Equipment included under this contract**

**ITC/EPAYUBCM Netlink Loader**

Number	Serial Number	Base Adj.	Location
EQU7474	C221838625	\$0.00	Taft College 29 Emmons Dr Taft, CA 93268

Remit to:  
C.A. Reding Co., Inc.  
4352 N. Brawley Ave. Suite 101  
Fresno, CA 93722

Invoice SubTotal	\$1,675.00
Tax:	\$0.00
Invoice Total	\$1,675.00
<b>Balance Due:</b>	<b>\$1,675.00</b>

# BOARD AGENDA ITEM

**Date:** April 20, 2020  
**Submitted by:** Heather del Rosario, Vice President of Human Resources  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Ratification

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**Board Meeting Date:** May 13, 2020

**Title of Board Item:**

Master Service Order Form Master Licensing Agreement with Paycor.

**Background:**

West Kern Community College District is implementing electronic onboarding services through Paycor. This system is an expansion of the existing Applicant Tracking System. This master agreement covers the implementation support and grants licensing rights for District users.

**Terms (if applicable):**

The contract is effective May 1, 2020.

**Expense (if applicable):**

\$2,888.00 annually

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

This expense will be paid through grant funds provided for EEO compliance.

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





Order for Services  
2/12/2020

Client Name Taft College 29 Cougar Court, Taft California 93268

Monthly Fees

Service	Unit	Quantity	Total Cost
Onboarding		1	\$ 199.00

Implementation Fees

Service	Unit	Quantity	Total Cost
Onboarding Setup Fee			\$ 500.00

Taft College Total			Total Cost
Monthly Fees - Annual Total			\$ 2,388.00
		Annualized Total	\$ 2,388.00
		Implementation Fees	\$ 500.00

Some prices shown on this Order may be volume and/or transaction based. Totals reflected on this Order are estimated based on Client-specified volumes.

By signing this Order, I certify that I am authorized to sign on behalf of the Client and agree to the terms of this Order and any documents incorporated herein.

**Paycor**  
By \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

**Client**  
By *Debra Daniels*  
Name Debra Daniels  
Title Superintendent/President  
Date Apr 17, 2020






# Taft Onboarding CSA for signature

Final Audit Report

2020-04-17

Created:	2020-04-17
By:	Heather del Rosario (hdelrosario@taftcollege.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXIN9SVUMFmLbNbxCe8MJBRuokM6XVZhV

## "Taft Onboarding CSA for signature" History

-  Document created by Heather del Rosario (hdelrosario@taftcollege.edu)  
2020-04-17 - 4:24:36 PM GMT- IP address: 75.113.174.133
-  Document emailed to Debra Daniels (ddaniels@taftcollege.edu) for signature  
2020-04-17 - 4:25:51 PM GMT
-  Email viewed by Debra Daniels (ddaniels@taftcollege.edu)  
2020-04-17 - 4:37:25 PM GMT- IP address: 207.233.123.254
-  Document e-signed by Debra Daniels (ddaniels@taftcollege.edu)  
Signature Date: 2020-04-17 - 4:37:55 PM GMT - Time Source: server- IP address: 207.233.123.254
-  Signed document emailed to Debra Daniels (ddaniels@taftcollege.edu) and Heather del Rosario (hdelrosario@taftcollege.edu)  
2020-04-17 - 4:37:55 PM GMT



