

WEST KERN COMMUNITY COLLEGE DISTRICT
AGENDA FOR REGULAR MEETING

February 14, 2024

Cougar Room
(Access Through the Library Entrance)
29 Cougar Court
Taft, California 93268

4:00 p.m. Tour of Dental Hygiene Facility

5:00 p.m.

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

B. Obtaining Public Records. *A copy of the Board packet, including documents relating to any open session item are available to members of the public on the District website and also at the District Office. Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session 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. Oral presentations will be limited to a maximum of five (5) minutes. Time limitations are at the discretion of the Board President.*
- 2. Non-Agenda Items.** *Individuals have an opportunity to address the Board during the period set aside for Public Comment on Items of General Interest on topics within the subject matter jurisdiction of the Board **not** listed on the agenda. Oral presentations will be limited to a maximum of five (5) minutes, with a total of thirty (30) minutes designated for this portion of the agenda.*

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

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

1. CALL TO ORDER
2. PUBLIC COMMENT ON CLOSED SESSION ITEMS
3. ADJOURN TO CLOSED SESSION
 - A. Public Employee Appointment/Employment, Government Code Section 54957
Title: Superintendent/President
 - B. Public Employee Performance Evaluations, Government Code Section 54957
 - C. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
 - D. Conference with Labor Negotiators (Government Code section 54957.6)
Agency Designated Representative: Superintendent/President
Employee Organizations: TC Faculty Association, CSEA Chapter #543 & Management/Supervisory/Classified Confidential Employees
 - E. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
 - F. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)
 - G. Conference with Real Property Negotiations
Property: Franklin Field
Agency Negotiator: Todd Hampton, VP of Administrative Services
Under Negotiation: Sale or Lease of Property, Including Price and Terms of Payment
4. RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTION
5. FLAG SALUTE
6. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
7. GENERAL COMMUNICATIONS
8. APPROVAL OF MINUTES – Regular meeting January 10, 2024
9. NEW BUSINESS:
 - A. Information Item – Taft College Children’s Center 2022-23 Annual Program Self-Evaluation

- B. Request for Approval – Resolution 2023/24-05 – Classified Appreciation Week – April 29 – May 3, 2024
- C. Request for Approval – Resolution 2023/24-06 – Faculty Appreciation Week – May 6-10, 2024
- D. First Presentation – Tentative Agreement between Taft College Faculty Association and West Kern Community College District - Adjunct Faculty Committee Requirements Compensation; Effective 1/1/24
- E. Second Reading and Request for Approval – Board Policy Revisions
 - BP #2735 Board Member Travel
 - BP #3250 Institutional Planning
 - BP #7120 Recruitment and Hiring
 - BP #7600 Campus Security Officers
- F. First Reading – Board Policy Revision
 - BP #7400 Travel
- G. First Reading – Administrative Procedure Revision
 - AP #7400 Travel

10. CONSENT AGENDA (Items A – Q)

- A. Request for Approval – New Courses
 - Allied Health/Applied Technology Division
 - PHED 1602 Beginning Yoga
 - PHED 1612 Intermediate Yoga

 - Math & Science Division
 - MATH 1550 Precalculus & Trigonometry
- B. Request for Approval – Contract between the California Department of Rehabilitation and Taft College for Workability III Program for 2023/24 – 2025/26; \$140,172 per Year Revenue with a Certified Match of \$35,830 per Year and a Cash Match of \$30,353 per Year
- C. Request for Ratification – Strong Workforce Program Grant; Revenue of \$57,692.31
- D. Request for Ratification – Distance Education Captioning and Transcription (DECT) Grant Funding Agreement; 1/19/24 – 6/30/28

- E. Request for Approval – Adjustments to the 2023/24 Adopted Budget
 - F. Request for Approval – Residence Hall/Dormitory Room & Board Fee Increase; Effective 2024/25 Academic Year
 - G. Request for Approval – Increase in Room and Board Fees for CIL Residence Hall for the Academic Year 2024-25
 - H. Request for Approval – 2024/25 Non-Resident Tuition Fees
 - I. Request for Approval – Notice of Release of Grant or Categorically Funded or Temporary Faculty and Administration
 - J. Request for Approval – Award Marquee Sign Replacement to Sign Solutions; \$37,489.18
 - K. Request for Approval – Purchase of Metal Mobil Cabinets for Dental Hygiene; \$29,438.59
 - L. Request for Approval – AMS.NET, Inc. ETEC Switch Replacement Quote #Q-00076965; \$21,996.14
 - M. Request for Approval – ABTECH Technologies – Dell Virtual Environment Support Renewal Quote ABTQ16059; Coverage through January 2025; \$9,527.19
 - N. Request for Approval – AMS.NET, Inc., Cisco SMARTnet Support Renewal Quote #Q-00077109; 2/27/24 – 2/28/25; \$7,330.65
 - O. Request for Approval – BIO-key International, Inc. Portal Guard Annual Renewal; Effective 4/27/24 – 4/26/25; \$5,500.00
 - P. Request for Approval – Use of Oildorado Building for TIL Bon Voyage Casino Night; June 1, 2024; \$1,000.00
 - Q. Ratification of the January 2024 Vendor Check & Purchase Order Registers
11. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST
12. EMPLOYMENT (Action)
- A. Academic (Appendix I)
 - B. Classified/Confidential/Management Employment (Appendix II)

C. Separations (Appendix III)

13. REPORTS:

A. Financial Reports (For Information)

1. Revenue Accounts (Account Level 1) FY 2023/24
2. Expenditure Accounts (Account Level 1) FY 2023/24
3. Expenditure Detail of \$10,000.00 or Greater, January 2024
4. Student Organization and Special Accounts, January 2024
5. Funds Deposited in County Treasury, January 2024
6. Employee Travel Report – January 2024

B. Trustee Reports

C. Academic Senate Report

D. Reports from Staff and Student Organizations

14. REPORT OF THE SUPERINTENDENT/PRESIDENT

15. NEXT MEETING DATE

The next regular meeting is tentatively scheduled for Wednesday, March 13, 2024, at 5:00 p.m.

16. CONTINUATION OF CLOSED SESSION (If Necessary)

17. ADJOURNMENT

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

REGULAR MEETING

January 10, 2024

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:00 p.m. by President Billy White. Secretary Kathy Orrin and trustees Dawn Cole, Mike Eveland and Jeremy Gregory were also in attendance. Interim Superintendent/President Brock McMurray and Executive Assistant Trudi Blanco were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were made.

CLOSED SESSION

At 5:02 p.m. it was moved by Trustee Eveland, seconded by Trustee Gregory and unanimously carried, that the Board convene in Closed Session to discuss the District's position regarding the following matters:

- A. Public Employee Appointment/Employment, Government Code Section 54957
Title: Superintendent/President
- B. Public Employee Performance Evaluations, Government Code Section 54957
- C. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
- D. Conference with Labor Negotiators (Government Code section 54957.6)
Agency Designated Representative: Superintendent/President
Employee Organizations: TC Faculty Association, CSEA Chapter #543 &
Management/Supervisory/Classified Confidential Employees
- E. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
- F. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)
- G. Conference with Real Property Negotiations
Property: Franklin Field
Agency Negotiator: Todd Hampton, VP of Administrative Services
Under Negotiation: Sale or Lease of Property, Including Price and Terms of Payment

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 6:05 p.m., it was moved by Trustee Gregory, seconded by Trustee Cole and unanimously carried, to reconvene in Public Session. President White announced that no action was taken.

PLEDGE OF ALLEGIANCE

President Billy White led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There was no public comment.

GENERAL COMMUNICATIONS

There were no general communications.

APPROVAL OF MINUTES

On a motion by Trustee Cole, seconded by Secretary Orrin and unanimously carried, the minutes of the Regular meeting held December 13, 2023 were approved.

NEW BUSINESS

Request for Approval – West Kern Community College Financial Annual Financial Report, June 30, 2023

Ben Levitt, representing the CDWL auditing team, presented the findings of the annual audit. The District received an unmodified opinion which demonstrates strong fiscal practices. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the report was approved (copy attached to official minutes).

Request for Approval – Request to Award TC 24-003 NKTC Re-Roof Project; \$138,700.00

Dr. Hampton provided a review of the bid process for the project that will correct roof issues at the WESTEC facility. On a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried, the request was approved (copy attached to official minutes).

Request for Approval and Second Presentation - Taft College Faculty Association and West Kern Community College District Memorandum of Understanding – College Concurrent Program Advisor Compensation

Heather del Rosario, Vice President of Human Resources, stated that increased concurrent enrollment at Taft Union High School over the years has led to the need to update the level of compensation for the advisor. On a motion by Trustee Cole, seconded by Trustee Eveland and unanimously carried, the request was approved (copy attached to official minutes).

Second Reading and Request for Approval – Board Policy Revisions

- BP #7340 Leaves**
- BP #6800 Occupational Safety**
- BP #2430 Delegation of Authority to the Superintendent/President**

Mr. McMurray said that these revisions are aligned with CCLC Policy and Procedure recommendations to meet current law (copy attached to official minutes). On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, the revisions were approved (copy attached to official minutes).

First Reading – Board Policy Revisions

BP #2735	Board Member Travel
BP #3250	Institutional Planning
BP #7120	Recruitment and Hiring
BP #7600	Campus Security Officers

Mr. McMurray said that these revisions are aligned with CCLC Policy and Procedure recommendations to meet current law (copy attached to official minutes).

CONSENT AGENDA:

- A. Request for Approval – Central Valley Mother Lode Regional Consortium Master Agreement No. 2023/25 – Strong Workforce Program (SWP-8 Regional); 7/1/23 – 6/30/25; Award of \$480,185.00
- B. Request for Ratification – Non-Disclosure Agreement between OpenClassrooms, Inc. and West Kern Community College District (WKCCD); 11/30/23 – 11/30/26
- C. Request for Ratification – ZTC Acceleration Grant Awarded by the California Community College Chancellor’s Office (CCCCO) to West Kern Community College District (WKCCD) for Management Pathway; 12/1/23 – 6/30/26; Award of \$200,000.00
- D. Request for Ratification – ZTC Acceleration Grant Awarded by the California Community College Chancellor’s Office (CCCCO) to West Kern Community College District (WKCCD) for Law, Public Policy & Society Pathway; 12/1/23 – 6/30/26; Award of \$200,000.00
- E. Request for Ratification – ZTC Acceleration Grant Awarded by the California Community College Chancellor’s Office (CCCCO) to West Kern Community College District (WKCCD) for Studio Arts AA Pathway; 12/1/23 – 6/30/26; Award of \$25,000.00
- F. Request for Ratification – Agreement between Kern County Superintendent of Schools (KCSOS) and West Kern Community College District (WKCCD) for the Early Care, Education and Family Studies (ECEFS) Program; 1/10/24 – 6/30/24
- G. Request for Ratification – Nexstar Media Group, LLC Bakersfield and KGET Digital Agreement; 12/1/23 – 7/31/24; \$10,000.00
- H. Request for Approval – Annual Renewal Agreement with Finalsite (Blackboard Connect) for Emergency Outreach Messaging Services; 2/14/23 – 2/13/25; \$5,274.00
- I. Request for Approval – Athletics Counselor Training Contract Agreement; 1/11/24 – 5/31/24; Not to Exceed \$2,000.00
- J. Request for Approval – Arvin Union School District Piggyback Bid No. 2023-24-012; Expires 10/16/24
- K. Request for Approval – 2023-2026 Property and Casualty Claims Administration Services Agreement; 7/1/23 – 6/30/24
- L. Request for Approval – Agreement with Quicksilver Software, Inc. to Update TC-Stats Software Package; \$950.00 and Up to \$500.00 for Maintenance/Enhancements
- M. Ratification of the December 2023 Vendor Check & Purchase Order Registers

On a motion by Trustee Eveland, seconded by Secretary Orrin and unanimously carried, items A-M were approved (materials related to the items are attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments.

EMPLOYMENT

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

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

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

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 2023/24
2. Expenditure Accounts (Account Level 1) FY 2023/24
3. Expenditure Detail of \$10,000.00 or Greater, December 2023
4. Student Organization and Special Accounts, December 2023
5. Funds Deposited in County Treasury, December 2023
6. Employee Travel Report – December 2023

Trustee Reports

President White and Trustee Cole each thanked staff for the many holiday events.

Academic Senate

Candace Duron, Academic Senate (AS) President, said that the AS Vice President position is up for election for the 2024-26 term and will be selected in February. Currently the Senate is reviewing faculty position requests that will be ranked and then shared with the President for consideration.

Associated Student Organization (ASO)

Jay Cuevas, Student Trustee, and the ASO are planning graduation events that will recognize African American students, Latin American and Hispanic Students, and LGBTQ+ students in individual celebrations.

Marketing and Community Relations

Susan Groveman, Executive Director of Marketing and Community Relations, provided details on a mural project for the Bookstore. The project is funded through the Foundation Innovation grants and is being completed by Alissa Tweedy and MESA program students using 3D technology in the ETEC

department. In other work, Ms. Groveman is completing a Comprehensive Program Review and continues to support the upcoming TIL Casino Night.

Foundation

Dr. Sheri Horn-Bunk, Executive Director, and staff have worked to include engineering interns in a CSUB STEM winter camp. Dr. Horn-Bunk announced the naming of the ETEC building to honor Stanley and Madalyn Hutchison of the Hutchison Engineering Promise Program (HEPP) will be held March 5 and will include a celebration of a gift from Chevron.

Instruction

Dr. Devin Daugherty, Dean of Instruction/CTE, said that the Paramedic Program is moving forward with assistance from adjunct faculty to complete draft coursework that is now being submitted to the Chancellor's office for review. The Medical Assisting Program draft coursework is undergoing local review. Dr. Daugherty and facilities staff are working with an architect to identify and detail work to be done on G-building facilities that will be used for the Nursing program. The goal is to go to bid on facility work in early summer. Jaime Lopez, Associate Dean of Instruction, told the Board that he is exploring adult learner opportunities in connection with West Kern Adult Education Network.

Faculty Association

Ruby Payne, President of the Faculty Association, said that inservice was held last week. Details were shared on the offerings which included Open Education Resources (OER), curriculum work, and Diversity Education Inclusion Accessibility and Anti-Racism (DEIAA) discussions.

Administrative Services

Dr. Todd Hampton, Vice President of Administrative Services, reported details on a new sign project at the Ash Street entrance to campus and an update to the marquee on 6th street. Facilities observed recently repaired roof areas during rain periods and reported no leaks. Facilities staff have almost completed the installation of speed bumps in the parking lot. Dr. Hampton will be attending a workshop on the recently released Governor's budget. At this time, the budget appears to be more positive than expected but that figures will be finalized in late spring in the May revise of the Governor's budget.

Transition to Independent Living (TIL)

Aaron Markovitz, TIL Director, said that the TIL Casino Night was moved to June 1st and that the event will be a fun fundraiser event and will also recognize Brock McMurray's retirement. The theme for the event will be Bon Voyage.

Information Technology/Institutional Research

Dr. Xiaohong Li, Vice President of IT/IR, is working with Collaborative Brain Trust to host meetings this spring with campus and community stakeholders to prepare an Education Master Plan. The first visit will be February 8 & 9. The IT staff have successfully migrated the campus to a new file server and continue to offer training opportunities on cybersecurity.

Student Services

Dr. Damon Bell, Vice President of Student Services, said that enrollment is currently 19.8% above last year's figures at this time. Student Services hopes to increase this number with a Cougar Day Express being hosted tomorrow. Planning is underway for future Cougar Days, a male summit, among other outreach events.

SUPERINTENDENT REPORT

Mr. McMurray recognized recent Employee of the Month recipient professor Paul Blake. In recent weeks Mr. McMurray has attended the groundbreaking for the Hard Rock Hotel and Casino and a Kiwanis luncheon featuring Assemblyman Vince Fong. He recognized Taft College athletes who were honored by the Bakersfield Jockey Club.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, February 14, 2024.

CONTINUATION OF CLOSED SESSION

At 6:54 p.m. it was moved by Trustee Cole, seconded by Trustee Eveland and unanimously carried, that the Board reconvene in Closed Session.

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 7:34 p.m., it was moved by Trustee Eveland, seconded by Trustee Gregory and unanimously carried, to reconvene in Public Session. President White announced that no action was taken.

ADJOURNMENT

At 7:35 p.m., on a motion by Trustee Cole, seconded by Trustee Gregory and unanimously carried the meeting was adjourned.

Respectfully Submitted:

Dr. Kathy Orrin, Secretary

Date: January 29, 2024
Submitted by: Meghan Hall-Silveira – Program Director
Area Administrator: Dr. Leslie Minor, Vice President of Instruction
Subject: Information Item



Board Meeting Date: February 14, 2024

Title of Board Item:

Information Item: WKCCD Taft College Children’s Center 2022-23 Annual Program Self Evaluation.

Background:

WKCCD -Taft College Children’s Center follows a July through June Academic School Year and is required to submit an annual self-evaluation to the State Department of Education and to the State Department of Social Services. Its purpose is to ensure an efficient and effective childcare and development system that meets the needs of children, families, and our community.

Terms (if applicable): N/A

None

Expense (if applicable):N/A

None

Fiscal Impact Including Source of Funds (if applicable):

Non-compliance could lead to “Error Rates” and unknown fiscal charges.

Approved: _____



Brock McMurray, Interim Superintendent/President

Taft College Children's Center
FY & AY 2022-23
Program Self Evaluation (PSE)

WKCCD -Taft College Children's Center follows a July through June Academic School Year and is required to submit an annual self-evaluation to the State Department of Education and to the State Department of Social Services. Its purpose is to ensure an efficient and effective childcare and development system that meets the needs of children, families, and our community.

The key dimensions of the PSE are Family Files, Family Engagement, Program Quality Administration, Fiscal/Audits and Technical Assistance & Training. At the completion of the Program Self-Evaluation process, the results will be shared with Parents, Partners, Staff and Taft College Board of Trustees.

All dimensions within the PSE have MET standards outlined for quality practices.

Under family engagement we survey parents in each funded program.

Ca. State Preschool Program Results (CSPP)- 89% Very Satisfied 22% Satisfied

Ca. General Childcare Center Program (CCTR)- 86% Very Satisfied 14% Satisfied

CA. Migrant Program (CMIG) – 53% Very Satisfied 47% Satisfied

Across all contracts none were Unsatisfied.

Program Quality

Teaching staff follow an annual cycle to gather children's data, report their growth using the DRDP state assessment, summarize the scores of the children and develop a plan focusing on the areas needing growth.

Classrooms are assessed on the ERS scoring rubric where categories are ranked on a scale of 0 to 7. The state funding agencies expect a score of 5 or higher to remain compliant. Any average score below 5 requires a plan of action as to how we intend to raise our scores. All scores were over 5 for our classrooms.

Minor changes happened when the Ca. Department of Education relinquished Childcare contracts to the Ca. Department of Social Services. They kept most documents and reporting requirements the same during transition, however they want us to be prepared for complete separation and distinction.

Administration and Governance

The waitlists have been separated by contract and families are ranked following all priority guidelines.

We must report information to the federal government on our subsidized child care and development programs to receive federal matching grant funds, and to comply with state- and federally-mandated reporting requirements. We have met all reporting requirements.

Fiscal /Audits

All family fees have been waived and reported for FY 22-23 as required.

West Kern Community College audit has been submitted.

Staffing and Professional Development

All staff meet the California Commission on Teacher Credentialing requirements. A Site Supervisor has been hired to fill the gap for the Department of Education.

Taft College Children's Center

FY & AY 2022-23

Program Self Evaluation (PSE)

Ca. Department of Education Quality Improvement Program- Kern Early Stars

The Children's Center was evaluated and scored on a scale of 1-5 based on 7 Elements:

*Child Observation

*Development and Health Screenings,

*Teacher Qualifications

*Effective Interactions/CLASS

*Ratios and Group sizes

* Environmental Rating Scale

* Director Qualifications

Although the process is rigorous, Children's Center team received a score of 4 Stars.



RESOLUTION 2023/24-05
BOARD OF TRUSTEES
WEST KERN COMMUNITY COLLEGE DISTRICT
CLASSIFIED SCHOOL EMPLOYEES WEEK

April 29 – May 3, 2024

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

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

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

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

THEREFORE, BE IT RESOLVED that the West Kern Community College District hereby thanks the classified employees for their contributions to quality education in Kern County and the West Kern Community College District and will celebrate the week of April 29 through May 3, 2024 as *Classified Appreciation Week*;

IN WITNESS of the adoption of the foregoing resolution at a duly called regular meeting of the West Kern Community College Board of Trustees held February 14, 2024; the following members of the said Board have affixed their signatures:

BOARD OF TRUSTEES OF THE WEST KERN COMMUNITY COLLEGE DISTRICT

Billy White, President

Dr. Kathy Orrin, Secretary

Dawn Cole, Trustee

Michael Eveland, Trustee

Jeremy Gregory, Trustee

Brock McMurray
Superintendent/ President



RESOLUTION 2023/24-06

**BOARD OF TRUSTEES
WEST KERN COMMUNITY COLLEGE DISTRICT
FACULTY APPRECIATION WEEK
May 6-10, 2024**

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

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

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

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

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

THEREFORE, BE IT RESOLVED that the West Kern Community College District hereby thanks the Faculty as a whole for their contributions to quality education in the Kern County and the West Kern Community College District and will celebrate the week of May 6, 2024 as Faculty Appreciation Week in the West Kern Community College District.

IN WITNESS of the adoption of the foregoing resolution at a duly called regular meeting of the West Kern Community College Board of Trustees held the fourteenth day of February, 2024; the following members of the said Board have affixed their signatures.

BOARD OF TRUSTEES OF THE WEST KERN COMMUNITY COLLEGE DISTRICT

Billy White, President

Dr. Kathy Orrin, Secretary

Dawn Cole, Trustee

Michael Eveland, Trustee

Jeremy Gregory, Trustee

Brock McMurray
Superintendent/ President

Date: February 6, 2024
Submitted by: Heather del Rosario, Vice President of Human Resources
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Information Item

Board Meeting Date: February 14, 2024

Title of Board Item:

First Presentation: Adjunct Faculty Committee Requirements Compensation

Background:

As part of continuing dialogue through the Taft College Faculty Collective Bargaining Committee, the parties have reached a consensus on the addition of Article 7.2.6.2 "Adjunct Faculty Committee Requirements" and a revision of the Faculty Salary Schedule Appendix B-1. Article 7.2.6.2 would read:

Adjunct faculty committee requirements outside of assigned hours, that are required to support district obligations, will be compensated for hours served at the appropriate adjunct rate. Participation is assigned per request of the appropriate administrator and acceptance of the adjunct faculty member.

Terms (if applicable):

Effective January 1, 2024

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: _____


Brock McMurray, Interim Superintendent/President

Tentative Agreement Between

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

ADJUNCT FACULTY COMMITTEE REQUIREMENTS COMPENSATION

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 7.2.6.2. “Adjunct Faculty Committee Requirements” and revision to the Faculty Salary Schedules, Appendix B-1, “Extra Duty Compensation”.

1. The above recitals are true and correct.
2. The parties agree, effective January 1, 2024, to add Article 7.2.6.2, “Adjunct Faculty Committee Requirements” as follows:

Article 7.2.6.2, Adjunct Faculty Committee Requirements: *Adjunct faculty committee requirements outside of assigned hours, that are required to support district obligations, will be compensated for hours served at the appropriate adjunct rate. Participation is assigned per request of the appropriate administrator and acceptance of the adjunct faculty member.*

3. The following will be added to the Faculty Salary Schedule, Appendix B-1, Extra Duty Compensation:

Adjunct Faculty Committee Requirements: Adjuncts will be compensated at the appropriate adjunct rate for committee assignments as outlined in Article 7.2.6.2.