Adobe Sign

**West Kern Community College District  
Board of Trustees Meeting  
May 13, 2020**

**Agenda Item 8.**

**A. Academic Employment**

**1. 2019 Summer Session Extra Hours**

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Altenhofel, Jennifer Dr.	HIST courses	3	\$72.93	6/8/20 – 7/16/20
b.	Bandy, Ingrun	PHED courses	3	\$72.93	8/3/20 - 8/21/20
c.	Berry, Wendy	BIOL courses	3	\$72.93	6/8/20 – 7/30/20
d.	Bledsoe, Adam	BUSN, ECON& MGMT courses	3	\$72.93	6/8/20 – 7/30/20
e.	Bogle, Darcy	STSU courses	3	\$72.93	6/8/20 – 7/30/20
f.	Cahoon, Nathan	MATH courses	3	\$72.93	6/8/20 – 7/30/20
g.	Carlson, Kamala	ENGL courses	3	\$72.93	6/8/20 – 7/30/20
h.	Devine, William	ENGL courses	3	\$72.93	6/8/20 – 7/30/20
i.	Duron, Candace	STSU courses	3	\$72.93	7/6/20 – 7/30/20
j.	Flachmann, Christopher	PSYC & STSU courses	3	\$72.93	6/8/20 – 7/30/20
k.	Flowers, Carly	HLED courses	3	\$72.93	6/8/20 – 7/30/20
l.	Furman, Tori	WKEX courses	3	\$72.93	6/8/20 – 8/13/20
m.	Getty, Shelley	MATH courses	3	\$72.93	6/8/20 – 8/13/20
n.	Jiles, Michael	ADMJ & POSC courses	3	\$72.93	6/8/20 – 7/30/20
o.	Jimenez Murguia, Salvador	SOC courses	3	\$72.93	6/8/20 – 7/30/20
p.	Kerr, Danielle	ENGL courses	3	\$72.93	6/8/20 – 7/30/20
q.	Kulzer-Reyes, Kelly	DS courses	3	\$72.93	6/8/20 – 7/30/20
r.	Lytle, Steve Dr.	BIOL courses	3	\$72.93	6/8/20 – 7/30/20
s.	Maiocco, Vince	HLED courses	3	\$72.93	6/8/20 – 7/30/20
t.	Martinez, Julian	SPAN courses	3	\$72.93	6/8/20 – 7/30/20
u.	Martinez, Maria	MATH courses	3	\$72.93	6/8/20 – 8/13/20
v.	May, James	GEOG courses	3	\$72.93	6/8/20 – 7/30/20
w.	Mendoza, Tina	HIST courses	3	\$72.93	6/8/20 – 7/16/20
x.	Mitchell, David	STAT courses	3	\$72.93	6/8/20 – 8/13/20
y.	Page, Jason	ECON courses	2	\$65.02	6/8/20 – 7/30/20
z.	Payne, Ruby	MATH courses	3	\$72.93	6/8/20 – 8/13/20
aa.	Polski, Robin	PSYC courses	3	\$72.93	6/8/20 – 7/30/20
bb.	Rangel-Escobedo, Juana	STSU courses	3	\$72.93	6/8/20 – 7/30/20
cc.	Reynolds, Joy	MATH courses	3	\$72.93	6/8/20 – 7/30/20
dd.	Rodenhauser, Debora	ARTH courses	3	\$72.93	6/8/20 – 7/16/20

**1. 2019 Summer Session Extra Hours Continued**

ee.	Roth, Rebecca	ECEF courses	3	\$72.93	6/8/20 – 7/30/20
ff.	Thompson, Tony	PHED & HLED courses	3	\$72.93	6/8/20 – 7/30/20
gg.	Travis, Lori	SPCH courses	3	\$72.93	6/8/20 – 7/16/20