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

Billy White, President
Board of Trustees
West Kern Community College District

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

Dated: March _____, 2024

Dated: March _____, 2024

Board Approval:

First Presentation: February 14, 2024

Second Presentation/Approval: March 13, 2024

Date: December 6, 2023
Submitted by: Brock McMurray, Interim Superintendent/President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Request for Approval

Board Meeting Date: February 14, 2024

Title of Board Item:

Second Reading and Request for Approval – Board Policy Revisions

Background:

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

BP #2735 Board Member Travel
BP #3250 Institutional Planning
BP #7120 Recruitment and Hiring
BP #7600 Campus Security Officers

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: 
Brock McMurray, Interim Superintendent/President

BP 2735 Board Member Travel

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Reference:

Education Code Section 72423;

Government Code Section 11139.8

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

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

See Administrative Procedures AP 2735

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WKCCD Board Policies & Procedures

Revised 5/3/21??/??/??

Page 1 of 1

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BP 3250 Institutional Planning

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Reference:

*Accreditation Standard I.B;
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190,
55250, 55510, and 56270 et seq.*

The Superintendent/President shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to:

1. Long Range Educational or Academic Master Plan, which shall be updated periodically as deemed necessary by the Governing Board
2. Facilities Plan
3. Equal Employment Opportunity Plan
4. Student Equity and Achievement Plan
5. Transfer Center Plan

~~6. Cooperative Work Experience Plan~~

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~~7.6. EOPS Plan~~

~~8.7. Technology Master Plan~~

The Superintendent/President shall submit those plans for which Board approval is required by Title 5 to the Board.

The Superintendent/President shall inform the Board about the status of planning and the various plans.

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The Superintendent/President shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

See Administrative Procedures AP 3250

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WKCCD Board Policies & Procedures

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Page 2 of 2

Working Copy 12/20/23

BP 7120 Recruitment and Hiring

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Reference:

Education Code Section 70901.2, 70902 subdivisions (b)(7) & (d), 87100 et seq., and 87458;

Title 5, Section 53000, et seq. and 51023.5;

ACCJC Accreditation Standard III. A. 1

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The District's recruitment and hiring procedures will demonstrate a commitment to diversity, equality, and inclusion in order to achieve the District's mission and support students in achieving their educational goals. The District's recruitment and hiring procedures will allow the District to engage in diversity hiring that increases the representation of underrepresented communities in the District's workforce. Diversity hiring includes a hiring process that mitigates unconscious bias and eliminates irrational barriers to employment to allow the District to hire the best candidate regardless of the candidate's protected classes. Underrepresented communities consist of individuals holding identities broadly underrepresented in the District's workforce in comparison to their representation in the field or job category within the state of California or nationally in higher education.

The Superintendent/President shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity plan shall be implemented according to Title 5 and Board Policy 3420 titled Equal Employment Opportunity. The District's Equal Employment Opportunity plan will document the multiple measures that capture the board array of strategies and actions the District uses or will use to ensure equal employment opportunity. The Vice President of Human Resources will provide the Board with an annual report regarding the District's Equal Employment Opportunity Plan.

All District employees shall demonstrate the ability to work with and serve individuals within a diverse community college campus environment.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

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The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established after first affording CSEA Chapter #543 an opportunity to participate in the decisions under the Board's policies regarding local decision making.

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BP 7600 Campus Security Officers

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Reference:

Education Code Section 72330.5:

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Penal Code Sections 832 et seq.:

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Title 5 Sections 51028, 51100, 51102, and 59700 et seq.

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The District shall employ campus security officers, who shall provide services as security guards, or patrol persons on or about the campus(es) owned or operated by the District. The District recognizes that campus security officers play a particularly important role in fostering inclusion, forging cultural awareness, and promoting mutual understanding and respect. The District is committed to employing and supporting qualified campus security officers who are dedicated to eradicating racism, discrimination, and biases from our campuses.

Public safety services must adhere to principles of diversity, equity, inclusion, and accessibility. Public safety services must advance access to education, educational equity, and opportunities for student success by creating safe, secure, peaceful, and inclusive campus environments in which all persons may fully develop their individual potential without fear or undue risk of physical or emotional harm.

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Security officers' duties include, but are not limited to the primary use of de-escalation techniques in protecting persons or property, preventing the theft of District property, and reporting any unlawful activity to the District and local law enforcement.

The Superintendent/President shall establish procedures necessary for administration of campus security. In addition, the Superintendent/President shall enter into an agreement with local law enforcement, which includes provisions that campus security officers shall cooperate with local law enforcement in performing their duties.

Every campus security officer who works more than twenty hours per week shall complete a course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs as required by Education Code Section 72330.5. If an officer is required to carry a firearm, he or she shall also

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satisfy the training requirements of Penal Code Section 832, and any other legal requirements.

Every campus security officer shall meet other requirements set out in Education Code Section 72330.5.

Campus Security and Student Success

The Superintendent/President will develop procedures to ensure the District develops a "Public Safety Compact" with District Stakeholders, including campus security officers. The Public Safety Compact will establish the District's requirements for the delivery of public safety-related services on campus, including the respective roles and responsibilities of administrators, faculty, campus security officers, mental health and social services workers, crisis counselors, community non-profits, and other related service providers in responding to the public safety needs of the campus.

The District will establish a public safety advisory committee to make recommendations to the District governing board related to District policies governing campus public safety services. The District will engage in active efforts to recruit advisory committee members from historically underserved communities.

Public Safety Data

The Superintendent/President will develop procedures to ensure the District will record public safety data metrics, including key performance indicators, track data related to traffic stops and other officer-initiated contacts, and conduct stakeholder climate surveys focused on campus public safety services.

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See Administrative Procedures AP 7600

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Date: February 1, 2024
Submitted by: Brock McMurray, Interim Superintendent/President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Information Item

Board Meeting Date: February 14, 2024

Title of Board Item:
First Reading – Board Policy Revision

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

BP #7400 Travel

Terms (if applicable):
N/A

Expense (if applicable):
N/A

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

Approved: 
Brock McMurray, Interim Superintendent/President

BP 7400 Travel

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Reference:

Education Code Section 87032;
Government Code Section 11139.8

The Superintendent/President is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

The Superintendent/President shall establish procedures regarding the attendance of other employees at conferences, meetings or activities. The procedures shall include authorized expenses, advance of funds, and reimbursements.

All travel outside the United States must be approved in advance by the Board.

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

See Administrative Procedures 7400

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WKCCD Board Policies & Procedures

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Page 1 of 1

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Date: February 1, 2024
Submitted by: Brock McMurray, Interim Superintendent/President
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Information Item

Board Meeting Date: February 14, 2024

Title of Board Item:
First Reading – Administrative Procedure Revision

Background:
Administrative Procedure #7400 has been reviewed and revised to utilize annual government per diem reimbursement rates for meals. It is recommended to follow these guidelines to remain current in reimbursement rates overtime and by area of travel where costs may vary.

Terms (if applicable):
N/A

Expense (if applicable):
N/A

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

Approved: _____
Brock McMurray, Interim Superintendent/President

AP 7400 Travel

Reference:

Education Code Section 87032
2 Code of Federal Regulations Part 200.474
~~*Government Code Section 11139.8*~~

General:

This procedure is in compliance with the previously approved Board Policy #7400, by the Governing Board and is consistent with Education Code Section 87032. —The Governing Board encourages members of the faculty, administration, classified staff, governing board, and selected student representatives to participate in off-campus activities for institutional, professional and educational purposes that will enhance the programs and services for Taft College.

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

Control of Travel:

1. All travel requests require the approval of the immediate supervisors and president prior to the travel. All travel outside the United States requires the approval of the board of trustees. Please plan enough time to get all approvals prior to travel. Travel without prior approval will not be reimbursed.
2. Employees are expected to exercise prudent judgment when incurring travel expenses for official District business. Excessive and unnecessary expenses will not be approved or reimbursed.
3. Employees are required to submit receipts for all reimbursable charges except for the meal per diem.

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4. Employees may be required to submit a trip report along with their final claimed expenses.

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5. If an employee cannot attend the conference, the employee is personally responsible ~~to cancel~~for cancelling lodging, conference registration, and airfare. Failure to comply will result in personal liability for all non-cancelled charges. Employees who have justifiably cancelled conference attendance and who have cancelled lodging, airfare and other costs will not be liable for expenses.

Approval Required:

Expenses may be reimbursed only if incurred while the employee is on "travel status" meaning that travel has prior approval pursuant to District policy and regulations.

Steps to Activate Travel Status

1. Initiator will complete the travel request form and present it to both their immediate/approving supervisor and the Vice President of the employee's department. The initiator should complete all portions indicating preference for pre-payment of conference fees, lodging, and transportation to cover these expenditures. It will also be necessary to attach all pertinent backup documents. Purchase orders must be submitted for prepayment requests and/or estimated reimbursement costs ~~associate~~associated with the travel requests must be submitted in the system and the purchase order number noted on the form. NOTE: the "Claim for Absence/Travel Reimbursement" form should always be submitted for approval even if there is not associated costs to the travel request.
2. Approved travel forms with appropriate documentation are to be forwarded to the Superintendent/President's office for approval prior to the date of the trip.
3. "Claim for Absence/Travel Reimbursement" form should be prepared far enough in advance to allow for obtaining the required signatures at the District and to take advantage of any early bird discounts.

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Documentation must identify the event, dates, location, and all fees. Conference fees and travel arrangements should be paid by the individual and reimbursed by the District. A request for an advance of expenses may be made at time of submitting the "Claim for Absence/Travel Reimbursement" as long as the approved paperwork is submitted to the Business Office at least 30 days in advance of the travel.

Travelers are expected to obtain the lowest available airfare in coach or economy class tickets that reasonably meets district travel needs for domestic and international flights. Travelers are encouraged to book flights at least fourteen (14) days in advance to avoid premium pricing. A higher-priced coach ticket for a subsequent upgrade in seating will not be reimbursed. Additional costs from the change of the original ticket for the convenience of the employee will not be reimbursed.

Reimbursable for room and tax rate only when authorized travel is forty (40) miles or more from the traveler's home and primary worksite. Reasonable, single occupancy, standard business room rates, or limited to conference room rate when the conference provides hotel rates.

4. The District Board of Trustees reviews and approves all travel outside of the United States. Employees must be clear and concise when stating their "Destination and Purpose" on the form. The "Destination and Purpose" section assists in justifying an employee's travel or attendance at events when approving or disapproving travel. Be specific and do not use acronyms when stating the destination and/or purpose.
5. Once approved, authorized forms will be forwarded to the District's Business Services and Maintenance Operations Office (if requesting a District vehicle) for processing. District Business Services will work with the department's purchase order creator(s) to initiate any reimbursement requests by method of purchase order. A copy of the "Claim of Absence/Travel Reimbursement" form will be retained for District records and the original form will be returned to the initiator to be submitted when the travel is complete for reimbursement.

Within ten (10) working days after the travel is completed, the initiator will resubmit the "Claim for Absence/Travel Reimbursement" form back to District Business Services with the actual expense claimed portion completed travel

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form requesting reimbursement for meals and/or miscellaneous expenses. Receipts for all expenditures (excluding meals) including any pre-payments are required to be attached.

No reimbursements for prior fiscal year claims will be processed after July 10th of the succeeding fiscal year.

Summary of Reimbursements:

1. Per Diem: Employees will be reimbursed at the District stated per diem rates, not on actual amounts spent on meals. A copy of the conference schedule must be included with all per diem claims. Per Diem may not be claimed for any meals provided at the conference regardless of whether the employee chooses to consume the meal(s) provided. If there are dietary exceptions requested, please include ~~an addition~~ statement requesting an exception when the claim for reimbursement is submitted.

~~Meal reimbursements are subject to the following District per diem rates:~~

~~A. Breakfast: \$13.00~~

~~B. Lunch: \$15.00~~

~~C.A. Dinner: \$20.00~~ Meal allowances shall reflect the U.S. General Services Administration's annual published per diem reimbursement rate. Meal Receipts are not required.

The following meals may be claimed if:

- A. Breakfast: Trip begins at or before 7:00 a.m. and ends at or after 10:00 a.m.
- B. Lunch: Trip begins at or before 11:00 a.m. and ends at or after 2:00 p.m.
- C. Dinner: Trip begins at or before 4:00 p.m. and ends at or after 7:00 p.m.

2. Ground Transportation:- Travel will be made by the most reasonable means available.

- A. District/Personal Vehicle: Use of a District fleet vehicle is encouraged but not mandatory. The transportation method being used must be indicated on the "Claim for Absence/Travel Reimbursement" form. Requests will be routed to Maintenance and Operations for

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processing vehicle reservations after the travel has been approved. A copy of the employee's valid driver license must be on file.

- B. Rental Car: Use of a rental vehicle must be itemized on the "Claim for Absence/Travel Reimbursement" form under estimated costs.
 - C. Public Transportation: Taxi, bus, ferry, shuttle, metro fares and other forms of public ground transportation are reimbursable when it is necessary.
3. Gas Reimbursement: Gas reimbursement is only applicable to rental cars or district vehicle use, and when the district gas card is not used. If an employee uses his or her own personal vehicle for travel, then mileage reimbursement will apply.
 4. Mileage Reimbursement Guidelines: Mileage will be reimbursed for personal vehicle use only at the current approved rate established annually by the IRS. Mileage is paid from departure location to arrival location, except in the instances with there is a shorter distance from employee's assigned work location to arrival location. In these instances, the shorter distance will be paid. A map of the most direct route which indicates the total round-trip miles must be included for reimbursement. If additional miles are incurred due to weather, accident, or other road closures, a statement explaining the excess mileage must be attached.
 5. Lodging: Actual lodging costs, not to exceed charges at the standard single occupancy rate, are allowed. Employees are expected to obtain the best possible rates for an acceptable standard room. Conference, government, and convention group rates should be utilized. If an employee stays with friends or relatives while on official college business, no cost for lodging is allowed, whether or not any payment is made to the friend or relative.

Lodging costs only for the appropriate and reasonable amount of time to conduct official business will be reimbursed. All additional expenses will be the responsibility of the employee.

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6. Miscellaneous Expenses: Miscellaneous travel expenses essential to the transaction of official college business are reimbursable ~~t the~~ to the employee ~~wha~~ when reasonably incurred. Such expenses include:
 - A. Telephone, fax and network charges incurred while ~~conduction~~ conducting District business.
 - B. Minor supplies such as reproduction costs when necessary.
 - C. Bus fares, taxi, tolls and temporary parking when necessary.

Non-Reimbursable Expenses include, but are not limited to, the following:

1. Reimbursable expenses without proper receipts and documentation.
2. Alcoholic beverages.
3. Entertainment expenses, movie rentals, and other luxury items similar in nature.
4. Upgrades to hotel rooms above the standard single occupancy rate.
5. Personal telephone
6. Traffic or parking citations while using a private or District vehicle.
7. Lodging in excess of the reasonable time to travel to and from the meeting destination to conduct official business.
8. Lodging for unauthorized personnel.
9. Transportation to or from places of entertainment and similar facilities.
10. Dining expenses when such meals are included in the conference or meeting fee.

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Group Travel:

A group Travel Reimbursement may be claimed under the following circumstances:

1. They must travel together to the same destination as a group.
2. All expenses being claimed must be incurred as a group and the other members of the group are not claiming any expense reimbursements.
3. A separate sheet must be attached with reimbursement indicating the name and title of all members of the group.

Student Travel:

A student who is traveling on behalf of the District shall follow the same parameters set for a district employee. The student is also required to sign and submit a "Student or Participant Waivers" form to the appropriate Vice President or designee prior to the travel date.

Field Trip:

Field trips shall follow the same parameters set for District employee's travel requirements except in regards to the following:

1. Transportation reimbursements (i.e. gas reimbursements) are only eligible with an approved District vehicle request. If a student elects to use their personal vehicle as a mode of transportation, mileage may not be claimed.
2. Field trips are ineligible for a claim for meal per diem rate unless prior authorization is received by the Vice President of the requesting department.
3. All students participating in the field trip must sign a "Student or Participant Waivers" form and the field trip facilitator must submit forms to the Vice President of Instruction or designee prior to the travel date.

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4. Only students, faculty and Taft College employees associated with the course names on the field trip may attend the excursion.

Claims May Be Disallowed:

1. If an employee does not provide proper itemization of an expense;
2. If an employee does not provide receipts or other documentation required to support their claim; and
3. If an employee claims an expense which is not authorized.

Reconsideration for Disallowance of Claim:

1. When a claim is disallowed, a notice will be issued to the employee, and the remainder of the employee's claim for those items, which are not disallowed, will be processed.
2. An employee may request reconsideration of their claim by the Business Office if they have additional facts or documentation to support their request for reconsideration.

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Use of a District Credit Card:

Use of a District credit card for travel purposes is only allowed in case of emergency, and will be evaluated on a case-by-case basis by the Vice President of the employee's department. Any exception to this credit card use policy must be approved by the Vice President of the employee's department before payment by credit card will be considered.

Hosting Official Guests:

Expenses of luncheon or dinner meetings held in connection with Taft College business or with the entertaining of guests visiting Taft College on official business are allowable with prior approval. Expenditures should be limited to the cost of food only. The District does not pay for alcoholic beverages. Meal expenses of staff members are usually a personal responsibility; however, reimbursement for meals of employees may be allowed in situations such as:

1. A member of a search committee hosts a candidate for a position; or
2. A departmental employee hosts a visiting lecturer, potential donor, or other official guest to the District.

Exceptions:

Vice Presidents and the President/Superintendent have an open approved authorization for hosting official guests on official business without the required signed authorization from the department head.— However, documentation as to the reason for the expense must be provided.

Executive and Board of Trustee Travel:

Meal expenses of approved travel by the Superintendent/President and members of the Board of Trustees will be reimbursed at actual costs with receipts. All other District travel reimbursement allowances and regulations apply.

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BOARD AGENDA ITEM

Date: January 26, 2024
Submitted by: Norberto Lopez Jr., Curriculum Technician
Area Administrator: Dr. Leslie Minor, Vice President of Instruction
Subject: Request for Approval

Board Meeting Date: February 14, 2024

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.

Allied Health/Applied Tech Division

This request was reviewed and approved by the Curriculum and General Education Committee:

1. PHED 1602 Beginning Yoga
2. PHED 1612 Intermediate Yoga

Math & Science Division


This request was reviewed and approved by the Curriculum and General Education Committee:

1. MATH 1550 Precalculus & Trigonometry

Impact Including Source of Funds (if applicable):

None

Approved: _____


Brock McMurray, Superintendent/President

BOARD AGENDA ITEM

Date: January 17, 2024

Submitted by: Aaron Markovits, Program Director TIL

Area Administrator: Dr. Damon Bell, VP Student Services *DAB*

Subject: Request for Approval

Board Meeting Date: February 14, 2024

Title of Board Item:

Contract between the California Department of Rehabilitation and Taft College for Workability III Program for 2023/2024, 2024/2025, and 2025/2026.

Background:

Led by staff in the TIL Program, this contract provides the funding and scope of work to provide pre-vocational and vocational services to students with disabilities served by Taft College.

NOTE: Approval requires a Board Resolution (see enclosed DR 324 Board Resolution).

Terms (if applicable):

\$140,172 per year beginning upon approval until June 30, 2026.

Expense (if applicable):

The contract requires a certified match of \$35,830/year and cash match of \$30,353 per year.

Fiscal Impact Including Source of Funds (if applicable):

The cash match will come from Taft College Foundation (funds raised). The certified match will come from non-federal contracts and grants received to the TIL Program.

Approved: 

Brock McMurray, Interim Superintendent/President

Pursuant to Public Contract Code section 2010, a person that submits a bid or proposal to, or otherwise proposes to enter into or renew a contract with, a state agency with respect to any contract in the amount of \$100,000 or above shall certify, under penalty of perjury, at the time the bid or proposal is submitted or the contract is renewed, all of the following:

1. **CALIFORNIA CIVIL RIGHTS LAWS:** For contracts executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. **EMPLOYER DISCRIMINATORY POLICIES:** For contracts executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Proposer/Bidder Firm Name (Printed)	Federal ID Number
West Kern Community College District	95-2266481

By (Authorized Signature)

Printed Name and Title of Person Signing

Brock McMurray, Interim President/Superintendent

Executed in the County of	Executed in the State of
Kern	Ca

Date Executed

Contractor Certification Clauses

CCC 04/2017

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Printed)	Federal ID Number
West Kern Community College District	95-2266481

By (Authorized Signature)

Printed Name and Title of Person Signing

Brock McMurray, Superintendent/President

Date Executed	Executed in the County of
	Kern

CONTRACTOR CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

1) the dangers of drug abuse in the workplace;

2) the person's or organization's policy of maintaining a drug-free workplace;

3) any available counseling, rehabilitation and employee assistance programs; and,

4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

1) receive a copy of the company's drug-free workplace policy statement; and,

2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably

required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

- 1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

- 1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and

Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.



January 8, 2024

Taft College
29 Cougar Ct.
Taft, Ca, 93268

CONTRACT # 32660

Attention: Aaron Markovitz

Attached is your agreement for Fiscal Years 2023/2024, 2024/2025, 2025/2026.

***Please return the required documents listed below to the following email address:
Franklin.Wilson@dor.ca.gov. Please include your contract number in the subject line.***

- **Electronically signed** Standard Agreement form (STD 213)
- **Electronically signed** Signature Authorization Form (DR325).
- Board Approval - Submit one of the following that applies: **Electronically signed** Board Resolution Form (DR324), Board minutes clearly stating the assigned member has authorization to sign and executed any and all DOR contract documents, or a letter on official letterhead indicating the authorized signer is an elected official.
- **Electronically signed** Contractor Certification Clauses (CCC 4/2017). The CCC package contains clauses and conditions that may apply to your agreement and to persons doing business with the State of California. Sign and return the first page of the current CCC. Failure to do will prohibit the State of California from doing business with your company.
- **Electronically signed** Unruh Civil Rights Act and the Fair Employment & Housing Act. This form must be received to execute the agreement.
- Certificate of General Liability Insurance and required endorsement. See Exhibit D for specific insurance requirements.
- Certificate of Worker's Compensation Insurance and required Waiver of Subrogation. See Exhibit D for specific insurance requirements.
- Certificate of Auto Liability Insurance and required endorsement (if applicable). See Exhibit D for specific insurance requirements.

This Agreement cannot be considered binding on either party until approved by appropriate authorized State Agencies. No services should be provided prior to approval, as the State is not obligated to make any payments on any agreement prior to final approval.

Expeditious handling of this Agreement is appreciated. Please contact me at: Franklin.wilson@dor.ca.gov if you have any questions.

Sincerely,

Franklin Wilson
Contract Analyst
Contracts and Procurement Section

Enclosures
cc: Contract Administrator

Original
 Amendment # _____

FULL Name of Corporation or Public Agency
West Kern Community College District

WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation, and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement,

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person:

Name of Person Authorized to Sign Agreement	Title of Person Authorized to Sign Agreement
Brock McMurray	Interim President/Superintendent


of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute said agreement and all amendments there to, except to increase the financial liability of said corporation or public agency.

CERTIFICATION

I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

Address Where Board Meeting Held
Taft College 29 Cougar Court, Taft, Ca, 93268





Date of Board Meeting	Signature of Recording Secretary	Date Signed
		

STATE OF CALIFORNIA
GRANT/CONTRACT SIGNATURE AUTHORIZATION
 DR 325 (Rev. 09/18)

DEPARTMENT OF REHABILITATION

GRANTEE/CONTRACTOR: STATE OF CALIFORNIA Department of Rehabilitation 721 Capitol Mall Sacramento, California 95814-4702	SUBGRANTEE/CONTRACTEE: (Legal Corporation/Public Agency Name & Address) West Kern Community College District 29 Cougar Court Taft, Ca, 93268
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The following persons are authorized to request reimbursement of expenses incurred as a result of the agreement between the Grantee/Contractor and Subgrantee/Contractee named above:

Signature 	Name (Please Type or Print) Debbie Rios	Title (Please Type or Print) Sr. Secretary
Signature 	Name (Please Type or Print) Aaron Markovits	Title (Please Type or Print) Program Director
Signature 	Name (Please Type or Print) Emmanuel Campos	Title (Please Type or Print) Budget & Fiscal Analysis
Signature 	Name (Please Type or Print) Nick Valsamides	Title (Please Type or Print) Exec. Dir Fiscal Services

I hereby delegate authority to request reimbursement of expenses as shown above.


Authorized Signature per Board Resolution 	Name (Please Type or Print) Brock McMurray	Date Signed
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EXHIBIT A
(Standard Agreement - Subvention)
Scope of Work

1. PURPOSE

Third Party Cooperative Agreement

2. AUTHORITY

Law: 29 U.S.C. §§ 721(a)(3), 730, 731, and 733; California Welfare and Institutions Code sections 19008 and 19013.

Regulations: 34 C.F.R. 361.28

Assistance Listing Number: 84.126

3. CONTRACT ENTITIES

Department of Rehabilitation	Taft College
San Joaquin Valley District 2550 Mariposa Mall, Room 2000, Fresno, CA 93721	29 Cougar Ct. Taft, Ca, 93268

4. DESCRIPTION OF SERVICES/DELIVERABLES

See attached program description – EXHIBIT A.1

EXHIBIT A.1
(Standard Agreement - Subvention)
Contractor's Description of Services/Deliverables
West Kern Community College District – Taft College
WorkAbility III

SCOPE OF WORK

I. Introduction

This contract is between West Kern Community College District – Taft College (henceforth known as “Taft College” or “the Program”), which is a State or local public agency, and the California Department of Rehabilitation (DOR) San Joaquin Valley District. This third-party cooperative agreement (TPCA) cooperative agreement is designed to serve DOR applicants and/or recipients of DOR services (henceforth known “participants”). Under this cooperative agreement, the Program will ensure that the services provided are not the customary or typical services provided by that Program but rather are new services that have a vocational rehabilitation focus or are existing services that have been modified, adapted, expanded, or reconfigured to have a vocational rehabilitation focus. Students with disabilities who attend Taft College and are referred to DOR for services will be served through this agreement. Participants will be mutually referred to DOR by Taft College DSPS staff for DOR services or by DOR staff to the program for contract services. A referral packet for DOR services will be completed by the DSPS counselor in conjunction with Taft College Intake Coordinator. Participants will receive Vocational Assessment, Internship, Employment Preparation, and Job Development Services. When participants graduate, they may be provided job development services in their home community. DOR staff from the Bakersfield Southwest Office will collaborate with program staff to ensure coordinated service provision.

DOR authorizes the following services to be provided under this agreement:

- Vocational Assessments
- Internships
- Employment Preparation
- Job Development, Placement & Retention

During State fiscal years 2023-2026, the following total participants shall receive services under the terms of this agreement:

For fiscal year 2023-2024, a total of 64 unduplicated participants will receive services through this contract. As a result of services provided through this contract, it is expected that DOR will:

- Open 26 new cases from the referrals made by the Program.
- Develop 20 new Individualized Plans for Employment (IPEs) for those participants DOR determines to be eligible for the VR program.
- Close 13 cases successfully for those participants who achieve an employment outcome.

- For fiscal year 2024-2025, a total of 64 unduplicated participants will receive services through this contract. As a result of services provided through this contract, it is expected that DOR will:

- Open 26 new cases from the referrals made by the Program.
- Develop 20 new Individualized Plans for Employment (IPEs) for those participants DOR determines to be eligible for the VR program.
- Close 13 cases successfully for those participants who achieve an employment outcome.

- For fiscal year 2025-2026, a total of 64 unduplicated participants will receive services through this contract. As a result of services provided through this contract, it is expected that DOR will:
 - Open 26 new cases from the referrals made by the Program.
 - Develop 20 new Individualized Plans for Employment (IPEs) for those participants DOR determines to be eligible for the VR program.
 - Close 13 cases successfully for those participants who achieve an employment outcome.

II. Assurances

The Program makes the following assurances as identified in 361.28(a):

- (1) The services provided by the Program, as the public cooperating agency, are not the customary or typical services provided by that agency but are new services that have a vocational rehabilitation focus or existing services that have been modified, adapted, expanded, or reconfigured to have a vocational rehabilitation focus.
- (2) The services provided by the Program, as the cooperating agency, are only available to applicants for, or recipients of, services from DOR,
- (3) Program expenditures and staff providing services under the cooperative arrangement are under the administrative supervision of DOR (e.g., the Program will provide only those services that have been authorized by DOR under this cooperating arrangement).
- (4) All requirements of the vocational rehabilitation services portion of the Unified or Combined State Plan, including a State's order of selection, will apply to all services provided under the cooperative arrangement.

III. Services to be Provided.

The following vocational rehabilitation services will be provided by the Program in accordance with this agreement, as authorized by DOR for each participant and individualized to each program participant's needs, preferences, and interests as well as their DOR IPE goals and objectives, as appropriate.

1. Vocational Assessment (VA)

a. Description

Vocational Assessment services assess basic information about a program participant's current educational and vocational levels, abilities, and interests. Vocational Assessment Services are provided prescriptively at the request of the referring DOR counselor. It is provided as appropriate to assist in pre-plan determination of abilities, challenges, and potential vocational objectives, and/or to determine the nature and scope of DOR services to be provided. VA may also be provided as appropriate post-plan if the program participant needs a revision to their existing IPE vocational goal. Written reports of assessments, completed, findings, and recommendations will be provided to the referring DOR Counselor.

The WAIII Employment Specialist in collaboration with the WAIII Intake Technician will provide this service.

b. Service Goals/Number to be served.

- For fiscal year 2023-2024, a total of 46 unduplicated participants will receive this service.

- For fiscal year 2024-2025, a total of 60 unduplicated participants will receive this service.
- For fiscal year 2025-2026, a total of 63 unduplicated participants will receive this service.

2. Internships

a. Description

Internships include short-term placements both on and off campus in a job consistent with the academic and IPE goals. WAIII Employment Specialist will develop Internship positions with employers and will also monitor the program participant's performance in the work environment. These internships may be paid or unpaid. Program participants may engage in more than one internship, as appropriate, needed and required by their college major. Internships may be temporary placements to gain experience in the workplace. They may also result in the development of any of the following: work experience in their college degree or certificate field, appropriate work attitudes, work ethics, interpersonal skills, speed, and accuracy as well as some limited occupational skills.

Any paid or unpaid internships will comply with the Department of Labor regulations.

Internship supervisors will evaluate program participants. Written reports from the WAIII program will be submitted to the referring DOR counselor on a monthly basis.

The WAIII Employment Specialist will provide this service.

b. Service Goals/Number to be served.

- For fiscal year 2023-2024, a total of 36 unduplicated participants will receive this service.
- For fiscal year 2024-2025, a total of 42 unduplicated participants will receive this service.
- For fiscal year 2025-2026, a total of 42 unduplicated participants will receive this service.

3. Employment Services

a. Description of Services

Employment Services (ES) assist a program participant prepare for, obtain, and retain employment. A continuum of services provides guidance and direction to a program participant in the development of job search techniques and appropriate work-related behaviors that will enhance the consumer's employability. ES components assist in the development of job search skills, coordination of job search activities, and identification of appropriate job openings. Employment Retention services are designed to support program participants and employers in achieving a successful employment outcome and in meeting DOR's criteria for successful case closure.

Employment Preparation

Employment Preparation is intended to support plan activities, goals and objectives. Services will be in concert with the DOR IPE.

Activities may include instruction regarding techniques for obtaining and maintaining employment, such as:

- Interview techniques
- Resume development
- Job Search techniques
- Application preparation
- Appropriate work behaviors/soft skills
- Relevant work practices
- Appropriate grooming and hygiene
- Self-Advocacy
- Identification of additional support needs
- Assistance in becoming knowledgeable regarding the impact of employment on a participant's disability and benefits.

Reporting on employment preparation activities will be provided to the referring DOR counselor on a monthly basis.

WAIII Transition Specialist will provide this service in coordination with the WAIII Employment Specialist and WAIII Instructional Assistant. WAIII DSPS Coordinator will also provide this service.

b. Service Goals/Number to be served.

- For fiscal year 2023-2024, a total of 50 unduplicated participants will receive this service.
- For fiscal year 2024-2025, a total of 63 unduplicated participants will receive this service.
- For fiscal year 2025-2026, a total of 63 unduplicated participants will receive this service.

Job Development, Placement and Retention

a. Description

Assist job ready program participants obtain employment in the community by identifying specific job openings that are appropriate for each program participant. Assist in job placement consistent with participants IPE. Provide job orientation to the participant and identify specific ongoing support and resource needs. Activities may include:

- Contact employers and build networks to develop and/or identify job opportunities.
- Work site analysis, as needed.
- Job site consultation to identify or modify barriers.
- Negotiate job carving or other job accommodations.
- Maintain an organized system of current job openings.
- Assist program participants find jobs which match their Individual Plan for Employment vocational goal.
- Assist participants become knowledgeable regarding the conditions of their employment, such as:
 - Job description
 - Name of immediate supervisor

- Responsibilities of the employee
- Wage payment practices
- Benefits
- Conflict resolution procedures
- Health and safety practices
- Continued assistance with benefits planning related to work and with reporting wages to Social Security
- Retention: A limited amount of contact with the participant and/or their employer post-placement to ensure job satisfaction

Reporting on Job Development, Placement and Retention activities will be provided to the referring DOR counselor on a monthly basis.

The WAIII Employment Specialist will provide this service.

b. Service Goals/Number to be served.

- For fiscal year 2023-2024:
 - A total of 20 unduplicated participants will receive Job Development Services
 - A total of 15 unduplicated participants will be placed in employment consistent with the IPE goal.
 - The placements shall result in 13 successful DOR closures.
- For fiscal year 2024-2025:
 - A total of 26 unduplicated participants will receive Job Development Services
 - A total of 15 unduplicated participants will be placed in employment consistent with the IPE goal.
 - The placements shall result in 13 successful DOR closures.
- For fiscal year 2025-2026:
 - A total of 28 unduplicated participants will receive Job Development Services.
 - A total of 15 unduplicated participants will be placed in employment consistent with the IPE goal.
 - The placements shall result in 13 successful DOR closures.

IV. DOR and Program Contacts

Organization	Dept. of Rehabilitation	Taft College
Contact Person	Levi Van Fossen	Aaron Markovitz
Title	DOR Contract Administrator	Program Contract Administrator
Telephone	(559) 580-0160	661-763-7773
Email Address	Levi.VanFossen@dor.ca.gov	amarkovits@taftcollege.edu
Mailing Address	2550 Mariposa Mall, Room 2000, Fresno, CA 93721	29 Cougar Ct. Taft, Ca, 93268

V. Linkages to Other Community Agencies.

In alignment with section 101(a)(11) of the Rehabilitation Act, DOR and the Program has regular contact and ongoing working relationships with the following agencies to increase opportunities for program participants and avoid duplication of services:

- **Regional Center:** Taft College has a working relationship with Kern Regional Center and the other Regional Centers in the State of California. Participants are referred to the Taft College Transition to Independent Living Program (TIL) to receive instruction in independent living skills training and community integration. Kern Regional Center provides case management for clients of Kern Regional Center, and as a courtesy, shared case management for other Regional Center's, upon request of the referring Regional Center. Kern Regional Center also provides technical assistance to the Taft College TIL Program.
- **Community College:** The Taft WAIIL program will be a program in the Taft College Student Services Division. Program staff will engage with other Departments on campus to facilitate training and education participants need to obtain employment. College staff may coordinate with other Community Colleges as participants' individualized plans require.
- **Local Education Agencies:** Taft College works with Taft Union High School District to provide outreach services and support potential participant aspirations towards post-secondary education. Taft College also works closely with West Kern Adult Education Network which provided vocational training and assessment services to adults in the Community of Taft.
- **Chamber of Commerce:** Taft College works with the Taft Chamber of Commerce to network. The Taft Chamber of Commerce also has also been an employer for student interns.
- **City of Taft:** The City of Taft has been an employer of student interns. Taft College works with the City of Taft for internship placement within different city departments.
- **Westside Park and Recreation District:** Taft College works with Westside Park and Recreation District as an employer for student internships.

VI. In-Service Training

Twice a year or more frequently as needed, in-service trainings will be conducted to cross-train the Program and DOR staff in each agency's mission, goals, services, policies, procedures, and professional approaches.

Additionally, DOR management from the Bakersfield Office will be invited to serve on the Board of Advisors for the Taft College TIL Program. This will facilitate exchange of information and cross training on a regular basis.

EXHIBIT B
(Standard Agreement - Subvention)
Budget Detail and Payment Provisions

1. INVOICING AND PAYMENT

A. Service Budget Payment of Expenditure

1. This is a cost reimbursement Agreement for subvention services. For services satisfactorily completed by the Program consistent with those authorized by DOR, and upon receipt and approval of the invoices by DOR, DOR agrees to reimburse the Program for actual expenditures incurred subject to the approved Scope of Work, Service Budget, Budget Narrative, approved invoices, and applicable regulations as attached or referenced hereto and made a part of this Agreement.
2. All expenses shall be reviewed and approved by the DOR Contract Administrator before payment can be made to the Program.
3. The Service Budget must set forth in detail the reimbursable items, unit rates and extended total amounts for each line item. The Program's Service Budget shall include items directly related to this Agreement to include a Budget Narrative that fully explains why and how the costs are necessary, reasonable, and allocable to the Agreement.

B. Submission of Invoice(s)

1. Monthly invoices must be completed using the DR 801B Service Invoice form (DR801B) and shall provide an actual line-item detail of expenditure(s) that supports the approved Service Budget and Budget Narrative. The DR801B shall include the Agreement Number and be submitted in duplicate not more frequently than monthly in arrears to the DOR Contract Administrator or designee (listed in Exhibit A).
2. An original DR801B must be submitted and signed by authorized personnel as listed on the Signature Authorization (DR 325) form.
3. Supporting documentation must be available upon request at any time by DOR staff, or other State and Federal representatives.
4. Federal and State funds are time limited; therefore, invoices (service and certified match) must be submitted as soon as possible, but no later than 60 days after the service month. Final submission of all fiscal year-end invoices is due no later than November 1st, to allow for payment and draw down prior to the close out of Federal/State funds.
5. If budgetary funds revert due to failure to submit timely invoices or failure to submit a properly prepared invoice, related Federal and State funds will no longer be available for use which will require the contractor to submit a claim through the California Department of General Services' Government Claims Program, where approval to pay is not guaranteed.
6. The DOR is committed to issue payments as quickly as possible following the receipt of an accurate and complete invoice of allowable costs as approved by the DOR Contract Administrator.

C. Appropriate Expenditures

Budgets must not contain line items that are or will be reimbursed/paid by another source of funding during the period covered by this Agreement. Budgeted amounts that have not been utilized during a fiscal year shall not be carried over to another fiscal year.

D. Invoice Claim Adjustments

1. Budgeted amounts remaining for a given line item, within a fiscal year budget, may be used to defray allowable costs under the approved budget line items contained **within the same fiscal year**. A claim adjustment is required on the Service Invoice (DOR 801B) with an attached brief narrative explaining each line item impacted and may not exceed up to a cumulative amount of ten percent (10%) of the total annual contract Service Budget for all budget years as long, as there is neither an increase nor decrease of the total annual contract Service Budget. A formal amendment is required if it does not meet the above criteria.
2. Staff line item salary ranges and percentage of time are projected estimates and are subject to change based on actual salary and chargeable time costs. Claim adjustments are allowable as long as the annualized total line item costs do not exceed what is allowed in Item 1 above.

E. Budget Contract Amendments

A contract amendment between both parties is required for any budget changes not covered in Section D above. This includes any major category or detailed line item description changes to the approved Service Budget and Budget Narrative as outlined below:

- Adding and deleting a major category budget or detailed line item.
- Line item adjustments that exceed a cumulative amount of 10%.
- Decrease/increase to the total annual budget award or the total Agreement award for all budget years.
- Any word for word changes to the written budget narrative or budget cost detail.
(Note: ALL changes must be made in **bold**.)

F. Travel Reimbursements

If travel is reimbursable, the Program agrees that all travel expenses and per diem rates paid to its employees under this Agreement shall be reimbursed at actual costs not to exceed the California Department of Human Resources (CalHR) designated rates for excluded employees. Go to CalHR website at <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>. No travel outside the State of California except for bordering California States shall be reimbursed without prior documented written authorization from DOR.

Upon request from DOR, the Program will provide sufficient documentation to support travel expenditures such as travel claims, mileage logs, and receipts for lodging, transportation, and meal costs. Travel costs that benefit more than one cost objective will be allocated to this agreement in proportion to the benefit received by DOR.

2. BUDGET CONTINGENCY CLAUSE

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the Program, this Agreement shall have no further force and effect. In this event, the State shall have no liability

to pay any funds whatsoever to the Program or to furnish any other considerations under this Agreement and the Program shall not be obligated to perform any provisions of this Agreement.

- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State or offer an Agreement amendment to the Program to reflect the reduced amount.

3. BUDGET CONTINGENCY CLAUSE FOR FEDERALLY FUNDED AGREEMENTS

- A. It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.
- B. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the current year and/or any subsequent year for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by Congress or to any statute enacted by Congress that may affect the provisions, terms, or funding of this Agreement in any manner.
- C. The parties mutually agree that if Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

4. PROMPT PAYMENT CLAUSE

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with section 927.

5. PRINCIPLES AND STANDARDS FOR DETERMINING ALLOWABLE COSTS, INCLUDING REQUIREMENTS FOR DOCUMENTING PERSONNEL ACTIVITY CHARGEABLE TO THE AGREEMENT

Agreements awarded by DOR shall be subject to actual costs for services rendered under this Agreement. Allowable costs under this Agreement must meet the following general criteria:

- Be generally recognized and necessary for the provision of services identified in this Agreement.
- Be reasonable for the performance of the Agreement, including acceptable sound business practices.
- Be subject to the terms and conditions of the Agreement and approved DOR budgeted line items.
- Not be used for general expenses required to carry out other responsibilities of the Program.
- Be properly documented and supported.
- Be allocable to the services provided under the cooperative arrangement so that costs charged to the agreement are proportional to the benefits received by DOR.

Documenting and supporting the distribution of all costs, including the allocation of time chargeable to the Agreement, is required. The Program agrees to comply with the 2 CFR part 200 Federal cost principles regarding documentation for the support of personnel activity chargeable to the Agreement.

6. ACCOUNTING SYSTEM REQUIREMENTS

- A. The Program must maintain an appropriate fund accounting system that accurately accumulates and segregates reasonable, allocable, and allowable costs in compliance with State and Federal regulations, and generally accepted accounting principles. The Program's financial management system shall provide:
- Accurate, current, and complete disclosure of the financial results of each federally sponsored project.
 - Records that identify adequately the source and application of funds for federally sponsored activities.
 - Written procedures for determining the reasonableness, allocable, and allowable costs in accordance with the provisions of the applicable federal cost principles and the terms and conditions of the Agreement.
 - Accurate fund accounting records that track the revenues received from funders/sources and the expenditures paid to vendors for goods and services, and that are supported by adequate source documentation.
- B. The Program shall submit to State such reports, accounts, and records as deemed necessary by the State to discharge its obligation under State and Federal laws and regulations

Exhibit B.1

West Kern Community College District - Taft College <u>DOR Program Budget</u> July 1, 2023 - June 30, 2026				
<u>ITEM</u>	<u>FTE EXPENDITURE</u>	FY 7/1/2023 to 6/30/2024 TOTAL	FY 7/1/2024 to 6/30/2025 TOTAL	FY 7/1/2025 to 6/30/2026 TOTAL
Rehabilitation Team Unit 1 FTE = \$110,377	FTE Counselor Units	0.63 \$69,538	0.63 \$69,538	0.63 \$69,538
Case Services (Individual Consumer Expenses)		40,282	40,282	40,282
	SUBTOTAL	\$109,820	\$109,820	\$109,820
VR Service Provision Funds				
TOTAL DOR PROGRAM COST		\$109,820	\$109,820	\$109,820

**West Kern Community College District - Taft College
Program Budget and Match Summary
July 1, 2023 - June 30, 2026**

	FY 7/1/2023 to 6/30/2024 <u>TOTALS</u>	FY 7/1/2024 to 6/30/2025 <u>TOTALS</u>	FY 7/1/2025 to 6/30/2026 <u>TOTALS</u>
DOR PROGRAM COSTS (From DOR Program Budget)	\$109,820	\$109,820	\$109,820
TOTAL PAYMENT BY DOR TO (From Service Budget)	\$140,172	\$140,172	\$140,172
TOTAL FEDERAL COSTS	\$249,992	\$249,992	\$249,992
Certified Match (If applicable)	\$35,830 25.00%	\$35,830 25.00%	\$35,830 25.00%
Total Federal Share	\$107,490 75.00%	\$107,490 75.00%	\$107,490 75.00%
Cash Match (If applicable)	\$30,353 21.3%	\$30,353 21.3%	\$30,353 21.3%
Total Federal Share	\$112,149 78.7%	\$112,149 78.7%	\$112,149 78.7%
TOTAL STATE MATCH	\$66,183	\$66,183	\$66,183
Cooperative agency certified match expenditure and cash match expenditure must be from non-federal funds and cannot be used to draw down other federal funds. The cash match expenditure must equal at least 21.3% of the designated share and the certified match expenditure must equal at least 25% of the designated share.			

Original

Amendment

Contractor Name and Address		Contract Number			Federal ID Number			Page X of X		
West Kern Community College District - Taft College 29 Cougar Court Taft, CA 93268		32660			95-2266481			1 of 1		
		Budget Period			Budget Period			Budget Period		
		July 1, 2023, or Upon Approval, whichever is later - June 30, 2024			July 1, 2024 - June 30, 2025			July 1, 2025 - June 30, 2026		
		Effective Date (Amendments Only)			Effective Date (Amendments Only)			Effective Date (Amendments Only)		
Line No.	PERSONNEL-Position Title & Time Base	Annual Salary Per FTE	Annual FTE	Amount Budgeted	Annual Salary Per FTE	Annual FTE	Amount Budgeted	Annual Salary Per FTE	Annual FTE	Amount Budgeted
1	WIII Transition Specialist 1 FTE= 40 hrs/wk /12 mnths + Benefits	\$152,635.29	0.20	\$30,527.06	\$167,898.92	0.14	\$23,505.85	\$184,688.66	0.06	\$11,081.32
2	WIII Employment Specialist 1 FTE= 40 hrs/wk /12 mnths + Benefits	\$103,471.00	1.00	\$103,471.00	\$113,818.09	1.00	\$113,818.09	\$125,199.91	1.00	\$125,199.91
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
18	Subtotal			\$133,998.06			\$137,323.94			\$136,281.23
19	OPERATING EXPENSES									
20	Office Supplies			\$250.00			\$148.06			\$195.77
21	Mileage/Travel			\$1,702.58			\$1,200.00			\$2,300.04
22	Training			\$1,500.00			\$1,500.00			\$1,394.96
23	Theft Sensitive Items			\$2,721.36						
24										
25										
26										
27	Operating Subtotal			\$6,173.94			\$2,848.06			\$3,890.77
28	Personnel and Operating Subtotal			\$140,172.00			\$140,172.00			\$140,172.00
29	Indirect Rate Percentage									
30	Indirect Cost									
	TOTAL (rounded to nearest dollar)			\$140,172			\$140,172			\$140,172

Exhibit B.1
WEST KERN COMMUNITY COLLEGE DISTRICT – TAFT COLLEGE
SERVICE BUDGET NARRATIVE

BENEFITS

Benefits are calculated at a range of 39%. West Kern Community College District - Taft College provides PERS (22.91%), Social security (6.2%), MediCare (1.45%), OASDI (7.65%), health insurance portion is a flat amount (ranges 14%-22% depending on wages), unemployment (.5%), and worker's compensation (.8%).