**2. 2019 Summer Session Adjunct Lecturers**

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Agundez, Adrian	COSC 2020 Course	3	\$72.93	6/8/20 – 7/30/20
b.	Brixey, Gabrielle	BUSN 1510 & MGMT 1505 Courses	3	\$72.93	6/8/20 – 7/30/20
c.	Burnham, Kyle	Music 1510 Courses	3	\$72.93	6/8/20 – 7/30/20
d.	Colaw, Rebecca	PSYC 2205 courses	3	\$72.93	6/8/20 – 7/30/20
e.	Combs, Noelle	POSC 1501 Courses	3	\$72.93	6/8/20 – 7/30/20
f.	Cutrona, Angelo	PHED 1542, 1742 Courses	3	\$72.93	8/3/20 – 8/21/20
↓	Cutrona, Myisha	PHED 1542, 1742 Courses	3	\$72.93	8/3/20 – 8/21/20
g.	Dimayuga, Anna	ART 1800 Courses	3	\$72.93	6/8/20 – 7/30/20
h.	Duncan, Brandon	HIST 2232 Course	3	\$72.93	6/8/20 – 7/16/20
i.	Ferguson, Bruce	PHED 1523, 1623, 1723, 1823 Courses	3	\$72.93	6/8/20 – 7/30/20
j.	Golling, Leigh	DRAM 1535& SPCH 1511 Courses	3	\$72.93	6/8/20 – 7/16/20
k.	Hall, Eric	ENGL 1700 Courses	3	\$72.93	6/8/20 – 7/30/20
l.	Hickman, Ryan	BIOL 2370& ENGL 1600 Courses	3	\$72.93	6/8/20 – 7/30/20
m.	Howell, Christina	ECEF 1531 Courses	3	\$72.93	6/8/20 – 7/30/20
n.	Lindquist, Erica	ARTH 1510 Course	3	\$72.93	6/8/20 – 7/30/20
o.	Montelongo, Maribel	SPAN 1510 Courses	2	\$65.02	6/8/20 – 7/30/20
p.	Rients, Amy	ECEF 1501 Course	3	\$72.93	6/8/20 – 7/30/20
q.	Romero, Megan	ECEF 1590 Course	3	\$72.93	6/8/20 – 7/30/20
r.	Swenson, Sonja	ARTH 2030& HUM 1500 Courses	3	\$72.93	6/8/20 – 7/30/20
s.	Taibjee, Sukena	INCO 1048 Course	3	\$72.93	6/8/20 – 7/30/20
t.	Vallejo, Benigno	BIOL 2370 Course	3	\$72.93	6/8/20 – 7/30/20
u.	VanSistineyost, Linda	INCO 1048 Course	3	\$72.93	6/8/20 – 7/30/20
v.	Villa, Walter	POSC 1501 Course	3	\$72.93	6/8/20 – 7/30/20
w.	Wessely, Jason	ADMJ 1501 Course	3	\$72.93	6/8/20 – 7/30/20
x.	West, Linda	COSC 1603 & 1703 Courses	3	\$72.93	6/8/20 – 7/30/20
y.	White, Marisol	SOC 1510 Course	3	\$72.93	6/8/20 – 7/30/20

West Kern Community College District  
Board of Trustees Meeting  
May 13, 2020

Agenda Item 8.

B. Classified Employment

Item	Name	Position	%Assignment	Range/Step	Salary	Term	Effective Date
<b>1. Classified</b>							
a.	Holder, Tiffani	Re-class-Bookstore Clerk	100%	15A	\$18.34/hour	12 mo.	7/1/20
b.	Rothgeb, Julie	Reclass- ITEC Administration Clerk	100%	15D	\$21.24/hour	12 mo.	7/1/20
c.	Tweedy, Alisa	Re-class- STEM Assistant/ Program Technician	100%	24C	\$25.26/hour	12 mo.	7/1/20

C. Resignations/Retirements

Item	Name	Position	% Assignment	Range/Step	Salary	Term	Effective Date
a.	Lemus, Everardo	Children’s Center Office Manager	--	--	--	--	4/27/20

**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 APRIL 30, 2020**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
8600	State Revenues	20,536,300	20,536,300	17,419,590	0	3,116,710
8800	Local Revenues	8,044,411	8,090,667	7,147,117	0	443,550
<b>Summary</b>		<b>28,580,711</b>	<b>28,626,967</b>	<b>24,566,707</b>	<b>0</b>	<b>4,060,260</b>

**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 April 30, 2020**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances
1000	Academic Salaries	9,789,915	9,537,947	7,493,868	0
2000	Classified & Other Nonacademic Salaries	5,633,812	5,865,960	4,454,202	0
3000	Employee Benefits	7,513,782	7,516,887	5,527,520	72,900
4000	Supplies and Materials	489,456	482,775	301,337	40,866
5000	Other Operating Expenses & Services	4,417,483	4,496,902	3,015,974	859,183
6000	Capital Outlay	209,208	226,497	120,834	47,329
7000	Other Outgo	128,055	101,000	91,673	0
7200	Transfers	399,000	399,000	326,760	10,204
<b>Summary</b>		<b>28,580,711</b>	<b>28,626,967</b>	<b>21,332,166</b>	<b>1,030,482</b>