This Service Budget narrative is to describe how services expenditures for West Kern Community College District - Taft College (hereinafter referred to as 'Program') will be allocated for the provision of services to unduplicated individuals and/or participants in DOR Services (hereinafter referred to as "participants").

PERSONNEL

For all positions: Cooperative Program Duties must be new services that have a VR focus or existing services that have been modified, adapted, expanded, or reconfigured to have a VR focus in accordance with 34 C.F.R. § 361.28(a)(1).

WAIII Transition Specialist

Allowable Activities Under this Agreement Include:

- Coordinate with WAIII Employment Specialist during transition planning with participants to assist participants find employment after graduation.
- Ensure participants obtain an internship consistent with their vocational plan.
- Provide Employment Preparation services in coordination with WAIII Employment Specialist and WAIII Instructional Assistant.

Transition Specialist

Unallowable Traditional Duties that are the customary or typical services provided by the program.

Activities include:

- Direct, train, and supervise Employment Specialist.
- Lead and manage outreach activities for the TIL Program.
- Lead and manage application and recruitment process for the TIL Program.
- Work in collaboration with other leadership to develop Transition plans for all students.
- Lead and manage alumni relations with graduates of the TIL Program.
- Lead and manage annual follow up survey of graduates.
- Participate as an on-call status for the program outside normal program hours.
- Participate in leadership meetings with managers on campus.
- Complete grades and documentation required by the Regional Center.
- Participate in Individual Program Plan meetings with representatives of Regional Center(s).

WAIII Employment Specialist

Allowable Activities Under this Agreement Include:

- Assist job ready participants obtain employment by identifying specific job openings appropriate for each participant that is consistent with their IPE. Provide orientation to participants employed through the efforts of the Program.
- Network with employers and potential employers

- Maintain an organized system of current job openings.
- Negotiate program participants' required accommodations with employers.
- Assist participants to become knowledgeable regarding conditions of their employment.
- Develop and place participants in Internships consistent with their IPE goal while participating in the Workability III program.
- In collaboration with WAIIT Transition Specialist generate program participants' reports on progress to be submitted to DOR counselors on a monthly basis.
- Complete Vocational Assessments for participants served in the program.
- Generate written summaries of Vocational Assessments completed by participants. The summary will include findings and recommendations.
- Support participants in applying for open positions and organizing documents needed for job search including resumes, master applications and specific job applications.

This position is 100% to this contract, therefore there are no traditional duties.

OPERATING EXPENSES

Costs are budgeted through an appropriate allocation methodology for expenses that are shared by multiple funding categories.

Office Supplies

All tangible personal property other than those described in Equipment and includes consumable supplies to be used during the contract period in the provision of contract services. Office supplies may include, but are not limited to, paper, pens, pencils, post-it notes, file folders, stapler, staples, binders, paperclips, toner, printer cartridges, markers, notepads, calendars, labels, transparencies, calculator tape, envelopes, stationary, postage and other consumable materials needed for maintenance of participant records/program operation and effective communication with participants, partners, employers and the program support network.

Mileage/Travel

Reimbursement for mileage expenses when contract staff use their own private vehicles in the provision of contract services such as, local job development, job coaching, monitoring, and other program related activities. Reimbursement rates not to exceed the California Department of Human Resources (CalHR) designated rates as stated on their website at <https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>

Per diem and travel costs for contract staff to travel to contract related trainings and travel within the State of California (e.g., airfare, bus, train, rental cars, personal vehicle mileage, lodging, and food costs). Reimbursed at actual costs not to exceed the CalHR designated rates as stated on their website at <https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx> Travel must be pre-approved in writing by the DOR Contract Administrator and may require Rehabilitation Services Administration (RSA) Prior-Approval.

Training

Registration and fees for contract staff to attend training or to bring in a trainer to provide training related to contract services (e.g., current trends in technology related to job placement, job skill development, labor laws/labor market trends, career and vocational preparation). Training must be pre-approved in writing by the DOR Contract Administrator and may require Rehabilitation Services Administration (RSA) Prior-Approval. Training is estimated at \$500 per Full Time Employee (hereafter "FTE") for budgeting purposes.

Theft Sensitive Items

These are expendable technological items purchased or repaired with contract funds that have a normal life expectancy of one year or more but have a purchase price of less than \$5,000 per item. Examples include, but are not limited to, laptop computers, desktop computers, docking stations, computer accessories, Internet Hotspots, computer and smart phone cases, monitors, printers, fax machines, copy machines, cameras, projectors, cellular phones, speakers, flash drives, iPads, and tablets. Theft sensitive items will be exclusively utilized by program staff and program participants in the provision of contract services. Theft sensitive items must be inventoried, and a copy of the inventory record must be submitted to DOR upon request.

FY 23/24

No. Of Items to be Purchased	Item Description	Estimated Cost per Item	Total Cost per Item
1	Laptop with accessories	\$1975.36	\$2008.06
1	Keyboard and mouse	\$29.31	\$29.31
2	Monitor	\$140.91	\$281.82
1	Docking Station	\$181.82	\$181.82
1	Recycling Fees and Tax	\$220.35	\$220.35
Total Theft Sensitive FY 23/24			\$2,721.36

COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET
July 1, 2023 or Upon Approval, whichever is later - June 30, 2026

Contractor Name and Address		Cooperative agency agrees it will make the following expenditures during the fiscal year, in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services and are not services that the Cooperative agency otherwise provides. **NOTE** No portion of the below expenditures shall come from Federal Funds or WorkAbility I Funds.								
West Kern Community College District - Taft College 29 Cougar Court Taft, CA 93268 FEIN: 95-2266481										
Item Expenditure		July 1, 2023, or Upon Approval, whichever is later - June 30, 2024			July 1, 2024 - June 30, 2025			July 1, 2025 - June 30, 2026		
Line No.	PERSONNEL - Position Title & Time Base	Annual Salary Per FTE	Annual FTE	Annual Amount Certified	Annual Salary Per FTE	Annual FTE	Annual Amount Certified	Annual Salary Per FTE	Annual FTE	Annual Amount Certified
1	WAIII DSPS Coordinator 1 FTE=60 hours/mo/12 mos + benefits	\$144,230.39	0.01	\$1,442.30	\$158,653.41	0.01	\$1,586.53	\$174,518.80	0.01	\$1,745.19
2	WAIII Intake Technician 1 FTE= 40 hrs/wk/12 mos + Benefits	\$95,537.95	0.15	\$14,330.69	\$101,506.35	0.12	\$12,180.76	\$109,064.86	0.09	\$9,815.84
3	WAIII Instructional Assistant 1 FTE= 40 hrs/wk/12 mos + Benefits	\$100,285.00	0.20	\$20,057.00	\$110,313.50	0.20	\$22,062.70	\$121,344.85	0.20	\$24,268.97
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16	Personnel Subtotal			\$35,830.00			\$35,830.00			\$35,830.00
17	OPERATING EXPENSES									
18										
19										
20										
21										
22										
23										
24	Operating Subtotal									
25	Personnel and Operating Subtotal			\$35,830.00			\$35,830.00			\$35,830.00
26										
27	TOTAL EXPENDITURES "CERTIFIED"			\$35,830.00			\$35,830.00			\$35,830.00

WEST KERN COMMUNITY COLLEGE DISTRICT – TAFT COLLEGE
CERTIFIED BUDGET NARRATIVE

BENEFITS

Benefits are calculated at a range of 39%. West Kern Community College District – Taft College provides PERS (22.91%), Social security (6.2%), MediCare (1.45%), OASDI (7.65%) health insurance portion is a flat amount (ranges 14%-22% depending on wages), unemployment (.5%), and worker's compensation (.8%).

This Certified Budget narrative is to describe how West Kern Community College District – Taft College will redirect staff time specifically certified in the provision of services to program unduplicated individuals and/or participants in DOR Services (hereinafter referred to as "participants").

PERSONNEL

For all positions: Cooperative Program Duties must be new services that have a VR focus or existing services that have been modified, adapted, expanded, or reconfigured to have a VR focus in accordance with 34 C.F.R. § 361.28(a)(1).

WAIII DSPS Coordinator

Job Requirements:

FTE: 0.01 Percent of FTE that will be utilized only to provide services under this agreement.

Allowable Contract Activities include:

- Coordinate with participants and the WAIII Intake Technician to verify participants are appropriate for the program.
- Provide Academic Counseling for participants who are taking courses related to their identified career/IPE goal.
- Teach Career Exploration Class to program participants.

DSPS Coordinator

Non-contract Duties (not charged to this contract) that are the customary or typical services provided by the Program.

Activities include:

- Meet with students to determine accommodations students require for classes.
- Register students for classes not related to their identified career goals.
- Complete intake process for DSPS Services.

WAIII Intake Technician

Job Requirements:

FTE: 0.15 Percent of FTE that will be utilized only to provide services under this agreement.

Allowable Contract Activities include:

- Coordinate with WAIII DSPS Coordinator and complete participant onboarding process for program after receipt of appropriate documentation from DOR staff to begin services.
- Assist WAIII Employment Specialist in administering vocational assessments to participants.

Intake Technician

Non-Contract Traditional Duties (not charged to this contract) that are the customary or typical services provided by the Program.

Activities include:

- Serve on committees at Taft College representing the TIL.
- Lead academic seminars supporting students gaining independent living skills.
- Complete intake packets, arrange for interviews, and provide tours for students interested in non-DOR funded programs.
- Attend outreach events in Kern County promoting the Workability III Program.
- Assist Transition Specialist in completing initial person-centered plans for all students.
- Support Transition Specialist in completing follow-up surveys with students who have graduated from the Program.
- Support Transition Specialist in completing annual program evaluation for the Regional Center.
- Support Transition Specialist in generating annual report that summarizes results of follow-up survey.
- Support Transition Specialist in planning and executing Reunions for Alumni.

WAIII Instructional Assistant

Job Requirements:

FTE: 0.20 Percent of FTE that will be utilized only to provide services under this agreement.

Allowable Contract Activities include:

- Assist Transition Specialist in providing Employment Preparation services to participants.
- Assist Employment Specialist in supporting participants in job search activities.
- Teach Career Education classes for Workability III participants.
- Assist Employment Specialist in providing orientation for Workability III Program to participants.

Instructional Assistant

Non-Contract Traditional Duties (not charged to this contract) that are the customary or typical services provided by the Program.

Activities include:

- Provide instruction for independent living skills to students for services provided to students for non-DOR contracts.
- Complete documentation such as case notes, attendance, grades for services provided to students for non-DOR contracts.
- Serve on Taft College Committees representing the TIL Program.
- Develop curriculum for academic seminars provided to students for non-DOR funded services. Participate in applicant student interviews.
- Assist with instructing students in taking medication.
- Assist Transition Specialist in writing reports for each student served to be submitted to DOR counselors.
- Develop curriculum for classes taught to students in the Program.
- Assign grades for coursework students are required to complete.
- Tutor students on assignments for independent living skills coursework.

EXHIBIT C
(Standard Agreement - Subvention)
General Terms and Conditions (GTC 4/2017)

PLEASE NOTE: The General Terms and Conditions will be included in the Agreement by reference, you can view them at the Department of General Services, Office of Legal Services website at: [Standard Contract Language \(ca.gov\)](#). Click on the GTC 4/2017 to open the document.

EXHIBIT D
(Standard Agreement - Subvention)
Special Terms and Conditions

1. NOTIFICATION AND COMPLIANCE

All notices required by either party shall be in writing and sent by email, mail, or personally delivered to the appropriate address. Mailing addresses may be changed by written notice.

The Program agrees to comply with all laws, regulations, ordinances, and policies of any governmental unit having jurisdiction over the rehabilitation program with regards to construction, medicine, health, safety, wages, hours, working conditions, workers' compensation, licensing and all other activities requiring compliance. The Program shall accept financial responsibilities in the event of non-compliance.

2. DISPUTES

If the Program believes that there is a dispute or grievance between the Program and the State arising out of or relating to this Agreement, the Program shall first discuss and attempt to resolve the issue informally with the DOR Contract Administrator. If the issue cannot be resolved at this level, the Program shall follow the following procedures:

- A. If the issue cannot be resolved informally with the DOR Contract Administrator, the Program shall submit, in writing, a grievance report together with any evidence to the DOR Contract Administrator's Supervisor. The grievance report must State the issues in the dispute, the legal authority, or other basis for the Program's position and the remedy sought. Within ten (10) working days of receipt of the written grievance report from the Program, the DOR Supervisor shall make a determination on the problem and shall respond in writing to the Program indicating the decision and reasons, therefore. Should the Program disagree with the Supervisor's decision, the Program may appeal to the next level following the procedure in "Disputes", paragraph B listed below.
- B. The Program's letter of appeal must be submitted within ten (10) working days of the receipt of the DOR Contract Administrator's Supervisor's written decision. The Program must submit a letter of appeal to the DOR Contract Officer explaining the disagreement with the Contract Administrator's Supervisor's decision. The letter must include, as an attachment, copies of the Program's original grievance report, evidence originally submitted, and response from the Supervisor. The Contracting Officer shall, within twenty (20) working days of receipt of Program's letter of appeal, review the issues raised and shall render a written decision to the Program. The decision of the Director or designee shall be final.

3. RIGHT TO TERMINATE

- A. Either party reserves the right to terminate this Agreement subject to 30 days written notice.
- B. However, the Agreement can be immediately terminated by DOR for cause. The term "for cause" shall mean that the Program fails to meet the terms, conditions, and/or responsibilities of the Agreement. In this instance, the Agreement termination shall be effective as of the date indicated on the State's notification to the Program.

4. CORRECTIVE ACTION

If the Program is not able to meet the service goals outlined in the Scope of Work, DOR reserves the right to reduce the Service Budget in alignment with an amended Scope of Work to reflect

updated service goals that are achievable for the Program after review by the DOR Contract Administrator.

5. TRAINING SEMINARS, WORKSHOPS OR CONFERENCES

If the Program provides training seminars, workshops, or conferences, the Program must obtain prior DOR approval for the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop, or conference pursuant to this Agreement and of any reimbursable publicity or educational materials to be made available for distribution. The Program shall acknowledge the support of the State whenever publicizing the work under this Agreement in any media. The provision does not apply to necessary staff meetings or training sessions held for the staff of the Program to conduct routine business matters.

6. INSURANCE REQUIREMENTS

General Provisions Applying to All Policies

- A. Coverage Term** – Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the State within ten (10) days of the expiration of this insurance. Any new insurance must still comply with the original terms of the contract.
- B. Policy Cancellation or Termination & Notice of Non-Renewal** – The Program is responsible to notify the State within five business days before the effective date of any cancellation, non-renewal, or material change that affects required insurance coverage. In the event the Program fails to keep in effect the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.
- C. Deductible** – The Program is responsible for any deductible or self-insured retention contained within their insurance program.
- D. Insurance Carrier Required Rating** – All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management. If the Program is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
- E. Inadequate Insurance** – Inadequate or lack of insurance does not negate the Program obligations under the contract.
- F. Satisfying a Self-Insured Retention (SIR)** – All insurance required by this contract must allow the State to pay and/or act as the Program's agent in satisfying any SIR. The choice to pay and/or act as the Program's agent in satisfying any SIR is at the State's discretion.
- G. Available Coverages/Limits** – All coverage and limits available to the Program shall also be available and applicable to the State.
- H. Subcontractors** – In the case of the Program's utilization of subcontractors to complete the contracted scope of work, the Program shall include all subcontractors as insured under the Program's insurance or supply evidence of insurance to the State equal to policies, coverages and limits required of the Program.
- I. Hazardous Activity**

If applicable under this contract transportation is considered a hazardous activity. The Program agrees that the bodily injury liability insurance herein provided for shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the time of this contract, the Program agrees to provide, at least 30 days before said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the contract or for a period of not less than one year. New certificates of insurance are subject to the approval of DGS/ORIM, and the Program agrees that no work or services shall be performed prior to such approval.

The State may, in addition to any other remedies it may have, terminate this contract should Program fail to comply with these provisions.

- i. **Commercial General Liability** – The Program shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent Programs, products, completed operations, personal & advertising injury, and liability assumed under an insured Agreement. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Program’s limit of liability.

The following must be included as part of the policy and must be noted on the certificate of insurance: *The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the Agreement.*

****Endorsements must be provided to the DOR prior to release of the executed contract. The endorsement must be acceptable to the Department of Rehabilitation.****

- ii. **Automobile Liability (If Applicable)** – For DOR consumers being provided transportation under said Agreement, the Program shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles to include the following additional insurance coverage below:
 - **For public schools and other State or local public agencies:** Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity up to 7 people** (includes driver), the Program’s certificate of insurance shall State a limit of liability of not less than **\$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 8 to 15 people** (includes driver) the certificate of insurance shall State a limit of liability of not less than **\$1,500,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers or more** the certificate of insurance shall State a limit of liability of not less than **\$5,000,000** per occurrence for bodily injury and property damage liability combined.

The following must be included as part of the policy and must be noted on the certificate of insurance: *The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the Agreement.*

****Endorsements must be provided to the DOR prior to the release of the executed contract. The endorsement must be acceptable to the Department of Rehabilitation.****

- iii. **Workers’ Compensation and Employers Liability** – The Program shall maintain statutory workers’ compensation and employer’s liability coverage for all its employees who will be engaged in the performance of the Agreement. Employer’s liability limits of \$1,000,000 are required.

The workers’ compensation policy shall contain a waiver of subrogation in favor of the State.

****The waiver of subrogation endorsement must be provided to the DOR prior to release of the executed contract. The waiver of subrogation endorsement must be acceptable to the Department of Rehabilitation.****

Self-insurance – The Program shall supply the consent letter of self-insurance or the Certificate of Consent to Self-Insure. The Waiver of Subrogation is not required.

7. CONTRACTOR STAFFING REQUIREMENT

The Program certifies that its employees meet the qualifications as outlined in the job posting for the position listed on the budget. The program further certifies that staff providing services under this agreement meet the specific requirements. The Program will provide key staff resumes or duty statements for the positions identified under this agreement at DOR's request at the time of program reviews as outlined in the DOR Contract Handbook.

8. CONFLICT OF INTEREST

- A. The Program certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who exercises any functions or responsibilities in connection with this Agreement shall have any personal financial interest or benefit which either directly or indirectly arises from this Agreement.
- B. The Program shall establish safeguards to prohibit its employees or its officers from using their positions for a purpose which could result in private gain, or which gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

9. CONFIDENTIALITY

- A. The Program agrees to comply with the provisions applicable to consumer information as set forth in 34 Code of Federal Regulations section 361.38 and Title 9, California Code of Regulations, section 7140 et seq., and personal information as set forth in the Information Practices Act of 1977 (California Civil Code section 1798 et seq.).
- B. The Program agrees that any personal information, as defined by the Information Practices Act of 1977 (California Civil Code section 1798 et seq.) and this Agreement, obtained in the performance of this Agreement is classified as confidential and shall not be subject to disclosure to any source except as required by this contract or otherwise authorized by DOR.
- C. The Program agrees to remove all confidential, sensitive, or personal information from any reports, publications, or other materials created during the performance of this contract prior to being released to the scientific and academic community, or other individuals or entities. The removal method(s) must be reasonable and appropriate to ensure that any confidential, sensitive, or personal information cannot be recovered, accessed, used or disclosed, which would result in a security breach or an information security incident.
- D. Subject to the applicable requirements of the regulations cited above, the Program agrees to report any security breach or information security incident involving confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract to the DOR's Contract Administrator and the DOR's Information Security Officer. The DOR's Information Security Officer can be contacted via e-mail at iso@dor.ca.gov.
- E. Security breaches or information security incidents that shall be reported include, but are not limited to:

1. Inappropriate use or unauthorized disclosure of confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract by the Program or the Program's assignees. Disclosure methods include, but are not limited to, electronic, paper, and verbal.
 2. Unauthorized access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. Information can be held in medium that includes, but is not limited to, electronic and paper.
 3. Loss or theft of information technology (IT) equipment, electronic devices/media, paper media, or data containing confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. IT equipment and electronic devices/media include, but are not limited to, computers (e.g., laptops, desktops, tablets), smartphones, cell phones, CDs, DVDs, USB flash drives, servers, printers, peripherals, assistive technology devices (e.g., notetakers, videophones), and copiers. Data can be held in medium that includes, but is not limited to, electronic and paper.
- F. The Program agrees to provide annual security and privacy training for all individuals who have access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract.
- G. The Program agrees to obtain and maintain acknowledgements from all individuals to evidence their understanding of the consequences of violating California privacy laws and the Program's information privacy and security policies.
- H. For Programs that do not have a security program that includes annual security and privacy training, a self-training manual is available on the DOR website in the "Requirements for Becoming a Service Provider" section under "Annual Security and Privacy Training for VR Service Providers." The self-training manual is named "Protecting Privacy in State Government" and can be downloaded at the following link:
<https://www.dor.ca.gov/Home/SecurityandPrivacy>.
- I. Additional training and awareness tools are available at the California Information Security Office (CISO) website and the California Department of Justice – Privacy Enforcement and Protection website. These State entities created the self-training manual, "Protecting Privacy in State Government" that DOR revised to meet its business needs.

10. AUDIT AND REVIEW REQUIREMENTS

- A. General Audit and Review Requirements
1. The State shall have the right to conduct inspections, reviews, and/or audits of the Program to determine whether the services provided, and the expenditures invoiced by the Program were in compliance with this Agreement and other applicable federal or State statutes and regulations.
 2. The Program agrees that DOR, State Controller's Office, Department of General Services, Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Agreement, including but not limited to, accounting records, consumer service records, records and evaluations of individuals referred to the program, and other supporting documentation that may be relevant to the audit or investigation.

3. The Program shall submit to the State such reports, accounts, and records deemed necessary by the State to discharge its obligation under State and Federal laws and regulations, including the applicable Federal Office of Management and Budget (OMB) cost principles and administrative requirements.
4. The Program agrees to allow the auditors access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.
5. The Program agrees to maintain such records for possible audit for a minimum of seven (7) years after final payment or until resolution of all issues which may arise as a result of any litigation, claim, negotiation, audit, or any other action involving the records prior to expiration of the seven (7) year period, whichever is later.

B. Annual Federal Audit (For Agreements that received Federal Funds \$750,000 and above):

1. In addition to the General Audit and Review Requirements above, the Program agrees to provide an annual audit as required by the federal "Single Audit Act" of 1994, as amended. These annual audit documents shall be maintained by the Program and provided to the auditing agency when requested. This audit shall be made in accordance with 2 CFR 200.

11. COMPETITIVE BIDDING AND PROCUREMENTS

- A. The Program shall comply with applicable laws and regulations regarding securing competitive bids and undertaking negotiations in Program's agreements with other entities for acquisition of goods and services with funds provided by the State or Federal under this Agreement. A minimum of three competitive quotations is required for any purchase order or subcontract for services over \$2,500, and should be submitted to the DOR Contract Administrator or adequate justification provided for the absence of bidding.
- B. The Program must maintain a copy of the narrative description of the procurement systems guidelines, rules or regulations that will be used to make purchases under this Agreement. The State reserves the right to request a copy of these documents and to inspect the purchasing practices of the Program at any time.
- C. The Program should seek prior approval for any purchase or subcontract exceeding \$2,500 per unit or more for commodities, supplies, and services related to this Agreement. The Program must provide in its request for approval all particulars necessary, as specified by DOR, for evaluating the necessity or desirability of incurring such costs.
- D. For all purchases made, subject to this Agreement, the Program must maintain copies of all paid vendor invoices, documents, bids and other information used in vendor selection, for inspection or audit.

12. CONTRACT AMENDMENTS

In the event that additional program services must be performed which was wholly unanticipated and is not specified in the written Scope of Work, but is, in the opinion of both parties necessary to the successful accomplishment of the general scope of work outlined, an amendment to the Agreement is required.

13. SOFTWARE

The Program certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

14. THEFT SENSITIVE ITEMS

The DOR is requiring nonexpendable electronic items purchased to be listed under a separate line item titled "Theft Sensitive Items". The Program shall maintain an inventory record for each nonexpendable item purchased or built with funds provided under the terms of the contract. The inventory record of each item shall include the date acquired, total cost, serial number, model identification and any other information or description necessary to identify said item. A copy of the inventory record must be submitted annually to the DOR Contract Administrator.

The following items, regardless of cost must be inventoried:

1. Computers/printers
2. Laptops/tablets
3. Copiers/fax
4. Smart phones/cell phones
5. Other electronic items required to provide contract services

Upon termination of the agreement, DOR may request equipment be returned to DOR or authorize the continued use of equipment for work to be performed under a different agreement.

The DOR reserves title to equipment purchased under this agreement that are not fully consumed during the life of the agreement.

15. ATTRIBUTION

The Program agrees to acknowledge the sponsorship of DOR with respect to any public Statement, press release, news item, or publication related to a program funded all or in part with funds from DOR. The Program further agrees to identify the role of DOR with respect to any individual highlighted or publicized by or through Program, when such individual is a DOR consumer.

16. UNRUH CIVIL RIGHTS ACT AND THE FAIR EMPLOYMENT & HOUSING ACT

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract over \$100,000 on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

The Program certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and

If the Program has an internal policy against a sovereign nation or peoples recognized by the United States government, the Program certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

EXHIBIT E
(Standard Agreement - Subvention)
Additional Provisions - Federally Funded Agreements

1. FEDERAL REQUIREMENTS

The Federal Office of Management and Budget (OMB) has established uniform administrative requirements and cost principles for determining allowable costs chargeable to Federal awards. The Contractor agrees to abide by the Title 2 Code of Federal Regulations, Part 200 (2 CFR 200), except where the Agreement is more restrictive. The federal regulations are available for review on the Internet at www.ecfr.gov under Title 2-Grants and Agreements.

2. FEDERAL FUNDING INTELLECTUAL PROPERTY

- A. In any Agreement funded in whole or in part by the federal government, DOR may acquire and maintain the Intellectual Property rights, title and ownership, which results directly and indirectly from the Agreement. However, the federal government shall have non-exclusive, non-transferable, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.
- B. Evaluation of Discovery or Invention: If any discovery or invention arises as a result of funded work, the Program must refer the discovery or invention to DOR. The Rehabilitation Services Administration (RSA) and its representatives have the sole and exclusive power to determine whether or not and where a patent should be filed and the disposition of all rights, including title and license rights, which may result. The RSA's determination of these issues shall be considered final. In addition, DOR and RSA shall acquire at least an irrevocable, non-exclusive, and royalty-free license to utilize for government purposes of any of these inventions. By signing this Agreement, the Program agrees that determinations of rights to inventions made in the course of or under the Agreement shall be made by RSA or its authorized representative.
- C. Copyrights and Patents: The Federal awarding agency and/or DOR reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:
1. The copyright in any work developed under a grant, subgrant, or Agreement under a grant or subgrant; and
 2. Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

3. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

Federal and State agencies shall not award assistance to applicants that are debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. By signing this Agreement, the Program certifies that neither it nor its principals or subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.

4. PROHIBITION ON TAX DELINQUENCY

Any Agreement that a State agency enters into after July 1, 2012, is void if the contract is between a State agency and a contractor, or subcontractor, whose name appears on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. In accordance with Public Contract Code section 10295.4, agencies are required to cancel Agreements with entities that appear on either list.

(Franchise Tax Board) <https://www.ftb.ca.gov/about-ftb/newsroom/top-500-past-due-balances/index.html>

(Department of Tax and Fee Administration) <https://www.cdtfa.ca.gov/taxes-and-fees/top500.htm>

5. THE FOLLOWING PROVISIONS ARE SUBJECT TO THIS AGREEMENT

- A. Equal Employment Opportunity--All Agreements require compliance with E.O. 11246--Equal Employment Opportunity, as amended by E.O. 1137--Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Chapter 60 Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, Part 60-1 Obligations of Contractors and Subcontractors, Subpart A. Preliminary Matters; Equal Opportunity Clause; Compliance Reports.
- B. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended--Agreements of amounts in excess of \$100,000 shall require the Contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to ED and the Regional Office of the Environmental Protection Agency (EPA).
- C. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)--By signing this Agreement, the Contractor who is awarded an Agreement of \$100,000 or more certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
- D. All contractors shall comply with the following statutes and regulations:
 - 1. Subject: Discrimination on the basis of race, color, or national origin.
Statute: Title VI of the Civil Rights Act of 1964 (45 U.S.C. 2000 through 2000d-4).
Regulation: 34 CFR part 100.
 - 2. Subject: Discrimination on the basis of sex
Statute: Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683).
Regulations: 34 CFR part 106.
 - 3. Subject: Discrimination on the basis of handicap.
Statute: Section 504 of the Rehabilitation Act of 1973 (29U.S.C. 794).
Regulation: 34 CFR part 104handicap.
 - 4. Subject: Discrimination on the basis of age.
Statute: The Age Discrimination Act (42 U.S.C. 6101 et seq.).
Regulation: 34 CFR part 110

6. RETURN OF INAPPROPRIATE USE OF FUNDS

By signing this Agreement, the Program shall certify that in the event of funds used inappropriately, funds must be returned to DOR.

7. AMERICANS WITH DISABILITIES ACT (ADA)

By signing this Agreement, the Program agrees to comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.). In compliance with the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq. and Government Code, Section 11135 et seq.; Section 504 imposes affirmative disability-related responsibilities on recipients of federal financial assistance as well as federal programs and activities and prohibits disability-based discrimination; and Section 508, requires electronic and information technology be accessible to people with disabilities.

EXHIBIT F
(Standard Agreement – Subvention)
Additional Provisions - TPCA

1. MATCH REQUIREMENTS

The Program shall submit the certified expenditure invoice on a timely basis (i.e. same time as submission of service budget invoice) for proper DOR processing. To ensure sufficient match is available to leverage federal funding, the contractor is required to submit 100% of their obligated certified/cash match to meet their full budgeted amount by the end of each fiscal year. Refer to the Contract Handbook for Case Services and Cooperative Program Agreements for more information regarding certified/cash match requirements.

For Agreements that include CERTIFIED EXPENDITURE MATCH:

- A. The Program shall certify to the State, on a monthly basis as specified in Exhibit B and G, the Program's allowable costs to provide the cooperative program services identified in the Scope of Work, in accordance with the Cooperative Agency Certified Expenditure Budget Summary and Narrative, and applicable Federal regulations. All such expenditures shall be under the administrative supervision of the State and no portion of the certified expenditures shall come from Federal funds. The State shall not be obligated to pay the Program for any contributions made by the Program in accordance with the Cooperative Agency Certified Expenditure Budget Summary.
- B. The total Cooperative Agency certified expenditure share will be matched to Federal funds at no less than 25%, as indicated on the DOR Program Budget Summary. If the value of the certified expenditures by the Program is below 25% of the actual total program cost, the Service Budget may be reduced after review by the DOR Contract Administrator. The State will not pay the Program for actual costs claimed on the Service Invoice (DOR 801B) until the certified expenditure summary for the same period has been submitted.
- C. The Program's contributions, including any excess of the amount specified in the "Cooperative Agency Certified Expenditure Budget Summary", will be used by the State to obtain Federal funds under Section 110 of the Rehabilitation Act of 1973, as amended. Federal funds obtained in excess of the "Total Program Cost" as identified on the "DOR Program Budget Summary" shall accrue to the State.

Certified match only includes:

Certified personnel expenditures for the time Program staff spend providing direct VR services under the TPCA. This may include the allocable portion of staff salary and fringe benefits based upon the amount of time cooperating agency staff directly spend providing services under the arrangement.

Third-party in-kind contributions are an unallowable source of match in the VR program whether provided via this agreement or other mechanism (34 C.F.R. § 361.60(b)(2)). This includes:

- A. Certified time for individuals not directly providing VR services, such as principals, administrators, secretaries and supervisors; and
- B. Certified expenditures for the costs incurred by the TPCA not directly for the provision of VR services, such as, indirect costs, depreciation, existing utilities and space donated for use under the TPCA.

For Agreements that include **CASH MATCH**:

- A. Each fiscal year the Program will pay to State, no less than quarterly and in advance, upon receipt of an invoice from the State, all those cash matching funds which are identified within the Program Budget Summary for that fiscal year. The State shall not be obligated to pay the Contractor for any contributions made by the Program in accordance with the approved budget, it being understood that all matching funds obtained by the State from the Program shall be exclusive funds of the State and no portion of the cash match shall come from Federal funds.
- B. The total Cooperative Agency cash share will be matched to Federal funds at no less than 21.3% as indicated on the "DOR Program Budget Summary."

2. INDIRECT COSTS

Indirect costs are allowable expenses incurred by an organization which support the activities of a program or contract but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with 2 CFR 200. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs incurred and paid by the organization. The allocation of indirect costs cannot be based on an arbitrary fixed rate and there is a 15% cap on the service budget. State

3. DOR'S CONTRACT MONITORING

The DOR Contract Administrator will monitor and document the Program's performance to ensure compliance with all Agreement provisions. The DOR Contractor Administrator will:

- A. Maintain documentation on all Agreement activities, including the performance of the Agreement services, invoice reviews and approvals, monitoring activities, and other Agreement administration activities.
- B. Monitor the Agreement to ensure services were performed according to the quality, quantity, objectives, timeframes, and manner specified in the Agreement, and that the Program prepares and submits adequate documentation by the Program to support the services provided, expenditures reimbursements, and/or any applicable match requirements. Appropriate documentation may include, but is not limited to the Program's goal outcomes, consumer progress reports, a monthly client list of consumers provided services, and a corresponding monthly Service Invoice(s) (DR801B) and Certified Expenditure Summaries as appropriate.
- C. Review and approve invoices for payment to substantiate expenditures for the work performed, including verification that costs invoiced for the provision of services to DOR applicants/consumers during the Agreement period, including costs paid by the Program are based on reasonable costs, and that the invoices are current, correct, and timely.
- D. Ensure that all Service Invoices (DR801B) and Certified Expenditure Summaries, if applicable, are received no later than November 1st, to allow for payment and draw down prior to the close out of Federal/State funds.
- E. Verify that the Program has fulfilled all requirements of the Agreement before approving the final invoice.
- F. Ensure there are sufficient funds to pay for all services rendered as required by the Agreement.

- G. Ensure, by the end of the second quarter, that the projected certified expenditure match will be sufficient to support the budgets as outlined in this Agreement. If not, contact the appropriate Collaborative Services Program Specialist. (Cooperative Program Agreements only)
- H. Identify low usage levels and consider partial disencumbrance of Agreement funds.
- I. Periodically review personnel activity reports for staff funded by the Agreement to ensure that the Program is preparing and maintaining personnel activity reports in compliance with the applicable cost principles in 2.C.F.R. part 200.
- J. Verify that all Agreement staff are providing services in accordance with their duties and qualifications specified in the Agreement, including ensuring that:
- Personnel duty statements or a copy of the Agreement Budget Narrative/Agreement Duty statement has been provided to each staff person to communicate the specific duties to be performed under the Agreement.
 - Verify that job duties, as provided by the Agreement staff, match Agreement duty statements and service descriptions.
 - Ensure that the Program has submitted to DOR appropriate documentation that supports the services provided to DOR applicants/consumers, including monthly (or otherwise specified) progress reports, consumer listings, utilization/service reports, and/or other agreed-upon documentation.
 - Verify that Contract staff provide services only to authorized DOR consumers.

4. CONTRACT HANDBOOK

The Program acknowledges and agrees with the policies requirements and conditions of the DOR Contract Handbook and its additional policy requirements and conditions for Case Services/Cooperative Program Agreements as applicable for the Fiscal Year(s) covered under this Agreement. Match requirements are applicable to Cooperative Programs Agreements only.

EXHIBIT G
(Standard Agreement - Subvention)
Additional Provisions

I.CONTRACT MONITORING AND REPORTING

The Program Contract Administrator shall monitor the contract by:

- Submitting Service Invoices (801B) and Certified Expenditure Summaries on a monthly basis, with a list of program DOR applicants and/or recipients of DOR services (henceforth known "participants") served that month.
- Ensuring Program Personnel Activity Reports or time reporting documents and a list of program participants served are prepared and maintained by the Program staff in accordance with 2 CFR 200 and reflect accurate reporting, monthly in accordance with invoicing requirements stipulated in Exhibit B. These documents can be reviewed and maintained electronically to allow for flexibility in either on-site or off-site monitoring, as needed.
- Submitting Program Personnel Activity Reports or time reporting documents, supporting documentation, and a list of participants served, as requested by the DOR Contract Administrator.
- Meeting with the DOR Contract Administrator and program staff to discuss contract progress at Quarterly Meetings.
- Reporting the current and cumulative achievement of contract service goals and outcomes as part of the Quarterly Meetings or more often as directed by the DOR Contract Administrator.
- Preparing and submitting to the assigned vocational rehabilitation counselor monthly progress reports for the participants receiving contract services. Progress reports should include the participant's name and other necessary or required information to document the services provided and the individual participant's progress in those services.

II.TRANSPORTATION

The Program will provide transportation to 8-15 participants, including the driver.

EXHIBIT A
(Standard Agreement - Subvention)
Scope of Work

1. PURPOSE

Third Party Cooperative Agreement

2. AUTHORITY

Law: 29 U.S.C. §§ 721(a)(3), 730, 731, and 733; California Welfare and Institutions Code sections 19008 and 19013.

Regulations: 34 C.F.R. 361.28

Assistance Listing Number: 84.126

3. CONTRACT ENTITIES

Department of Rehabilitation	Taft College
San Joaquin Valley District 2550 Mariposa Mall, Room 2000, Fresno, CA 93721	29 Cougar Ct. Taft, Ca, 93268

4. DESCRIPTION OF SERVICES/DELIVERABLES

See attached program description – EXHIBIT A.1

EXHIBIT A.1
(Standard Agreement - Subvention)
Contractor's Description of Services/Deliverables
West Kern Community College District – Taft College
WorkAbility III

SCOPE OF WORK

I. Introduction

This contract is between West Kern Community College District – Taft College (henceforth known as “Taft College” or “the Program”), which is a State or local public agency, and the California Department of Rehabilitation (DOR) San Joaquin Valley District. This third-party cooperative agreement (TPCA) cooperative agreement is designed to serve DOR applicants and/or recipients of DOR services (henceforth known “participants”). Under this cooperative agreement, the Program will ensure that the services provided are not the customary or typical services provided by that Program but rather are new services that have a vocational rehabilitation focus or are existing services that have been modified, adapted, expanded, or reconfigured to have a vocational rehabilitation focus. Students with disabilities who attend Taft College and are referred to DOR for services will be served through this agreement. Participants will be mutually referred to DOR by Taft College DSPS staff for DOR services or by DOR staff to the program for contract services. A referral packet for DOR services will be completed by the DSPS counselor in conjunction with Taft College Intake Coordinator. Participants will receive Vocational Assessment, Internship, Employment Preparation, and Job Development Services. When participants graduate, they may be provided job development services in their home community. DOR staff from the Bakersfield Southwest Office will collaborate with program staff to ensure coordinated service provision.

DOR authorizes the following services to be provided under this agreement:

- Vocational Assessments
- Internships
- Employment Preparation
- Job Development, Placement & Retention

During State fiscal years 2023-2026, the following total participants shall receive services under the terms of this agreement:

For fiscal year 2023-2024, a total of 64 unduplicated participants will receive services through this contract. As a result of services provided through this contract, it is expected that DOR will:

- Open 26 new cases from the referrals made by the Program.
- Develop 20 new Individualized Plans for Employment (IPEs) for those participants DOR determines to be eligible for the VR program.
- Close 13 cases successfully for those participants who achieve an employment outcome.

• For fiscal year 2024-2025, a total of 64 unduplicated participants will receive services through this contract. As a result of services provided through this contract, it is expected that DOR will:

- Open 26 new cases from the referrals made by the Program.
- Develop 20 new Individualized Plans for Employment (IPEs) for those participants DOR determines to be eligible for the VR program.
- Close 13 cases successfully for those participants who achieve an employment outcome.

- For fiscal year 2025-2026, a total of 64 unduplicated participants will receive services through this contract. As a result of services provided through this contract, it is expected that DOR will:
 - Open 26 new cases from the referrals made by the Program.
 - Develop 20 new Individualized Plans for Employment (IPEs) for those participants DOR determines to be eligible for the VR program.
 - Close 13 cases successfully for those participants who achieve an employment outcome.

II. Assurances

The Program makes the following assurances as identified in 361.28(a):

- (1) The services provided by the Program, as the public cooperating agency, are not the customary or typical services provided by that agency but are new services that have a vocational rehabilitation focus or existing services that have been modified, adapted, expanded, or reconfigured to have a vocational rehabilitation focus.
- (2) The services provided by the Program, as the cooperating agency, are only available to applicants for, or recipients of, services from DOR,
- (3) Program expenditures and staff providing services under the cooperative arrangement are under the administrative supervision of DOR (e.g., the Program will provide only those services that have been authorized by DOR under this cooperating arrangement).
- (4) All requirements of the vocational rehabilitation services portion of the Unified or Combined State Plan, including a State's order of selection, will apply to all services provided under the cooperative arrangement.

III. Services to be Provided.

The following vocational rehabilitation services will be provided by the Program in accordance with this agreement, as authorized by DOR for each participant and individualized to each program participant's needs, preferences, and interests as well as their DOR IPE goals and objectives, as appropriate.

1. Vocational Assessment (VA)

a. Description

Vocational Assessment services assess basic information about a program participant's current educational and vocational levels, abilities, and interests. Vocational Assessment Services are provided prescriptively at the request of the referring DOR counselor. It is provided as appropriate to assist in pre-plan determination of abilities, challenges, and potential vocational objectives, and/or to determine the nature and scope of DOR services to be provided. VA may also be provided as appropriate post-plan if the program participant needs a revision to their existing IPE vocational goal. Written reports of assessments, completed, findings, and recommendations will be provided to the referring DOR Counselor.

The WAIII Employment Specialist in collaboration with the WAIII Intake Technician will provide this service.

b. Service Goals/Number to be served.

- For fiscal year 2023-2024, a total of 46 unduplicated participants will receive this service.

- For fiscal year 2024-2025, a total of 60 unduplicated participants will receive this service.
- For fiscal year 2025-2026, a total of 63 unduplicated participants will receive this service.

2. Internships

a. Description

Internships include short-term placements both on and off campus in a job consistent with the academic and IPE goals. WAIII Employment Specialist will develop Internship positions with employers and will also monitor the program participant's performance in the work environment. These internships may be paid or unpaid. Program participants may engage in more than one internship, as appropriate, needed and required by their college major. Internships may be temporary placements to gain experience in the workplace. They may also result in the development of any of the following: work experience in their college degree or certificate field, appropriate work attitudes, work ethics, interpersonal skills, speed, and accuracy as well as some limited occupational skills.

Any paid or unpaid internships will comply with the Department of Labor regulations.

Internship supervisors will evaluate program participants. Written reports from the WAIII program will be submitted to the referring DOR counselor on a monthly basis.

The WAIII Employment Specialist will provide this service.

b. Service Goals/Number to be served.

- For fiscal year 2023-2024, a total of 36 unduplicated participants will receive this service.
- For fiscal year 2024-2025, a total of 42 unduplicated participants will receive this service.
- For fiscal year 2025-2026, a total of 42 unduplicated participants will receive this service.

3. Employment Services

a. Description of Services

Employment Services (ES) assist a program participant prepare for, obtain, and retain employment. A continuum of services provides guidance and direction to a program participant in the development of job search techniques and appropriate work-related behaviors that will enhance the consumer's employability. ES components assist in the development of job search skills, coordination of job search activities, and identification of appropriate job openings. Employment Retention services are designed to support program participants and employers in achieving a successful employment outcome and in meeting DOR's criteria for successful case closure.

Employment Preparation

Employment Preparation is intended to support plan activities, goals and objectives. Services will be in concert with the DOR IPE.

Activities may include instruction regarding techniques for obtaining and maintaining employment, such as:

- Interview techniques
- Resume development
- Job Search techniques
- Application preparation
- Appropriate work behaviors/soft skills
- Relevant work practices
- Appropriate grooming and hygiene
- Self-Advocacy
- Identification of additional support needs
- Assistance in becoming knowledgeable regarding the impact of employment on a participant's disability and benefits.

Reporting on employment preparation activities will be provided to the referring DOR counselor on a monthly basis.

WAIII Transition Specialist will provide this service in coordination with the WAIII Employment Specialist and WAIII Instructional Assistant. WAIII DSPS Coordinator will also provide this service.

b. Service Goals/Number to be served.

- For fiscal year 2023-2024, a total of 50 unduplicated participants will receive this service.
- For fiscal year 2024-2025, a total of 63 unduplicated participants will receive this service.
- For fiscal year 2025-2026, a total of 63 unduplicated participants will receive this service.

Job Development, Placement and Retention

a. Description

Assist job ready program participants obtain employment in the community by identifying specific job openings that are appropriate for each program participant. Assist in job placement consistent with participants IPE. Provide job orientation to the participant and identify specific ongoing support and resource needs. Activities may include:

- Contact employers and build networks to develop and/or identify job opportunities.
- Work site analysis, as needed.
- Job site consultation to identify or modify barriers.
- Negotiate job carving or other job accommodations.
- Maintain an organized system of current job openings.
- Assist program participants find jobs which match their Individual Plan for Employment vocational goal.
- Assist participants become knowledgeable regarding the conditions of their employment, such as:
 - Job description
 - Name of immediate supervisor

- Responsibilities of the employee
- Wage payment practices
- Benefits
- Conflict resolution procedures
- Health and safety practices
- Continued assistance with benefits planning related to work and with reporting wages to Social Security
- Retention: A limited amount of contact with the participant and/or their employer post-placement to ensure job satisfaction

Reporting on Job Development, Placement and Retention activities will be provided to the referring DOR counselor on a monthly basis.

The WAIII Employment Specialist will provide this service.

b. Service Goals/Number to be served.

- For fiscal year 2023-2024:
 - A total of 20 unduplicated participants will receive Job Development Services
 - A total of 15 unduplicated participants will be placed in employment consistent with the IPE goal.
 - The placements shall result in 13 successful DOR closures.
- For fiscal year 2024-2025:
 - A total of 26 unduplicated participants will receive Job Development Services
 - A total of 15 unduplicated participants will be placed in employment consistent with the IPE goal.
 - The placements shall result in 13 successful DOR closures.
- For fiscal year 2025-2026:
 - A total of 28 unduplicated participants will receive Job Development Services.
 - A total of 15 unduplicated participants will be placed in employment consistent with the IPE goal.
 - The placements shall result in 13 successful DOR closures.