Balance
2,044,079
1,411,758
1,916,467
140,572
621,746
58,334
9,327
62,036
<b>6,264,319</b>

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

Check Number	Check Date	Vendor Name	Description	Net Amount
78047381	04/01/2020	Involvio, LLC	INV-10176-18	12,700.00
78047408	04/01/2020	Taft College ASB General	reimburse ASO for fall athletic team travel	20,522.25
78047418	04/01/2020	West Kern Adult Education Network JPA	2019-20 Adult Education Block Grant - Passthrough	69,386.00
78047486	04/09/2020	AP Architects	AP Architects - March - Student Center	16,427.08
78047494	04/09/2020	BSK & Associates, Inc.	BSK - Open PO - Solar Project	11,713.32
78047510	04/09/2020	John Karwoski	J. Karwoski - Inspection Svcs January to June 2020	10,920.00
78047517	04/09/2020	P. G. & E.	PG&E - District - 19-20 Open PO	15,017.51
78047543	04/28/2020	AARP Health Care Options	19-20 Retiree Supp RX Plan	15,069.45
78047580	04/28/2020	P. G. & E.	PG&E - District - 19-20 Open PO	10,848.72
78047592	04/28/2020	TC Federal Financial Aid Clearing Account	PELL Negative Disbursements	14,360.00
78047594	04/28/2020	TouchNet	2020-21 Touchnet Annual Subscription Fee	42,415.00
78047597	04/28/2020	United Healthcare Insurance Company	19-20 Retiree Supplemental Health	49,478.50
				<b>288,857.83</b>

**ASO 2019/20**  
**Balance Sheet**  
As of April 30, 2020

April 30, 2020

**ASSETS**

**Current Assets**

**Checking/Savings**

ASO Safe 1	227,423.30
ASO Safe 1 - Savings	143.66

<b>Total Checking/Savings</b>	227,566.96
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<b>Total Current Assets</b>	227,566.96
-----------------------------	------------

<b>TOTAL ASSETS</b>	<b>227,566.96</b>
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**LIABILITIES & EQUITY**

**Equity**

**Restricted Funds**

Anime and Above	1,692.00
Art Club	834.00
ASO Athletics	42,614.58
ASO General - Interest	61.45
ASO General - Bank Charges	-218.33
ASO General - Operating	116,964.01
ASSE	385.43
Baseball Club	86.60
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

<b>Total D.H. GENERAL</b>	6,289.33
---------------------------	----------

ECE	3,518.99
Golf Club - Mens	1,365.00
Golf Club - Womens	1,121.25
Intervarsity 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	3,239.31
Softball Fund	638.75
Spectrum	1,482.45

**ASO 2019/20**  
**Balance Sheet**  
**As of April 30, 2020**

STEM	3,972.40
TC Cares	609.00
TIL Reunion	1,461.73
Uniform Replacement	11,810.35
Veterans Club	1,639.91
Women's Athletic Club	3,164.17
Women's Basketball Club	26.12
<b>Total Restricted Funds</b>	<b><u>227,566.96</u></b>
<b>Total Equity</b>	<b><u>227,566.96</u></b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>227,566.96</u></u></b>

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 02, 2020 11:59:42AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 521488

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$2,865.00

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$2,865.00	\$2,865.00

TOTAL DEPOSIT: \$2,865.00

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$2,865.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #200136

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: 04/02/2020 To 04/02/2020  
Transaction Number from: 200136 To 200136  
Date entered from: 00/00/0000 To 99/99/9999

J45197 DC0100 L.00.01 04/02/20 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS						
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-		AMOUNT
LN.	DI	DETAIL	DESCR			
200136	04/02/2020	04/02/2020	WKCCD DEPOSIT		ENTERED BY: MDJB UNAPPROVED	2,865.00
1.	78	STUDENT RECEIPTS		11000-000-9161-00000		2,865.00
					TOTAL AMOUNT	2,865.00
					DISTRICT TOTAL	2,865.00
					GRAND TOTAL	2,865.00