IV. DOR and Program Contacts

Organization	Dept. of Rehabilitation	Taft College
Contact Person	Levi Van Fossen	Aaron Markovitz
Title	DOR Contract Administrator	Program Contract Administrator
Telephone	(559) 580-0160	661-763-7773
Email Address	Levi.VanFossen@dor.ca.gov	amarkovits@taftcollege.edu
Mailing Address	2550 Mariposa Mall, Room 2000, Fresno, CA 93721	29 Cougar Ct. Taft, Ca, 93268

V. Linkages to Other Community Agencies.

In alignment with section 101(a)(11) of the Rehabilitation Act, DOR and the Program has regular contact and ongoing working relationships with the following agencies to increase opportunities for program participants and avoid duplication of services:

- **Regional Center:** Taft College has a working relationship with Kern Regional Center and the other Regional Centers in the State of California. Participants are referred to the Taft College Transition to Independent Living Program (TIL) to receive instruction in independent living skills training and community integration. Kern Regional Center provides case management for clients of Kern Regional Center, and as a courtesy, shared case management for other Regional Center's, upon request of the referring Regional Center. Kern Regional Center also provides technical assistance to the Taft College TIL Program.
- **Community College:** The Taft WAIIL program will be a program in the Taft College Student Services Division. Program staff will engage with other Departments on campus to facilitate training and education participants need to obtain employment. College staff may coordinate with other Community Colleges as participants' individualized plans require.
- **Local Education Agencies:** Taft College works with Taft Union High School District to provide outreach services and support potential participant aspirations towards post-secondary education. Taft College also works closely with West Kern Adult Education Network which provided vocational training and assessment services to adults in the Community of Taft.
- **Chamber of Commerce:** Taft College works with the Taft Chamber of Commerce to network. The Taft Chamber of Commerce also has also been an employer for student interns.
- **City of Taft:** The City of Taft has been an employer of student interns. Taft College works with the City of Taft for internship placement within different city departments.
- **Westside Park and Recreation District:** Taft College works with Westside Park and Recreation District as an employer for student internships.

VI. In-Service Training

Twice a year or more frequently as needed, in-service trainings will be conducted to cross-train the Program and DOR staff in each agency's mission, goals, services, policies, procedures, and professional approaches.

Additionally, DOR management from the Bakersfield Office will be invited to serve on the Board of Advisors for the Taft College TIL Program. This will facilitate exchange of information and cross training on a regular basis.

EXHIBIT B
(Standard Agreement - Subvention)
Budget Detail and Payment Provisions

1. INVOICING AND PAYMENT

A. Service Budget Payment of Expenditure

1. This is a cost reimbursement Agreement for subvention services. For services satisfactorily completed by the Program consistent with those authorized by DOR, and upon receipt and approval of the invoices by DOR, DOR agrees to reimburse the Program for actual expenditures incurred subject to the approved Scope of Work, Service Budget, Budget Narrative, approved invoices, and applicable regulations as attached or referenced hereto and made a part of this Agreement.
2. All expenses shall be reviewed and approved by the DOR Contract Administrator before payment can be made to the Program.
3. The Service Budget must set forth in detail the reimbursable items, unit rates and extended total amounts for each line item. The Program's Service Budget shall include items directly related to this Agreement to include a Budget Narrative that fully explains why and how the costs are necessary, reasonable, and allocable to the Agreement.

B. Submission of Invoice(s)

1. Monthly invoices must be completed using the DR 801B Service Invoice form (DR801B) and shall provide an actual line-item detail of expenditure(s) that supports the approved Service Budget and Budget Narrative. The DR801B shall include the Agreement Number and be submitted in duplicate not more frequently than monthly in arrears to the DOR Contract Administrator or designee (listed in Exhibit A).
2. An original DR801B must be submitted and signed by authorized personnel as listed on the Signature Authorization (DR 325) form.
3. Supporting documentation must be available upon request at any time by DOR staff, or other State and Federal representatives.
4. Federal and State funds are time limited; therefore, invoices (service and certified match) must be submitted as soon as possible, but no later than 60 days after the service month. Final submission of all fiscal year-end invoices is due no later than November 1st, to allow for payment and draw down prior to the close out of Federal/State funds.
5. If budgetary funds revert due to failure to submit timely invoices or failure to submit a properly prepared invoice, related Federal and State funds will no longer be available for use which will require the contractor to submit a claim through the California Department of General Services' Government Claims Program, where approval to pay is not guaranteed.
6. The DOR is committed to issue payments as quickly as possible following the receipt of an accurate and complete invoice of allowable costs as approved by the DOR Contract Administrator.

C. Appropriate Expenditures

Budgets must not contain line items that are or will be reimbursed/paid by another source of funding during the period covered by this Agreement. Budgeted amounts that have not been utilized during a fiscal year shall not be carried over to another fiscal year.

D. Invoice Claim Adjustments

1. Budgeted amounts remaining for a given line item, within a fiscal year budget, may be used to defray allowable costs under the approved budget line items contained **within the same fiscal year**. A claim adjustment is required on the Service Invoice (DOR 801B) with an attached brief narrative explaining each line item impacted and may not exceed up to a cumulative amount of ten percent (10%) of the total annual contract Service Budget for all budget years as long, as there is neither an increase nor decrease of the total annual contract Service Budget. A formal amendment is required if it does not meet the above criteria.
2. Staff line item salary ranges and percentage of time are projected estimates and are subject to change based on actual salary and chargeable time costs. Claim adjustments are allowable as long as the annualized total line item costs do not exceed what is allowed in Item 1 above.

E. Budget Contract Amendments

A contract amendment between both parties is required for any budget changes not covered in Section D above. This includes any major category or detailed line item description changes to the approved Service Budget and Budget Narrative as outlined below:

- Adding and deleting a major category budget or detailed line item.
- Line item adjustments that exceed a cumulative amount of 10%.
- Decrease/increase to the total annual budget award or the total Agreement award for all budget years.
- Any word for word changes to the written budget narrative or budget cost detail.
(Note: ALL changes must be made in **bold**.)

F. Travel Reimbursements

If travel is reimbursable, the Program agrees that all travel expenses and per diem rates paid to its employees under this Agreement shall be reimbursed at actual costs not to exceed the California Department of Human Resources (CalHR) designated rates for excluded employees. Go to CalHR website at <http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>. No travel outside the State of California except for bordering California States shall be reimbursed without prior documented written authorization from DOR.

Upon request from DOR, the Program will provide sufficient documentation to support travel expenditures such as travel claims, mileage logs, and receipts for lodging, transportation, and meal costs. Travel costs that benefit more than one cost objective will be allocated to this agreement in proportion to the benefit received by DOR.

2. BUDGET CONTINGENCY CLAUSE

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the Program, this Agreement shall have no further force and effect. In this event, the State shall have no liability

to pay any funds whatsoever to the Program or to furnish any other considerations under this Agreement and the Program shall not be obligated to perform any provisions of this Agreement.

- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State or offer an Agreement amendment to the Program to reflect the reduced amount.

3. BUDGET CONTINGENCY CLAUSE FOR FEDERALLY FUNDED AGREEMENTS

- A. It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.
- B. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the current year and/or any subsequent year for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by Congress or to any statute enacted by Congress that may affect the provisions, terms, or funding of this Agreement in any manner.
- C. The parties mutually agree that if Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

4. PROMPT PAYMENT CLAUSE

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with section 927.

5. PRINCIPLES AND STANDARDS FOR DETERMINING ALLOWABLE COSTS, INCLUDING REQUIREMENTS FOR DOCUMENTING PERSONNEL ACTIVITY CHARGEABLE TO THE AGREEMENT

Agreements awarded by DOR shall be subject to actual costs for services rendered under this Agreement. Allowable costs under this Agreement must meet the following general criteria:

- Be generally recognized and necessary for the provision of services identified in this Agreement.
- Be reasonable for the performance of the Agreement, including acceptable sound business practices.
- Be subject to the terms and conditions of the Agreement and approved DOR budgeted line items.
- Not be used for general expenses required to carry out other responsibilities of the Program.
- Be properly documented and supported.
- Be allocable to the services provided under the cooperative arrangement so that costs charged to the agreement are proportional to the benefits received by DOR.

Documenting and supporting the distribution of all costs, including the allocation of time chargeable to the Agreement, is required. The Program agrees to comply with the 2 CFR part 200 Federal cost principles regarding documentation for the support of personnel activity chargeable to the Agreement.

6. ACCOUNTING SYSTEM REQUIREMENTS

- A. The Program must maintain an appropriate fund accounting system that accurately accumulates and segregates reasonable, allocable, and allowable costs in compliance with State and Federal regulations, and generally accepted accounting principles. The Program's financial management system shall provide:
- Accurate, current, and complete disclosure of the financial results of each federally sponsored project.
 - Records that identify adequately the source and application of funds for federally sponsored activities.
 - Written procedures for determining the reasonableness, allocable, and allowable costs in accordance with the provisions of the applicable federal cost principles and the terms and conditions of the Agreement.
 - Accurate fund accounting records that track the revenues received from funders/sources and the expenditures paid to vendors for goods and services, and that are supported by adequate source documentation.
- B. The Program shall submit to State such reports, accounts, and records as deemed necessary by the State to discharge its obligation under State and Federal laws and regulations

Exhibit B.1

West Kern Community College District - Taft College				
<u>DOR Program Budget</u>				
July 1, 2023 - June 30, 2026				
<u>ITEM</u>	<u>FTE EXPENDITURE</u>	FY 7/1/2023 to 6/30/2024 TOTAL	FY 7/1/2024 to 6/30/2025 TOTAL	FY 7/1/2025 to 6/30/2026 TOTAL
Rehabilitation Team Unit 1 FTE = \$110,377	FTE Counselor Units	0.63	0.63	0.63
		\$69,538	\$69,538	\$69,538
Case Services (Individual Consumer Expenses)		40,282	40,282	40,282
	SUBTOTAL	\$109,820	\$109,820	\$109,820
VR Service Provision Funds				
TOTAL DOR PROGRAM COST		\$109,820	\$109,820	\$109,820

West Kern Community College District - Taft College
Program Budget and Match Summary
July 1, 2023 - June 30, 2026

	FY 7/1/2023 to 6/30/2024 <u>TOTALS</u>	FY 7/1/2024 to 6/30/2025 <u>TOTALS</u>	FY 7/1/2025 to 6/30/2026 <u>TOTALS</u>
DOR PROGRAM COSTS (From DOR Program Budget)	\$109,820	\$109,820	\$109,820
TOTAL PAYMENT BY DOR TO (From Service Budget)	\$140,172	\$140,172	\$140,172
TOTAL FEDERAL COSTS	\$249,992	\$249,992	\$249,992
Certified Match (If applicable)	\$35,830 25.00%	\$35,830 25.00%	\$35,830 25.00%
Total Federal Share	\$107,490 75.00%	\$107,490 75.00%	\$107,490 75.00%
Cash Match (If applicable)	\$30,353 21.3%	\$30,353 21.3%	\$30,353 21.3%
Total Federal Share	\$112,149 78.7%	\$112,149 78.7%	\$112,149 78.7%
TOTAL STATE MATCH	\$66,183	\$66,183	\$66,183

Cooperative agency certified match expenditure and cash match expenditure must be from non-federal funds and cannot be used to draw down other federal funds. The cash match expenditure must equal at least 21.3% of the designated share and the certified match expenditure must equal at least 25% of the designated share.

Original

Amendment

Contractor Name and Address		Contract Number			Federal ID Number			Page X of X		
West Kern Community College District - Taft College 29 Cougar Court Taft, CA 93268		32660			95-2266481			1 of 1		
		Budget Period			Budget Period			Budget Period		
		July 1, 2023, or Upon Approval, whichever is later - June 30, 2024			July 1, 2024 - June 30, 2025			July 1, 2025 - June 30, 2026		
		Effective Date (Amendments Only)			Effective Date (Amendments Only)			Effective Date (Amendments Only)		
Line No.	PERSONNEL-Position Title & Time Base	Annual Salary Per FTE	Annual FTE	Amount Budgeted	Annual Salary Per FTE	Annual FTE	Amount Budgeted	Annual Salary Per FTE	Annual FTE	Amount Budgeted
1	WIII Transition Specialist 1 FTE= 40 hrs/wk /12 mnths + Benefits	\$152,635.29	0.20	\$30,527.06	\$167,898.92	0.14	\$23,505.85	\$184,688.66	0.06	\$11,081.32
2	WIII Employment Specialist 1 FTE= 40 hrs/wk /12 mnths + Benefits	\$103,471.00	1.00	\$103,471.00	\$113,818.09	1.00	\$113,818.09	\$125,199.91	1.00	\$125,199.91
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
18	Subtotal			\$133,998.06			\$137,323.94			\$136,281.23
19	OPERATING EXPENSES									
20	Office Supplies			\$250.00			\$148.06			\$195.77
21	Mileage/Travel			\$1,702.58			\$1,200.00			\$2,300.04
22	Training			\$1,500.00			\$1,500.00			\$1,394.96
23	Theft Sensitive Items			\$2,721.36						
24										
25										
26										
27	Operating Subtotal			\$6,173.94			\$2,848.06			\$3,890.77
28	Personnel and Operating Subtotal			\$140,172.00			\$140,172.00			\$140,172.00
29	Indirect Rate Percentage									
30	Indirect Cost									
	TOTAL (rounded to nearest dollar)			\$140,172			\$140,172			\$140,172

Exhibit B.1
WEST KERN COMMUNITY COLLEGE DISTRICT – TAFT COLLEGE
SERVICE BUDGET NARRATIVE

BENEFITS

Benefits are calculated at a range of 39%. West Kern Community College District - Taft College provides PERS (22.91%), Social security (6.2%), MediCare (1.45%), OASDI (7.65%), health insurance portion is a flat amount (ranges 14%-22% depending on wages), unemployment (.5%), and worker's compensation (.8%).

This Service Budget narrative is to describe how services expenditures for West Kern Community College District - Taft College (hereinafter referred to as 'Program') will be allocated for the provision of services to unduplicated individuals and/or participants in DOR Services (hereinafter referred to as "participants").

PERSONNEL

For all positions: Cooperative Program Duties must be new services that have a VR focus or existing services that have been modified, adapted, expanded, or reconfigured to have a VR focus in accordance with 34 C.F.R. § 361.28(a)(1).

WAIII Transition Specialist

Allowable Activities Under this Agreement Include:

- Coordinate with WAIII Employment Specialist during transition planning with participants to assist participants find employment after graduation.
- Ensure participants obtain an internship consistent with their vocational plan.
- Provide Employment Preparation services in coordination with WAIII Employment Specialist and WAIII Instructional Assistant.

Transition Specialist

Unallowable Traditional Duties that are the customary or typical services provided by the program.

Activities include:

- Direct, train, and supervise Employment Specialist.
- Lead and manage outreach activities for the TIL Program.
- Lead and manage application and recruitment process for the TIL Program.
- Work in collaboration with other leadership to develop Transition plans for all students.
- Lead and manage alumni relations with graduates of the TIL Program.
- Lead and manage annual follow up survey of graduates.
- Participate as an on-call status for the program outside normal program hours.
- Participate in leadership meetings with managers on campus.
- Complete grades and documentation required by the Regional Center.
- Participate in Individual Program Plan meetings with representatives of Regional Center(s).

WAIII Employment Specialist

Allowable Activities Under this Agreement Include:

- Assist job ready participants obtain employment by identifying specific job openings appropriate for each participant that is consistent with their IPE. Provide orientation to participants employed through the efforts of the Program.
- Network with employers and potential employers

- Maintain an organized system of current job openings.
- Negotiate program participants' required accommodations with employers.
- Assist participants to become knowledgeable regarding conditions of their employment.
- Develop and place participants in Internships consistent with their IPE goal while participating in the Workability III program.
- In collaboration with WAIII Transition Specialist generate program participants' reports on progress to be submitted to DOR counselors on a monthly basis.
- Complete Vocational Assessments for participants served in the program.
- Generate written summaries of Vocational Assessments completed by participants. The summary will include findings and recommendations.
- Support participants in applying for open positions and organizing documents needed for job search including resumes, master applications and specific job applications.

This position is 100% to this contract, therefore there are no traditional duties.

OPERATING EXPENSES

Costs are budgeted through an appropriate allocation methodology for expenses that are shared by multiple funding categories.

Office Supplies

All tangible personal property other than those described in Equipment and includes consumable supplies to be used during the contract period in the provision of contract services. Office supplies may include, but are not limited to, paper, pens, pencils, post-it notes, file folders, stapler, staples, binders, paperclips, toner, printer cartridges, markers, notepads, calendars, labels, transparencies, calculator tape, envelopes, stationary, postage and other consumable materials needed for maintenance of participant records/program operation and effective communication with participants, partners, employers and the program support network.

Mileage/Travel

Reimbursement for mileage expenses when contract staff use their own private vehicles in the provision of contract services such as, local job development, job coaching, monitoring, and other program related activities. Reimbursement rates not to exceed the California Department of Human Resources (CalHR) designated rates as stated on their website at <https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>

Per diem and travel costs for contract staff to travel to contract related trainings and travel within the State of California (e.g., airfare, bus, train, rental cars, personal vehicle mileage, lodging, and food costs). Reimbursed at actual costs not to exceed the CalHR designated rates as stated on their website at <https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>

Travel must be pre-approved in writing by the DOR Contract Administrator and may require Rehabilitation Services Administration (RSA) Prior-Approval.

Training

Registration and fees for contract staff to attend training or to bring in a trainer to provide training related to contract services (e.g., current trends in technology related to job placement, job skill development, labor laws/labor market trends, career and vocational preparation). Training must be pre-approved in writing by the DOR Contract Administrator and may require Rehabilitation Services Administration (RSA) Prior-Approval. Training is estimated at \$500 per Full Time Employee (hereafter "FTE") for budgeting purposes.

Theft Sensitive Items

These are expendable technological items purchased or repaired with contract funds that have a normal life expectancy of one year or more but have a purchase price of less than \$5,000 per item. Examples include, but are not limited to, laptop computers, desktop computers, docking stations, computer accessories, Internet Hotspots, computer and smart phone cases, monitors, printers, fax machines, copy machines, cameras, projectors, cellular phones, speakers, flash drives, iPads, and tablets. Theft sensitive items will be exclusively utilized by program staff and program participants in the provision of contract services. Theft sensitive items must be inventoried, and a copy of the inventory record must be submitted to DOR upon request.

FY 23/24

No. Of Items to be Purchased	Item Description	Estimated Cost per Item	Total Cost per Item
1	Laptop with accessories	\$1975.36	\$2008.06
1	Keyboard and mouse	\$29.31	\$29.31
2	Monitor	\$140.91	\$281.82
1	Docking Station	\$181.82	\$181.82
1	Recycling Fees and Tax	\$220.35	\$220.35
Total Theft Sensitive FY 23/24			\$2,721.36

COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET
July 1, 2023 or Upon Approval, whichever is later - June 30, 2026

Contractor Name and Address		Cooperative agency agrees it will make the following expenditures during the fiscal year, in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services and are not services that the Cooperative agency otherwise provides. **NOTE** No portion of the below expenditures shall come from Federal Funds or WorkAbility I Funds.								
West Kern Community College District - Taft College 29 Cougar Court Taft, CA 93268 FEIN: 95-2266481										
Item Expenditure		July 1, 2023, or Upon Approval, whichever is later - June 30, 2024			July 1, 2024 - June 30, 2025			July 1, 2025 - June 30, 2026		
Line No.	PERSONNEL - Position Title & Time Base	Annual Salary Per FTE	Annual FTE	Annual Amount Certified	Annual Salary Per FTE	Annual FTE	Annual Amount Certified	Annual Salary Per FTE	Annual FTE	Annual Amount Certified
1	WAIII DSPS Coordinator 1 FTE=60 hours/mo/12 mos + benefits	\$144,230.39	0.01	\$1,442.30	\$158,653.41	0.01	\$1,586.53	\$174,518.80	0.01	\$1,745.19
2	WAIII Intake Technician 1 FTE= 40 hrs/wk/12 mos + Benefits	\$95,537.95	0.15	\$14,330.69	\$101,506.35	0.12	\$12,180.76	\$109,064.86	0.09	\$9,815.84
3	WAIII Instructional Assistant 1 FTE= 40 hrs/wk/12 mos + Benefits	\$100,285.00	0.20	\$20,057.00	\$110,313.50	0.20	\$22,062.70	\$121,344.85	0.20	\$24,268.97
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16	Personnel Subtotal			\$35,830.00			\$35,830.00			\$35,830.00
17	OPERATING EXPENSES									
18										
19										
20										
21										
22										
23										
24	Operating Subtotal									
25	Personnel and Operating Subtotal			\$35,830.00			\$35,830.00			\$35,830.00
26										
27	TOTAL EXPENDITURES "CERTIFIED"			\$35,830.00			\$35,830.00			\$35,830.00

WEST KERN COMMUNITY COLLEGE DISTRICT – TAFT COLLEGE
CERTIFIED BUDGET NARRATIVE

BENEFITS

Benefits are calculated at a range of 39%. West Kern Community College District – Taft College provides PERS (22.91%), Social security (6.2%), MediCare (1.45%), OASDI (7.65%) health insurance portion is a flat amount (ranges 14%-22% depending on wages), unemployment (.5%), and worker's compensation (.8%).

This Certified Budget narrative is to describe how West Kern Community College District – Taft College will redirect staff time specifically certified in the provision of services to program unduplicated individuals and/or participants in DOR Services (hereinafter referred to as "participants").

PERSONNEL

For all positions: Cooperative Program Duties must be new services that have a VR focus or existing services that have been modified, adapted, expanded, or reconfigured to have a VR focus in accordance with 34 C.F.R. § 361.28(a)(1).

WAIII DSPS Coordinator

Job Requirements:

FTE: 0.01 Percent of FTE that will be utilized only to provide services under this agreement.

Allowable Contract Activities include:

- Coordinate with participants and the WAIII Intake Technician to verify participants are appropriate for the program.
- Provide Academic Counseling for participants who are taking courses related to their identified career/IPE goal.
- Teach Career Exploration Class to program participants.

DSPS Coordinator

Non-contract Duties (not charged to this contract) that are the customary or typical services provided by the Program.

Activities include:

- Meet with students to determine accommodations students require for classes.
- Register students for classes not related to their identified career goals.
- Complete intake process for DSPS Services.

WAIII Intake Technician

Job Requirements:

FTE: 0.15 Percent of FTE that will be utilized only to provide services under this agreement.

Allowable Contract Activities include:

- Coordinate with WAIII DSPS Coordinator and complete participant onboarding process for program after receipt of appropriate documentation from DOR staff to begin services.
- Assist WAIII Employment Specialist in administering vocational assessments to participants.

Intake Technician

Non-Contract Traditional Duties (not charged to this contract) that are the customary or typical services provided by the Program.

Activities include:

- Serve on committees at Taft College representing the TIL.
- Lead academic seminars supporting students gaining independent living skills.
- Complete intake packets, arrange for interviews, and provide tours for students interested in non-DOR funded programs.
- Attend outreach events in Kern County promoting the Workability III Program.
- Assist Transition Specialist in completing initial person-centered plans for all students.
- Support Transition Specialist in completing follow-up surveys with students who have graduated from the Program.
- Support Transition Specialist in completing annual program evaluation for the Regional Center.
- Support Transition Specialist in generating annual report that summarizes results of follow-up survey.
- Support Transition Specialist in planning and executing Reunions for Alumni.

WAIII Instructional Assistant

Job Requirements:

FTE: 0.20 Percent of FTE that will be utilized only to provide services under this agreement.

Allowable Contract Activities include:

- Assist Transition Specialist in providing Employment Preparation services to participants.
- Assist Employment Specialist in supporting participants in job search activities.
- Teach Career Education classes for Workability III participants.
- Assist Employment Specialist in providing orientation for Workability III Program to participants.

Instructional Assistant

Non-Contract Traditional Duties (not charged to this contract) that are the customary or typical services provided by the Program.

Activities include:

- Provide instruction for independent living skills to students for services provided to students for non-DOR contracts.
- Complete documentation such as case notes, attendance, grades for services provided to students for non-DOR contracts.
- Serve on Taft College Committees representing the TIL Program.
- Develop curriculum for academic seminars provided to students for non-DOR funded services. Participate in applicant student interviews.
- Assist with instructing students in taking medication.
- Assist Transition Specialist in writing reports for each student served to be submitted to DOR counselors.
- Develop curriculum for classes taught to students in the Program.
- Assign grades for coursework students are required to complete.
- Tutor students on assignments for independent living skills coursework.

EXHIBIT C
(Standard Agreement - Subvention)
General Terms and Conditions (GTC 4/2017)

PLEASE NOTE: The General Terms and Conditions will be included in the Agreement by reference, you can view them at the Department of General Services, Office of Legal Services website at_: [Standard Contract Language \(ca.gov\)](#). Click on the GTC 4/2017 to open the document.

EXHIBIT D
(Standard Agreement - Subvention)
Special Terms and Conditions

1. NOTIFICATION AND COMPLIANCE

All notices required by either party shall be in writing and sent by email, mail, or personally delivered to the appropriate address. Mailing addresses may be changed by written notice.

The Program agrees to comply with all laws, regulations, ordinances, and policies of any governmental unit having jurisdiction over the rehabilitation program with regards to construction, medicine, health, safety, wages, hours, working conditions, workers' compensation, licensing and all other activities requiring compliance. The Program shall accept financial responsibilities in the event of non-compliance.

2. DISPUTES

If the Program believes that there is a dispute or grievance between the Program and the State arising out of or relating to this Agreement, the Program shall first discuss and attempt to resolve the issue informally with the DOR Contract Administrator. If the issue cannot be resolved at this level, the Program shall follow the following procedures:

- A. If the issue cannot be resolved informally with the DOR Contract Administrator, the Program shall submit, in writing, a grievance report together with any evidence to the DOR Contract Administrator's Supervisor. The grievance report must State the issues in the dispute, the legal authority, or other basis for the Program's position and the remedy sought. Within ten (10) working days of receipt of the written grievance report from the Program, the DOR Supervisor shall make a determination on the problem and shall respond in writing to the Program indicating the decision and reasons, therefore. Should the Program disagree with the Supervisor's decision, the Program may appeal to the next level following the procedure in "Disputes", paragraph B listed below.
- B. The Program's letter of appeal must be submitted within ten (10) working days of the receipt of the DOR Contract Administrator's Supervisor's written decision. The Program must submit a letter of appeal to the DOR Contract Officer explaining the disagreement with the Contract Administrator's Supervisor's decision. The letter must include, as an attachment, copies of the Program's original grievance report, evidence originally submitted, and response from the Supervisor. The Contracting Officer shall, within twenty (20) working days of receipt of Program's letter of appeal, review the issues raised and shall render a written decision to the Program. The decision of the Director or designee shall be final.

3. RIGHT TO TERMINATE

- A. Either party reserves the right to terminate this Agreement subject to 30 days written notice.
- B. However, the Agreement can be immediately terminated by DOR for cause. The term "for cause" shall mean that the Program fails to meet the terms, conditions, and/or responsibilities of the Agreement. In this instance, the Agreement termination shall be effective as of the date indicated on the State's notification to the Program.

4. CORRECTIVE ACTION

If the Program is not able to meet the service goals outlined in the Scope of Work, DOR reserves the right to reduce the Service Budget in alignment with an amended Scope of Work to reflect

updated service goals that are achievable for the Program after review by the DOR Contract Administrator.

5. TRAINING SEMINARS, WORKSHOPS OR CONFERENCES

If the Program provides training seminars, workshops, or conferences, the Program must obtain prior DOR approval for the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop, or conference pursuant to this Agreement and of any reimbursable publicity or educational materials to be made available for distribution. The Program shall acknowledge the support of the State whenever publicizing the work under this Agreement in any media. The provision does not apply to necessary staff meetings or training sessions held for the staff of the Program to conduct routine business matters.

6. INSURANCE REQUIREMENTS

General Provisions Applying to All Policies

- A. Coverage Term** – Coverage needs to be in force for the complete term of the contract. If insurance expires during the term of the contract, a new certificate must be received by the State within ten (10) days of the expiration of this insurance. Any new insurance must still comply with the original terms of the contract.
- B. Policy Cancellation or Termination & Notice of Non-Renewal** – The Program is responsible to notify the State within five business days before the effective date of any cancellation, non-renewal, or material change that affects required insurance coverage. In the event the Program fails to keep in effect the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Contract upon the occurrence of such event, subject to the provisions of this Contract.
- C. Deductible** – The Program is responsible for any deductible or self-insured retention contained within their insurance program.
- D. Insurance Carrier Required Rating** – All insurance companies must carry a rating acceptable to the Office of Risk and Insurance Management. If the Program is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
- E. Inadequate Insurance** – Inadequate or lack of insurance does not negate the Program obligations under the contract.
- F. Satisfying a Self-Insured Retention (SIR)** – All insurance required by this contract must allow the State to pay and/or act as the Program's agent in satisfying any SIR. The choice to pay and/or act as the Program's agent in satisfying any SIR is at the State's discretion.
- G. Available Coverages/Limits** – All coverage and limits available to the Program shall also be available and applicable to the State.
- H. Subcontractors** – In the case of the Program's utilization of subcontractors to complete the contracted scope of work, the Program shall include all subcontractors as insured under the Program's insurance or supply evidence of insurance to the State equal to policies, coverages and limits required of the Program.
- I. Hazardous Activity**

If applicable under this contract transportation is considered a hazardous activity. The Program agrees that the bodily injury liability insurance herein provided for shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the time of this contract, the Program agrees to provide, at least 30 days before said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the contract or for a period of not less than one year. New certificates of insurance are subject to the approval of DGS/ORIM, and the Program agrees that no work or services shall be performed prior to such approval.

The State may, in addition to any other remedies it may have, terminate this contract should Program fail to comply with these provisions.

- i. Commercial General Liability – The Program shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent Programs, products, completed operations, personal & advertising injury, and liability assumed under an insured Agreement. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Program's limit of liability.

The following must be included as part of the policy and must be noted on the certificate of insurance: *The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the Agreement.*

****Endorsements must be provided to the DOR prior to release of the executed contract. The endorsement must be acceptable to the Department of Rehabilitation.****

- ii. Automobile Liability (If Applicable) – For DOR consumers being provided transportation under said Agreement, the Program shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles to include the following additional insurance coverage below:
 - **For public schools and other State or local public agencies:** Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the Agreement. For **seating capacity up to 7 people** (includes driver), the Program's certificate of insurance shall State a limit of liability of not less than **\$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 8 to 15 people** (includes driver) the certificate of insurance shall State a limit of liability of not less than **\$1,500,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers or more** the certificate of insurance shall State a limit of liability of not less than **\$5,000,000** per occurrence for bodily injury and property damage liability combined.

The following must be included as part of the policy and must be noted on the certificate of insurance: *The State of California, its officers, agents, and employees as additional insured, but only with respect to work performed under the Agreement.*

****Endorsements must be provided to the DOR prior to the release of the executed contract. The endorsement must be acceptable to the Department of Rehabilitation.****

- iii. Workers' Compensation and Employers Liability – The Program shall maintain statutory workers' compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Agreement. Employer's liability limits of \$1,000,000 are required.

The workers' compensation policy shall contain a waiver of subrogation in favor of the State.

****The waiver of subrogation endorsement must be provided to the DOR prior to release of the executed contract. The waiver of subrogation endorsement must be acceptable to the Department of Rehabilitation.****

Self-insurance – The Program shall supply the consent letter of self-insurance or the Certificate of Consent to Self-Insure. The Waiver of Subrogation is not required.

7. CONTRACTOR STAFFING REQUIREMENT

The Program certifies that its employees meet the qualifications as outlined in the job posting for the position listed on the budget. The program further certifies that staff providing services under this agreement meet the specific requirements. The Program will provide key staff resumes or duty statements for the positions identified under this agreement at DOR's request at the time of program reviews as outlined in the DOR Contract Handbook.

8. CONFLICT OF INTEREST

- A. The Program certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who exercises any functions or responsibilities in connection with this Agreement shall have any personal financial interest or benefit which either directly or indirectly arises from this Agreement.
- B. The Program shall establish safeguards to prohibit its employees or its officers from using their positions for a purpose which could result in private gain, or which gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

9. CONFIDENTIALITY

- A. The Program agrees to comply with the provisions applicable to consumer information as set forth in 34 Code of Federal Regulations section 361.38 and Title 9, California Code of Regulations, section 7140 et seq., and personal information as set forth in the Information Practices Act of 1977 (California Civil Code section 1798 et seq.).
- B. The Program agrees that any personal information, as defined by the Information Practices Act of 1977 (California Civil Code section 1798 et seq.) and this Agreement, obtained in the performance of this Agreement is classified as confidential and shall not be subject to disclosure to any source except as required by this contract or otherwise authorized by DOR.
- C. The Program agrees to remove all confidential, sensitive, or personal information from any reports, publications, or other materials created during the performance of this contract prior to being released to the scientific and academic community, or other individuals or entities. The removal method(s) must be reasonable and appropriate to ensure that any confidential, sensitive, or personal information cannot be recovered, accessed, used or disclosed, which would result in a security breach or an information security incident.
- D. Subject to the applicable requirements of the regulations cited above, the Program agrees to report any security breach or information security incident involving confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract to the DOR's Contract Administrator and the DOR's Information Security Officer. The DOR's Information Security Officer can be contacted via e-mail at iso@dor.ca.gov.
- E. Security breaches or information security incidents that shall be reported include, but are not limited to:

1. Inappropriate use or unauthorized disclosure of confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract by the Program or the Program's assignees. Disclosure methods include, but are not limited to, electronic, paper, and verbal.
 2. Unauthorized access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. Information can be held in medium that includes, but is not limited to, electronic and paper.
 3. Loss or theft of information technology (IT) equipment, electronic devices/media, paper media, or data containing confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract. IT equipment and electronic devices/media include, but are not limited to, computers (e.g., laptops, desktops, tablets), smartphones, cell phones, CDs, DVDs, USB flash drives, servers, printers, peripherals, assistive technology devices (e.g., notetakers, videophones), and copiers. Data can be held in medium that includes, but is not limited to, electronic and paper.
- F. The Program agrees to provide annual security and privacy training for all individuals who have access to confidential, sensitive, or personal information (e.g., consumer information) obtained in the performance of this contract.
- G. The Program agrees to obtain and maintain acknowledgements from all individuals to evidence their understanding of the consequences of violating California privacy laws and the Program's information privacy and security policies.
- H. For Programs that do not have a security program that includes annual security and privacy training, a self-training manual is available on the DOR website in the "Requirements for Becoming a Service Provider" section under "Annual Security and Privacy Training for VR Service Providers." The self-training manual is named "Protecting Privacy in State Government" and can be downloaded at the following link:
<https://www.dor.ca.gov/Home/SecurityandPrivacy>.
- I. Additional training and awareness tools are available at the California Information Security Office (CISO) website and the California Department of Justice – Privacy Enforcement and Protection website. These State entities created the self-training manual, "Protecting Privacy in State Government" that DOR revised to meet its business needs.

10. AUDIT AND REVIEW REQUIREMENTS

- A. General Audit and Review Requirements
1. The State shall have the right to conduct inspections, reviews, and/or audits of the Program to determine whether the services provided, and the expenditures invoiced by the Program were in compliance with this Agreement and other applicable federal or State statutes and regulations.
 2. The Program agrees that DOR, State Controller's Office, Department of General Services, Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Agreement, including but not limited to, accounting records, consumer service records, records and evaluations of individuals referred to the program, and other supporting documentation that may be relevant to the audit or investigation.

3. The Program shall submit to the State such reports, accounts, and records deemed necessary by the State to discharge its obligation under State and Federal laws and regulations, including the applicable Federal Office of Management and Budget (OMB) cost principles and administrative requirements.
4. The Program agrees to allow the auditors access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.
5. The Program agrees to maintain such records for possible audit for a minimum of seven (7) years after final payment or until resolution of all issues which may arise as a result of any litigation, claim, negotiation, audit, or any other action involving the records prior to expiration of the seven (7) year period, whichever is later.

B. Annual Federal Audit (For Agreements that received Federal Funds \$750,000 and above):

1. In addition to the General Audit and Review Requirements above, the Program agrees to provide an annual audit as required by the federal "Single Audit Act" of 1994, as amended. These annual audit documents shall be maintained by the Program and provided to the auditing agency when requested. This audit shall be made in accordance with 2 CFR 200.

11. COMPETITIVE BIDDING AND PROCUREMENTS

- A. The Program shall comply with applicable laws and regulations regarding securing competitive bids and undertaking negotiations in Program's agreements with other entities for acquisition of goods and services with funds provided by the State or Federal under this Agreement. A minimum of three competitive quotations is required for any purchase order or subcontract for services over \$2,500, and should be submitted to the DOR Contract Administrator or adequate justification provided for the absence of bidding.
- B. The Program must maintain a copy of the narrative description of the procurement systems guidelines, rules or regulations that will be used to make purchases under this Agreement. The State reserves the right to request a copy of these documents and to inspect the purchasing practices of the Program at any time.
- C. The Program should seek prior approval for any purchase or subcontract exceeding \$2,500 per unit or more for commodities, supplies, and services related to this Agreement. The Program must provide in its request for approval all particulars necessary, as specified by DOR, for evaluating the necessity or desirability of incurring such costs.
- D. For all purchases made, subject to this Agreement, the Program must maintain copies of all paid vendor invoices, documents, bids and other information used in vendor selection, for inspection or audit.

12. CONTRACT AMENDMENTS

In the event that additional program services must be performed which was wholly unanticipated and is not specified in the written Scope of Work, but is, in the opinion of both parties necessary to the successful accomplishment of the general scope of work outlined, an amendment to the Agreement is required.

13. SOFTWARE

The Program certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

14. THEFT SENSITIVE ITEMS

The DOR is requiring nonexpendable electronic items purchased to be listed under a separate line item titled "Theft Sensitive Items". The Program shall maintain an inventory record for each nonexpendable item purchased or built with funds provided under the terms of the contract. The inventory record of each item shall include the date acquired, total cost, serial number, model identification and any other information or description necessary to identify said item. A copy of the inventory record must be submitted annually to the DOR Contract Administrator.

The following items, regardless of cost must be inventoried:

1. Computers/printers
2. Laptops/tablets
3. Copiers/fax
4. Smart phones/cell phones
5. Other electronic items required to provide contract services

Upon termination of the agreement, DOR may request equipment be returned to DOR or authorize the continued use of equipment for work to be performed under a different agreement.

The DOR reserves title to equipment purchased under this agreement that are not fully consumed during the life of the agreement.

15. ATTRIBUTION

The Program agrees to acknowledge the sponsorship of DOR with respect to any public Statement, press release, news item, or publication related to a program funded all or in part with funds from DOR. The Program further agrees to identify the role of DOR with respect to any individual highlighted or publicized by or through Program, when such individual is a DOR consumer.

16. UNRUH CIVIL RIGHTS ACT AND THE FAIR EMPLOYMENT & HOUSING ACT

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract over \$100,000 on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

The Program certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and

If the Program has an internal policy against a sovereign nation or peoples recognized by the United States government, the Program certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

EXHIBIT E
(Standard Agreement - Subvention)
Additional Provisions - Federally Funded Agreements

1. FEDERAL REQUIREMENTS

The Federal Office of Management and Budget (OMB) has established uniform administrative requirements and cost principles for determining allowable costs chargeable to Federal awards. The Contractor agrees to abide by the Title 2 Code of Federal Regulations, Part 200 (2 CFR 200), except where the Agreement is more restrictive. The federal regulations are available for review on the Internet at www.ecfr.gov under Title 2-Grants and Agreements.

2. FEDERAL FUNDING INTELLECTUAL PROPERTY

- A. In any Agreement funded in whole or in part by the federal government, DOR may acquire and maintain the Intellectual Property rights, title and ownership, which results directly and indirectly from the Agreement. However, the federal government shall have non-exclusive, non-transferable, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.

- B. Evaluation of Discovery or Invention: If any discovery or invention arises as a result of funded work, the Program must refer the discovery or invention to DOR. The Rehabilitation Services Administration (RSA) and its representatives have the sole and exclusive power to determine whether or not and where a patent should be filed and the disposition of all rights, including title and license rights, which may result. The RSA's determination of these issues shall be considered final. In addition, DOR and RSA shall acquire at least an irrevocable, non-exclusive, and royalty-free license to utilize for government purposes of any of these inventions. By signing this Agreement, the Program agrees that determinations of rights to inventions made in the course of or under the Agreement shall be made by RSA or its authorized representative.

- C. Copyrights and Patents: The Federal awarding agency and/or DOR reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:
 - 1. The copyright in any work developed under a grant, subgrant, or Agreement under a grant or subgrant; and
 - 2. Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

3. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

Federal and State agencies shall not award assistance to applicants that are debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. By signing this Agreement, the Program certifies that neither it nor its principals or subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.

4. PROHIBITION ON TAX DELINQUENCY

Any Agreement that a State agency enters into after July 1, 2012, is void if the contract is between a State agency and a contractor, or subcontractor, whose name appears on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. In accordance with Public Contract Code section 10295.4, agencies are required to cancel Agreements with entities that appear on either list.

(Franchise Tax Board) <https://www.ftb.ca.gov/about-ftb/newsroom/top-500-past-due-balances/index.html>

(Department of Tax and Fee Administration) <https://www.cdtfa.ca.gov/taxes-and-fees/top500.htm>

5. THE FOLLOWING PROVISIONS ARE SUBJECT TO THIS AGREEMENT

- A. Equal Employment Opportunity--All Agreements require compliance with E.O. 11246--Equal Employment Opportunity, as amended by E.O. 1137--Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Chapter 60 Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, Part 60-1 Obligations of Contractors and Subcontractors, Subpart A. Preliminary Matters; Equal Opportunity Clause; Compliance Reports.
- B. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended--Agreements of amounts in excess of \$100,000 shall require the Contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to ED and the Regional Office of the Environmental Protection Agency (EPA).
- C. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)--By signing this Agreement, the Contractor who is awarded an Agreement of \$100,000 or more certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
- D. All contractors shall comply with the following statutes and regulations:
 - 1. Subject: Discrimination on the basis of race, color, or national origin.
Statute: Title VI of the Civil Rights Act of 1964 (45 U.S.C. 2000 through 2000d-4).
Regulation: 34 CFR part 100.
 - 2. Subject: Discrimination on the basis of sex
Statute: Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683).
Regulations: 34 CFR part 106.
 - 3. Subject: Discrimination on the basis of handicap.
Statute: Section 504 of the Rehabilitation Act of 1973 (29U.S.C. 794).
Regulation: 34 CFR part 104handicap.
 - 4. Subject: Discrimination on the basis of age.
Statute: The Age Discrimination Act (42 U.S.C. 6101 et seq.).
Regulation: 34 CFR part 110

6. RETURN OF INAPPROPRIATE USE OF FUNDS

By signing this Agreement, the Program shall certify that in the event of funds used inappropriately, funds must be returned to DOR.

7. AMERICANS WITH DISABILITIES ACT (ADA)

By signing this Agreement, the Program agrees to comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.). In compliance with the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq. and Government Code, Section 11135 et seq.; Section 504 imposes affirmative disability-related responsibilities on recipients of federal financial assistance as well as federal programs and activities and prohibits disability-based discrimination; and Section 508, requires electronic and information technology be accessible to people with disabilities.

EXHIBIT F
(Standard Agreement – Subvention)
Additional Provisions - TPCA

1. MATCH REQUIREMENTS

The Program shall submit the certified expenditure invoice on a timely basis (i.e. same time as submission of service budget invoice) for proper DOR processing. To ensure sufficient match is available to leverage federal funding, the contractor is required to submit 100% of their obligated certified/cash match to meet their full budgeted amount by the end of each fiscal year. Refer to the Contract Handbook for Case Services and Cooperative Program Agreements for more information regarding certified/cash match requirements.

For Agreements that include CERTIFIED EXPENDITURE MATCH:

- A. The Program shall certify to the State, on a monthly basis as specified in Exhibit B and G, the Program's allowable costs to provide the cooperative program services identified in the Scope of Work, in accordance with the Cooperative Agency Certified Expenditure Budget Summary and Narrative, and applicable Federal regulations. All such expenditures shall be under the administrative supervision of the State and no portion of the certified expenditures shall come from Federal funds. The State shall not be obligated to pay the Program for any contributions made by the Program in accordance with the Cooperative Agency Certified Expenditure Budget Summary.
- B. The total Cooperative Agency certified expenditure share will be matched to Federal funds at no less than 25%, as indicated on the DOR Program Budget Summary. If the value of the certified expenditures by the Program is below 25% of the actual total program cost, the Service Budget may be reduced after review by the DOR Contract Administrator. The State will not pay the Program for actual costs claimed on the Service Invoice (DOR 801B) until the certified expenditure summary for the same period has been submitted.
- C. The Program's contributions, including any excess of the amount specified in the "Cooperative Agency Certified Expenditure Budget Summary", will be used by the State to obtain Federal funds under Section 110 of the Rehabilitation Act of 1973, as amended. Federal funds obtained in excess of the "Total Program Cost" as identified on the "DOR Program Budget Summary" shall accrue to the State.

Certified match only includes:

Certified personnel expenditures for the time Program staff spend providing direct VR services under the TPCA. This may include the allocable portion of staff salary and fringe benefits based upon the amount of time cooperating agency staff directly spend providing services under the arrangement.

Third-party in-kind contributions are an unallowable source of match in the VR program whether provided via this agreement or other mechanism (34 C.F.R. § 361.60(b)(2)). This includes:

- A. Certified time for individuals not directly providing VR services, such as principals, administrators, secretaries and supervisors; and
- B. Certified expenditures for the costs incurred by the TPCA not directly for the provision of VR services, such as, indirect costs, depreciation, existing utilities and space donated for use under the TPCA.

For Agreements that include **CASH MATCH**:

- A. Each fiscal year the Program will pay to State, no less than quarterly and in advance, upon receipt of an invoice from the State, all those cash matching funds which are identified within the Program Budget Summary for that fiscal year. The State shall not be obligated to pay the Contractor for any contributions made by the Program in accordance with the approved budget, it being understood that all matching funds obtained by the State from the Program shall be exclusive funds of the State and no portion of the cash match shall come from Federal funds.
- B. The total Cooperative Agency cash share will be matched to Federal funds at no less than 21.3% as indicated on the "DOR Program Budget Summary."