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 02, 2020 12:02:15PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 521489

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 \$176,163.02

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$8,715.33	\$8,715.33
RESTRICTED FUND	84097	0886	5490	\$25,285.95	\$25,285.95
CHILD DEVELOPMENT	84496	0886	5490	\$139,788.00	\$139,788.00
TIL	84697	0886	5490	\$873.00	\$873.00
CAFETERIA	84699	0886	5490	\$1,500.74	\$1,500.74

TOTAL DEPOSIT: \$176,163.02

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$176,163.02 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #200137**

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: 04/02/2020 To 04/02/2020  
 Transaction Number from: 200137 To 200137  
 Date entered from: 00/00/0000 To 99/99/9999

J45198 DC0100 L.00.01 04/02/20 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
200137	04/02/2020	04/02/2020	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	78	TESTING		11000-306-8889-49306	1,205.00
2.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300	606.98
3.	78	RIEMBURSEMENT		11000-113-2180-67800	4,496.47
4.	78	RIEMBURSEMENT		11000-114-5971-66005	152.08
5.	78	RETAINED FINANCIAL AID		11000-000-9526-00000	333.85
6.	78	TRANSCRIPT FEES		11000-000-8879-00000	820.95
7.	78	FEDERAL WORK STUDY		12401-353-8153-64600	7,862.11
8.	78	FWS ADMIN ALLOWANCE		12401-353-8151-64600	392.89
9.	78	FSEOG ADMIN ALLOWANCE		12000-353-8156-64600	1,853.00
10.	78	REIMBURSEMENT		12904-223-8699-66005	14,091.67
11.	78	REIMBURSEMENT		12904-223-5710-60103	1,086.28
12.	78	CAFETERIA SALES		32000-422-8841-69400	158.48
13.	78	REIMBURSEMENT		32000-422-2180-69400	1,342.26
14.	78	CC GENERAL		33428-310-8621-69200	50,129.00
15.	78	CC STATE PRESCHOOL		33528-310-8621-69200	60,427.00
16.	78	CC EARLY HEAD START		33000-310-8890-69200	21,600.00
17.	78	CC MIGRANT ED GRANT		33588-310-8621-69200	7,632.00
18.	78	TIL FACILITY RENTAL		39000-314-8896-64991	873.00
19.	78	REIMBURSEMENT		11000-110-5710-66003	1,100.00
TOTAL AMOUNT					176,163.02
DISTRICT TOTAL					176,163.02
GRAND TOTAL					176,163.02

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 02, 2020 12:03:07PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 521490

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL**  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$6,655.22**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$6,655.22	\$6,655.22

TOTAL DEPOSIT: **\$6,655.22**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$6,655.22 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00**  
 NOTES: DEPOSIT #200138

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: 04/02/2020 To 04/02/2020  
Transaction Number from: 200138 To 200138  
Date entered from: 00/00/0000 To 99/99/9999

J45199 DC0100 L.00.01 04/02/20 PAG

APPROVED AND UNAPPROVED TRANSACTIONS						
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-		AMOUNT
LN.	DI	DETAIL	DESCR			
200138	04/02/2020	04/02/2020	WKCCD DEPOSIT		ENTERED BY: MDJB UNAPPROVED	6,655.22
1.	78	BOOKSTORE SALES		31000-423-8841-69100		6,655.22
					TOTAL AMOUNT	6,655.22
					DISTRICT TOTAL	6,655.22
					GRAND TOTAL	6,655.22

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 10, 2020 11:57:18AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 521908

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 **\$84,407.14**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$84,407.14	\$84,407.14

TOTAL DEPOSIT: **\$84,407.14**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$84,407.14 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #200139**

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: 04/10/2020 To 04/10/2020  
Transaction Number from: 200139 To 200139  
Date entered from: 00/00/0000 To 99/99/9999

J47405 DC0100 L.00.01 04/10/20 PAG

APPROVED AND UNAPPROVED TRANSACTIONS						
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-		AMOUNT
LN.	DI	DETAIL	DESCR			
200139	04/10/2020	04/10/2020	WKCCD DEPOSIT		ENTERED BY: MDJB UNAPPROVED	84,407.14
1.	78	BOOKSTORE SALES		31000-423-8841-69100		84,407.14
					TOTAL AMOUNT	84,407.14
					DISTRICT TOTAL	84,407.14
					GRAND TOTAL	84,407.14

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 10, 2020 11:58:20AM

PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME

DEPT NO.  
 0886

EROD NO.  
 521909

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL**  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$4,390.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$4,390.00	\$4,390.00

TOTAL DEPOSIT: **\$4,390.00**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$4,390.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #200140**

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: 04/10/2020 To 04/10/2020  
Transaction Number from: 200140 To 200140  
Date entered from: 00/00/0000 To 99/99/9999

J47406 DC0100 L.00.01 04/10/20 PAG

APPROVED AND UNAPPROVED TRANSACTIONS										
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-						AMOUNT
LN.	DI	DETAIL	DESCR							
200140	04/10/2020	04/10/2020	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED						4,390.00
1.	78	STUDENT RECEIPTS		11000-000-9161-00000						4,390.00
								TOTAL AMOUNT	4,390.00	
								DISTRICT TOTAL	4,390.00	
								GRAND TOTAL	4,390.00	



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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 10, 2020 11:59:45AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 521910

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$48,967.24

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$43,098.20	\$43,098.20
RESTRICTED FUND	84097	0886	5490	\$500.00	\$500.00
CAFETERIA	84699	0886	5490	\$5,369.04	\$5,369.04

TOTAL DEPOSIT: \$48,967.24

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$48,967.24 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #200141

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: 04/10/2020 To 04/10/2020  
Transaction Number from: 200141 To 200141  
Date entered from: 00/00/0000 To 99/99/9999

J47407 DC0100 L.00.01 04/10/20 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
200141	04/10/2020	04/10/2020	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED	
1.	78	TESTING		11000-306-8889-49306	345.00
2.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300	503.20
3.	78	OPEB		11000-412-5990-73900	42,250.00
4.	78	REIMBURSEMENT		12657-353-8886-00000	500.00
5.	78	REIMBURSEMENT		32000-422-2180-69400	5,369.04
TOTAL AMOUNT					48,967.24
DISTRICT TOTAL					48,967.24
GRAND TOTAL					48,967.24

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

USER NAME  
Amanda Bauer  
SUBMIT DATE  
Apr 17, 2020 11:18:37AM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
DEPT NO.  
0886  
EROD NO.  
522214

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 \$661.05

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
EROD - Unemployment Admin Payment	84096	0886	5490	\$661.05	\$661.05

TOTAL DEPOSIT: \$661.05

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT:** TTC **ACCOUNT DEPOSITED:** General **CASH:** \$0.00 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$661.05 **CREDIT CARD:** \$0.00  
**NOTES:** Deposit # 200142

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  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 30, 2020 02:49:09PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 522902

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 \$25.82

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$25.82	\$25.82

TOTAL DEPOSIT: \$25.82

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$25.82 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD:  
 \$0.00  
 NOTES: DEPOSIT #200143

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: 04/30/2020 To 04/30/2020  
Transaction Number from: 200143 To 200143  
Date entered from: 00/00/0000 To 99/99/9999

J53977 DC0100 1.00.01 04/30/20 PAG

APPROVED AND UNAPPROVED TRANSACTIONS										
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-						AMOUNT
LN.	DI	DETAIL	DESCR							
200143	04/30/2020	04/30/2020	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED						25.82
1.	78	BOOKSTORE SALES		31000-423-8841-69100						25.82
								TOTAL AMOUNT	25.82	
								DISTRICT TOTAL	25.82	
								GRAND TOTAL	25.82	

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

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Apr 30, 2020 02:50:29PM

PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME

DEPT NO.  
 0886

EROD NO.  
 522903

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL**  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$4,512.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$4,512.00	\$4,512.00

TOTAL DEPOSIT: **\$4,512.00**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$4,512.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #200144**

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: 04/30/2020 To 04/30/2020  
Transaction Number from: 200144 To 200144  
Date entered from: 00/00/0000 To 99/99/9999

J53978 DC0100 L.00.01 04/30/20 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
200144	04/30/2020	04/30/2020	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	4,512.00
				TOTAL AMOUNT	4,512.00
				DISTRICT TOTAL	4,512.00
				GRAND TOTAL	4,512.00



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

USER NAME  
Mindy Jewell  
 SUBMIT DATE  
Apr 30, 2020 02:52:18PM  
 PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
 DEPT NO.  
0886  
 EROD NO.  
522904

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 \$51,583.77

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$3,229.14	\$3,229.14
RESTRICTED FUND	84097	0886	5490	\$24,148.89	\$24,148.89
CHILD DEVELOPMENT	84496	0886	5490	\$452.58	\$452.58
TIL	84697	0886	5490	\$23,753.16	\$23,753.16

TOTAL DEPOSIT: \$51,583.77

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$51,583.77 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #200145

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: 04/30/2020 To 04/30/2020  
 Transaction Number from: 200145 To 200145  
 Date entered from: 00/00/0000 To 99/99/9999

J53979 DC0100 L.00.01 04/30/20 PA

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
200145	04/30/2020	04/30/2020	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	TESTING		11000-306-8889-49306	653.75
2.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300	931.78
3.	78	REIMBURSEMENT		11000-000-7211-00000	521.61
4.	78	REIMBURSEMENT		11000-202-5740-60100	607.00
5.	78	REIMBURSEMENT		11000-000-8892-00000	515.00
6.	78	FEDERAL WORK STUDY		12401-353-8153-64600	7,756.84
7.	78	FWS ADMIN ALLOWANCE		12401-353-8151-64600	387.16
8.	78	FOUNDATION SALARIES		12000-114-8892-70999	9,002.56
9.	78	SCIENCE RENOVATION GRANT		12000-000-8821-00000	7,002.33
10.	78	CC CHILD CARE FOOD		33429-310-8621-69250	452.58
11.	78	TIL BUILDING		39000-314-8821-64991	11,326.00
12.	78	TIL FACILITIES RENTAL		39000-314-8896-64991	873.00
13.	78	TIL INTERNS		39000-314-8821-64991	11,554.16
				TOTAL AMOUNT	51,583.77
				DISTRICT TOTAL	51,583.77
				GRAND TOTAL	51,583.77

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

USER NAME  
 Amanda Bauer  
 SUBMIT DATE  
 Apr 30, 2020 02:56:54PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 522905

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 **\$1,700,450.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
April Apportionment	84096	0886	5490	\$1,381,675.00	\$1,381,675.00

April Apportionment	84097	0886	5490	\$318,775.00	\$318,775.00
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TOTAL DEPOSIT: **\$1,700,450.00**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$1,700,450.00 CREDIT CARD: \$0.00**  
 NOTES: Deposit # 200146

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

NOT PROCESSED

NOT SIGNED  
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED  
 TTC AUTHORIZED SIGNATURE

DEPOSIT TRANSACTIONS

Date last used from: 00/00/0000 To 99/99/9999  
 Transaction Number from: 200146 To 200146  
 Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
200146	04/30/2020	04/30/2020	April Apportionment	ENTERED BY: AMB UNAPPROVED		
1.	78	April Apportionment	11000-000-8612-00000		1,338,399.00	N
2.	78	April Apportionment	11000-000-8618-00000		10,057.00	N
3.	78	April Apportionment	11006-201-8633-00000		8,819.00	N
4.	78	April Apportionment	12551-353-8615-64600		3,849.00	N
5.	78	April Apportionment	12551-353-8625-64600		13,639.00	N
6.	78	April Apportionment	12000-303-8622-64300		34,521.00	N
7.	78	April Apportionment	12000-305-8624-64301		4,345.00	N
8.	78	April Apportionment	12000-311-8623-64200		20,667.00	N
9.	78	April Apportionment	12000-311-8660-64200		834.00	N
10.	78	April Apportionment	12600-309-8627-64992		11,912.00	N
11.	78	April Apportionment	12000-319-8644-00000		131,168.00	N
12.	78	April Apportionment	12050-431-8654-00000		1,416.00	N
13.	78	April Apportionment	12060-113-8634-67801		1,416.00	N
14.	78	April Apportionment	12569-353-8691-64600		3,756.00	N
15.	78	April Apportionment	12000-318-8699-64800		851.00	N
16.	78	April Apportionment	12558-223-8647-60103		21,015.00	N
17.	78	April Apportionment	12603-125-8643-68900		69,386.00	N
18.	78	April Apportionment	11000-000-8612-00000		24,400.00	N
TOTAL AMOUNT					1,700,450.00	*
DISTRICT TOTAL					1,700,450.00	**
GRAND TOTAL					1,700,450.00	***

**WEST KERN COMMUNITY COLLEGE DISTRICT**

**Travel Period:** 4/1/20 - 4/30/20\*

<b>Employee</b>	<b>Event/Purpose</b>	<b>Location</b>	<b>Travel Start Date</b>	<b>Travel End Date</b>	<b>Estimated Cost</b>

\*There was no travel this period.



## BOARD AGENDA ITEM

**Date:** April 30, 2020  
**Submitted by:** Amanda Bauer, Executive Director of Fiscal Services  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Information Item

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**Board Meeting Date:** May 13, 2020

**Title of Board Item:**

Report of Investments as of the quarter ended March 31, 2020 held at: U.S. Bank Global Corporate Trust Services.

**Background:**

These investments are not included in the District's Investment Portfolio, which is managed by Morgan Stanley. Attached is a summary of the investments held at U.S. Bank Global Corporate Trust Services. This represents a summary of activity **for the quarter ended March 31, 2020**. Investments were held at this institution as part of the Districts General Obligation Bonds and/or Certificate of Participation (COP) Notes Programs. This provided an investment vehicle for WKCCD to be used in conjunction with its construction programs and building on campus. This information is being submitted for informational purposes only.

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

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

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

The U.S. Bank Global Corporate Trust Services accounts had a beginning balance of \$1,896,756.80 at July 1, 2019, and an ending balance of \$3,979,369.00 for its Certificates of Participation accounts as of March 31, 2020. This balance represents the 2015 COP and 2020 COP reserve portions that are designated for the District's debt obligation repayment.

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

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

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

July 1, 2019 through March 31, 2020

Investment Account	Type of Activity	Portfolio as of July 1, 2019	Deposits / Int / Dividends Transfers In	Withdrawals / Fees Transfers Out	Balance as of March 31, 2020
West Kern CCD 2015 Refunding COP Lease Payment Fund	Treasury Portfolio	154.16	1,885,827.29	(1,470,750.01)	415,231.44
West Kern CCD 2015 Refunding COP Reserve Fund	Investment Agreement, Balance / Assured Guaranty Municipal Corp.	1,896,602.64	-	-	1,896,602.64
West Kern CCD 2020 COP Lease Payment Fund	Treasury Portfolio	-	1,023,981.74	-	1,023,981.74
West Kern CCD 2020 COP Reserve Fund	Investment Agreement, Balance / Assured Guaranty Municipal Corp.	-	633,006.26	-	633,006.26
West Kern CCD 2020 COP Project Fund	Treasury Portfolio	-	10,013,211.35	(10,013,211.35)	-
West Kern CCD 2020 COP Cost of Issuance Fund	Treasury Portfolio	-	186,069.10	(175,522.18)	10,546.92
<b>Grand Total</b>		<b>1,896,756.80</b>			<b>3,979,369.00</b>

**GRAND TOTAL OF INVESTMENTS HELD @ INVESTMENT COMPANIES**

**3,979,369.00**