2. INDIRECT COSTS

Indirect costs are allowable expenses incurred by an organization which support the activities of a program or contract but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with 2 CFR 200. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs incurred and paid by the organization. The allocation of indirect costs cannot be based on an arbitrary fixed rate and there is a 15% cap on the service budget. State

3. DOR'S CONTRACT MONITORING

The DOR Contract Administrator will monitor and document the Program's performance to ensure compliance with all Agreement provisions. The DOR Contractor Administrator will:

- A. Maintain documentation on all Agreement activities, including the performance of the Agreement services, invoice reviews and approvals, monitoring activities, and other Agreement administration activities.
- B. Monitor the Agreement to ensure services were performed according to the quality, quantity, objectives, timeframes, and manner specified in the Agreement, and that the Program prepares and submits adequate documentation by the Program to support the services provided, expenditures reimbursements, and/or any applicable match requirements. Appropriate documentation may include, but is not limited to the Program's goal outcomes, consumer progress reports, a monthly client list of consumers provided services, and a corresponding monthly Service Invoice(s) (DR801B) and Certified Expenditure Summaries as appropriate.
- C. Review and approve invoices for payment to substantiate expenditures for the work performed, including verification that costs invoiced for the provision of services to DOR applicants/consumers during the Agreement period, including costs paid by the Program are based on reasonable costs, and that the invoices are current, correct, and timely.
- D. Ensure that all Service Invoices (DR801B) and Certified Expenditure Summaries, if applicable, are received no later than November 1st, to allow for payment and draw down prior to the close out of Federal/State funds.
- E. Verify that the Program has fulfilled all requirements of the Agreement before approving the final invoice.
- F. Ensure there are sufficient funds to pay for all services rendered as required by the Agreement.

- G. Ensure, by the end of the second quarter, that the projected certified expenditure match will be sufficient to support the budgets as outlined in this Agreement. If not, contact the appropriate Collaborative Services Program Specialist. (Cooperative Program Agreements only)
- H. Identify low usage levels and consider partial disencumbrance of Agreement funds.
- I. Periodically review personnel activity reports for staff funded by the Agreement to ensure that the Program is preparing and maintaining personnel activity reports in compliance with the applicable cost principles in 2.C.F.R. part 200.
- J. Verify that all Agreement staff are providing services in accordance with their duties and qualifications specified in the Agreement, including ensuring that:
 - Personnel duty statements or a copy of the Agreement Budget Narrative/Agreement Duty statement has been provided to each staff person to communicate the specific duties to be performed under the Agreement.
 - Verify that job duties, as provided by the Agreement staff, match Agreement duty statements and service descriptions.
 - Ensure that the Program has submitted to DOR appropriate documentation that supports the services provided to DOR applicants/consumers, including monthly (or otherwise specified) progress reports, consumer listings, utilization/service reports, and/or other agreed-upon documentation.
 - Verify that Contract staff provide services only to authorized DOR consumers.

4. CONTRACT HANDBOOK

The Program acknowledges and agrees with the policies requirements and conditions of the DOR Contract Handbook and its additional policy requirements and conditions for Case Services/Cooperative Program Agreements as applicable for the Fiscal Year(s) covered under this Agreement. Match requirements are applicable to Cooperative Programs Agreements only.

EXHIBIT G
(Standard Agreement - Subvention)
Additional Provisions

I.CONTRACT MONITORING AND REPORTING

The Program Contract Administrator shall monitor the contract by:

- Submitting Service Invoices (801B) and Certified Expenditure Summaries on a monthly basis, with a list of program DOR applicants and/or recipients of DOR services (henceforth known "participants") served that month.
- Ensuring Program Personnel Activity Reports or time reporting documents and a list of program participants served are prepared and maintained by the Program staff in accordance with 2 CFR 200 and reflect accurate reporting, monthly in accordance with invoicing requirements stipulated in Exhibit B. These documents can be reviewed and maintained electronically to allow for flexibility in either on-site or off-site monitoring, as needed.
- Submitting Program Personnel Activity Reports or time reporting documents, supporting documentation, and a list of participants served, as requested by the DOR Contract Administrator.
- Meeting with the DOR Contract Administrator and program staff to discuss contract progress at Quarterly Meetings.
- Reporting the current and cumulative achievement of contract service goals and outcomes as part of the Quarterly Meetings or more often as directed by the DOR Contract Administrator.
- Preparing and submitting to the assigned vocational rehabilitation counselor monthly progress reports for the participants receiving contract services. Progress reports should include the participant's name and other necessary or required information to document the services provided and the individual participant's progress in those services.

II.TRANSPORTATION

The Program will provide transportation to 8-15 participants, including the driver.

Date: January 25, 2024
Submitted by: Dr. Devin Daugherty, Dean of Instruction and CTE
Area Administrator: Dr. Leslie Minor, VP of Instruction
Subject: Request for Ratification



Board Meeting Date: February 14, 2024

Title of Board Item:
Strong Workforce Program Grant

Background:
Taft College was awarded additional funding for marketing CTE programs being offered by the college. This was a one-time funding opportunity to assist the regional spend down allocated Strong Workforce Program Grant funds.

Terms (if applicable):
July 1, 2023, to December 31, 2023

Expense (if applicable):
N/A

Fiscal Impact Including Source of Funds (if applicable):
Revenue of \$57,692.31

Approved: 
Brock McMurray, Interim Superintendent/President

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between **Kern Community College District (Kern CCD)**, the fiscal agent of the **Central Valley/Mother Lode Regional Consortium(CRC)** and **Taft College**. For identification purposes only, this MOU is dated 12/01/2023.

This MOU includes as though fully set out herein the Agency Profiles and Scope of Work documents (starting at 07/01/2023 to 12/31/2023) which state each parties' agency descriptions, individual and agency expertise, agency roles and responsibilities, project scope of work, budget and budget narrative, leverage and match pledged to the project described herein.

RECITALS

WHEREAS, **Kern Community College District (Kern CCD)** has agreed to and is serving as the fiscal agent of the **Central Valley/Mother Lode Regional Consortium (CRC)**.

WHEREAS, The **Central Valley/Mother Lode Regional Consortium (CRC)** is comprised of a number of partners, groups, organizations, subject matter experts, and community stakeholders that plan work together to provide marketing at Taft College.

WHEREAS, Taft College is a member of the Central/Mother Lode Regional Consortium.

WHEREAS, **Taft College** has agreed to abide by the **Strong Workforce Program grant requirements to support marketing**.

WHEREAS, **Taft College** members are dedicated to the vision, goals, objectives, and intended outcomes as stated in or referenced by the **Strong Workforce Program** Announcement and all documents referenced therein and the **Taft College** scope of work as submitted to **Kern CCD as the fiscal agent of the CRC** are attached and incorporated as though fully set out herein.

WHEREAS, the **Taft College** members agree that this Memorandum of Understanding (MOU) and all of the documents referenced or set out herein, together comprises the term, purpose, scope of work, member roles, responsibilities, accountability and outcome measures to which we voluntarily bind ourselves.

NOW THEREFORE the parties to this MOU, members of the **Central Valley/Mother Lode Regional Consortium**, agree as follows:

TERMS

A. Purpose.

The objective is to deliver marketing services to the college, aiming to promote and expand the Career Technical Education (CTE) courses within the institution.

B. Recitals

The above recitals are incorporated herein and made a part of this MOU

C. Effective Date and Duration

This MOU shall be effective on the date the authorized representatives of all the parties sign it and it will continue in effect until 12/31/2023, or until duly modified or terminated by the parties.

D. Early Termination

This MOU may be terminated by either party with cause if another party fails to comply with the insurance or indemnification requirements or otherwise commits a material breach. Termination will be effective no sooner than 15 calendar days after a written demand to cure is provided and the party fails to cure. This remedy is in addition to any other remedy which may be provided by law.

This MOU may be terminated without cause and for any reason by any party. The party desiring early termination without cause must provide written notice to the Fiscal Agent. Termination will be effective no sooner than 60 calendar days after the actual receipt of the written notice and will apply solely to the party desiring termination.

The indemnification provisions contained in this MOU shall survive termination.

E. Roles and Responsibilities:

Each **Central Valley/Mother Lode Regional Consortium** member's agency profile and scope of work statement includes a brief description of the organization, its expertise, roles, and responsibilities, project scope of work, budget, budget narrative, leverage and match provided, as well as an acknowledgment of its fiscal, programmatic, data collection, and reporting obligations and responsibilities as required by the **Strong Workforce Program** RFA/NOFA. All agency profiles and scope of work statements are incorporated herein and made a part of this MOU.

F. Indemnification and Insurance

(a) Indemnification Each party agrees to defend, hold harmless and indemnify the other party (and its officers, employees, trustees, agents, successors, and assigns) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs, and liability whether in contract, tort or strict liability (including but not limited to personal injury, death at any time and property damage) arising out of or made necessary by the indemnifying party's performance of this Agreement or breach of its terms. The total liability of DISTRICT under this agreement shall not exceed \$2,000,000.00.

(b) Insurance Each party shall obtain, pay for and maintain in effect during the life of this Agreement the following policies of insurance issued by an insurance company rate not less than "A-,VI" in Best Insurance Rating Guide and admitted to transact insurance business in California:

(1) commercial general liability insurance (including contractual, products and completed operations coverages, bodily injury and property damage liability insurance) with single combined limits of not less than \$1,000,000 per occurrence; (2) commercial automobile liability insurance for "any auto" with combined single limits of liability of not less than \$1,000,000 per occurrence; (3) professional liability insurance (errors and omissions) with a limit of liability of not less than \$1,000,000 per occurrence; and (4) workers' compensation insurance as required under state law. Each party's policy shall contain an endorsement naming the other party as an additional insured insofar as this Agreement is concerned and provide that written notice shall be given to the other party at least 30 days prior to cancellation or material change in the form of the policy or reduction in coverage.

Each party shall furnish the other party with a certificate of insurance containing the endorsements required under this section, and each party shall have the right to inspect the other party's original insurance policies upon request. Upon notification of receipt of a notice of cancellation, change or reduction in coverage, each party shall immediately file with the other party a certified copy of the required new or renewal policy and certificates for such policy.

Nothing in this section concerning minimum insurance requirements shall reduce a party's liabilities or obligations under the indemnification provisions of this Agreement.

G. Discrimination and Harassment.

Each party agrees it will not unlawfully discriminate, harass, or allow harassment against any employee or other person because of sex, race, color, ancestry, religious creed, national origin, mental or physical disability (including HIV and AIDS), marital status, or age, and shall comply with all applicable laws pertaining to employment.

H. Workers' Compensation.

Each party to this agreement shall be the "primary employer" for all its personnel who perform services under this agreement. Each party shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective personnel made in connection with performing services under this MOU. Each party agrees to hold harmless, indemnify, and defend KCCD and all other parties from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by their respective personnel connected with providing services under this MOU. Each party is not responsible for the employees of other parties who may perform services under this MOU.

I. Entire Agreement.

This MOU constitutes the entire agreement between the parties. No party has been induced to enter this MOU by, nor is any party relying on, any representation or promise outside those expressly set forth in this MOU. This agreement and each and every document made a part of this agreement by reference as though fully set out herein, constitutes the entire Agreement

between the **Central Valley/Mother Lode Regional Consortium** members with respect to the subject matter hereof.

J. **Amendment.**

The provisions of this MOU may be modified only by mutual written agreement of the parties. No modification shall be binding unless it is in writing and signed by the party against whom enforcement of the modification is sought.

K. **Waiver.**

Unless otherwise precluded by the terms of this MOU, terms or conditions may be waived by the party entitled to the benefit of the term or condition, but no such waiver shall affect or impair the right of the waiving party to require observance, performance, or satisfaction of that term or condition as it applies on a subsequent occasion.

L. **Assignment.**

No party to this MOU may assign any rights or benefits or delegate any duty under this MOU without written consent of the fiscal agent and the other party. Any purported assignment without written consent shall be void.

M. **Parties in Interest.**

Nothing in this MOU, whether express or implied, is intended to confer any rights or remedies under or by reason of this MOU on any person other than the parties to it and their respective successors and assigns, nor is anything in this MOU intended to relieve or discharge the obligation or liability of any third person to any party to this MOU, nor shall any provision give any third person any right to subrogation or action against any party to this MOU.

N. **Severability.**

If any provision of this MOU is held by an arbitrator or court of competent jurisdiction to be invalid or unenforceable, the remainder of the MOU shall continue in full force and effect and shall in no way be impaired or invalidated.

O. **Notices.**

Any notice under this MOU shall be in writing, and any written notice or other documents shall be deemed to have been duly given on the date of personal service on the parties or on the second business day after mailing if the document is mailed by registered or certified mail, addressed to the parties at the addresses set forth below, or at the most recent address specified by the addressee through a written notice under this provision. Failure to conform to the requirement that mailings be done by registered or certified mail shall not defeat the effectiveness of the notice received by the addressee.

Send all written notices or other documents to **Kern Community College District (Kern CCD)**, at the following address:

Kern Community College District
Mike Giacomini
Chief Financial Officer

2100 Chester Avenue
Bakersfield, CA 93301

Send all written notices or other documents to **Taft College** at the following address:

Taft College
Devin Daugherty
Dean of Instruction and CTE
29 Cougar Court,
Taft, Ca 93268

P. **Authority to Enter Into MOU.**

Each party to this MOU represents and warrants that it has the full power and authority to enter into this MOU and to carry out the transactions contemplated by it and that it has taken all action necessary to authorize the execution, delivery, and performance of this MOU.

Q. **Counterparts.**

This document may be executed in any number of counterparts and by different parties in separate counterparts. Each counterpart when so executed shall be deemed to be an original and all of which together shall constitute one and the same agreement. The parties agree that digital signatures shall be as effective as if originals.

R. **Retention and Audit of Records.**

Each party shall maintain records pertaining to this MOU as required by the fiscal agent, federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

S. **Governing Law and Venue.**

This MOU will be governed by and construed in accordance with California law and venue of any action or proceeding in connection with this MOU shall be Kern County, California.

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed the day and year first above written.

AGREED TO AND ACCEPTED:

Kern Community College District

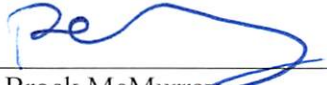
By: _____

Mike Giacomini
Chief Financial Officer
2100 Chester Avenue
Bakersfield, CA 93301
(661) 395-4487

Date: _____

AGREED TO AND ACCEPTED:

Taft College

By:  _____

Brock McMurray
Superintendent/President
29 Cougar Court,
Taft, California 93268

Date: 1/5/24

**Central Valley/Mother Lode Regional Consortium (CRC)
AGENCY PROFILES & SCOPE OF WORK**

Kern Community College District (Kern CCD), Fiscal Agent: Background & Relevant Experience

Kern Community College District (Kern CCD), as the fiscal agent of the Central Valley/Mother Lode Regional Consortium has managed \$120 million in grants in the most recent fiscal year. Kern Community College District (Kern CCD) has the staff capacity to fully manage and support this project.

Fiscal Agent’s Role within the Consortium

The role of Kern Community College District (Kern CCD) is to function as the fiscal agent for the Consortium.

Primary Contacts / Subject Matter Experts (Name & Title)

Mike Giacomini, Chief Financial Officer

Responsibilities: Tasks and duties expected as a function of the agency role in the Consortium

Kern Community College District (Kern CCD), will serve as the backbone organization, coordinating steering committee meetings, virtual standing, and ad hoc committee work groups’ engagement with regional and local subject matter experts, local employers, industry and labor representatives, workers’ groups, nonprofit and community-based organizations, civic leaders, and citizens. These groups will engage with the best information and evidence about the current opportunities, possibilities, incentive approaches, and contingencies.

Responsibility / Activity	
Fiscal Compliance & Reporting	

Key Work Plan Activities

- Fiscal Compliance
- Reimbursement
- Reporting

Budget & Budget Narrative

Taft College will receive up to \$57,692.31 in funding from Kern Community College District (Kern CCD) specifically allocated for marketing purposes aimed at promoting the Career Technical Education (CTE) program.

Taft College
Central Valley/Mother Lode Regional Consortium Member

Project Leads / Subject Matter Experts (Name & Title)

Devin Daugherty, PhD, MAS, MPA, MA, Dean of Instruction and CTE

Community College Role within the CVML Steering Committee

Taft College serves on the 15-college Central Valley/Mother Lode steering committee (SC) whose responsibilities include reviewing and approving SWP regional project proposals, annual SWP plans and project budgets; making funding and region-wide projects recommendations to the CEOs; developing and championing regional projects; evaluating SWP project performance; and approving the region's priority and emerging industry sectors. SC members are also committed to act in the best interest of the region; provide leadership and support for regional efforts; promote regional collaboration; seek input from constituents and experts in order to make informed decisions; promote open communication and transparency between the committee, colleges and stakeholders; attend SC meetings; and act as a liaison to their college leadership, faculty and staff.

Key Work Plan Activities

Deliver marketing services and items to the college, aiming to promote and expand the Career Technical Education (CTE) courses within the institution.

Budget & Budget Narrative

Taft College will receive up to \$57,692.31 in funding from Kern Community College District (Kern CCD) specifically allocated for marketing purposes aimed at promoting the Career Technical Education (CTE) program.

Date: January 24, 2024
Submitted by: Jon Farmer, Director of Distance Education
Area Administrator: Leslie Minor, VP of Instruction
Subject: Request for Ratification

lm

Board Meeting Date: February 14, 2024

Title of Board Item:
Distance Education Captioning and Transcription (DECT) Grant Funding Agreement

Background:
The DECT grant provides California Community Colleges with funding for live and synchronous captioning and transcription as a means of enhancing the access of all students to distance education courses.

Terms (if applicable):
January 19, 2024 – June 30, 2028

Expense (if applicable):
N/A

Fiscal Impact Including Source of Funds (if applicable):
There is no fiscal impact for Taft College. The grant agency will pay invoices directly.

Approved: 
Brock McMurray, Interim Superintendent/President

**PALOMAR COMMUNITY COLLEGE DISTRICT
DISTANCE EDUCATION CAPTIONING AND TRANSCRIPTION (“DECT”)
GRANT FUNDING AGREEMENT**

This Distance Education Captioning & Transcriptions (“DECT”) Grant Funding Agreement (“Agreement”) is between Palomar Community College District (“PCCD”), a California community college district, and WEST KERN COMMUNITY COLLEGE DISTRICT (“Institution”), a California community college district. PCCD and Institution are also referred to collectively as the “Parties” and individually as the “Party.”

WHEREAS, PCCD has been designated as the fiscal agent for the Distance Education Captioning & Transcriptions grant (“Grant”) from the California Community Colleges Chancellor’s Office (“CCCCO”) to provide assistance to all California community colleges with the facilitation of live and off-line captioning and transcription services (“Services”) through the Grant; and

WHEREAS, PCCD has contracted with captioning vendors selected through the Request for Proposal (“RFP”) process to provide the Services to any California community college district that elects to use these vendors (“Selected Vendors”), and, alternatively, Institution may elect to engage a vendor not selected through PCCD’s RFP process (“Non-Selected Vendor”) to provide Services (collectively Selected Vendors and Non-Selected Vendors shall be referred to as “Vendors”).

NOW, THEREFORE, in consideration of the premises and the mutual covenants set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the Parties’ signatures, the Parties agree as provided in this Agreement as follows:

1. **INSTITUTION RESPONSIBILITIES.** The college(s) with the Institution are listed below (“College(s)”):

- College Name: Taft College
- College Name: N/A
- College Name: N/A

***If more Colleges in your District, please complete attached “Exhibit A” and add all Colleges for your District*

College shall submit a completed DECT Project Application Form for each Service to request approval for DECT Grant funding. A sample DECT Project Application Form is attached hereto as Exhibit B and is made a part hereof (“Project Application”). Upon approval of the Project Application, College shall communicate with Vendors directly to discuss details and scheduling of such Services.

2. **PCCD RESPONSIBILITIES.** As the fiscal agent and program administrator of the Grant, PCCD will accept applications from College(s) to determine eligibility for the funding of Services. PCCD shall review each DECT Project Application Form and, if appropriate,

PCCD will approve College's eligibility to receive Services from Vendors. Grant funding for Services shall be provided for apportionment-generating distance education classes only. Grant shall not be provided for community education classes, community extension classes, administrative or staff development sessions or meetings.

3. **TERM OF AGREEMENT.** The initial term of this Agreement shall commence on January 19, 2024, and shall continue in full force and effect thereafter until **June 30, 2028** ("Term), unless this Agreement is terminated during the Term as provided in Section 4 and Section 11.
4. **TERMINATION.** This Agreement shall terminate upon expiration of the Term. Either Party may, at any time, with or without cause, terminate this Agreement by providing at least thirty (30) days written notice to the other Party prior to the requested termination date. In such case, PCCD shall provide payment only for Services rendered to the date of termination. In such case, notice shall be deemed given when received by the Institution or no later than three (3) days after the day of mailing, whichever is sooner.
5. **PAYMENT.**
 - A. **Request for Payment.** As full consideration and compensation for Services provided under this Agreement, PCCD shall provide payment in accordance with the College's selection of payment method based upon the submitted DECT Grant Applications as each are approved individually throughout the term of this agreement.
 - B. **Invoice.** Invoices shall be paid on a "net 30-day basis". An invoice cannot be paid unless this Agreement has been signed by PCCD and has been properly executed by Institution, and a completed Vendor Form/Substitute Form W-9 to PCCD's Contract, Procurement, and Risk Management Services Department. Exhibits must be submitted in the same fiscal year in which the Service is performed and must be submitted before June 30 of each fiscal year, otherwise, payments and reimbursements cannot be processed.
6. **END-OF-TERM REPORT.** College agrees to complete and submit an End-of-Term Report to PCCD, documenting the number of students enrolled in each class at the start of the term and at the end of the term, student retention rates, and success rates. End-of-Term Report must be submitted to DECT office within six (6) weeks after end of the semester the Services were provided.
7. **DOCUMENT RETENTION.** In accordance with California State requirements regarding the use of Grant funds, College agrees to (a) maintain financial records in accordance with generally accepted accounting practices regarding the use of funding received for the Services including, but not limited to, original documentation; and (b) preserve and make available all records related to the Services for examination by PCCD, Chancellor's Office, and/or their duly authorized representatives or agents for three (3) years after the completion of the Grant.
8. **INDEMNIFICATION.** Institution agrees to defend, hold harmless and indemnify PCCD, its parent, affiliates, subsidiaries, authorized representatives, directors, officers, agents and

employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys' fees, costs, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the negligent act or willful misconduct by Institution or College(s), of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by PCCD. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability and shall survive the termination of this Agreement.

PCCD agrees to defend, hold harmless and indemnify Institution, its parent, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys' fees, costs, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the negligent act or willful misconduct by PCCD, of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by Institution or College(s). This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra- contractual liability and shall survive the termination of this Agreement.

9. **ASSUMPTION OF RISK.** Institution hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action occurring to Institution arising in any way whatsoever as a result of engaging in the activities described in the Project Application or any activities incidental thereto wherever or however the same may occur and for whatever period said activities may continue. Institution does for itself, its Colleges, heirs, executors, administrators and assigns hereby release, waive discharge and relinquish any action or causes of action, aforesaid, which may hereafter arise for itself, and agrees that under no circumstances will it or its heirs, executors, administrators and assigns prosecute, present any claim against the PCCD or any of its officers, agents, or employees for any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise.
10. **INSURANCE.** Institution agrees to maintain, in full force and effect, at Institution's expense, the following insurance coverages from an admitted carrier in the State of California with a Best Rating of A-VII or higher: (i) Commercial General Liability insurance, with limits of not less than One Million Dollars (\$1,000,000) per occurrence including bodily injury, broad form property damage and blanket contractual liability, written on an "occurrence" form; (ii) Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000); (iii) Employer's Liability with limits of not less than One Million Dollars (\$1,000,000) per occurrence; (iv) Workers' Compensation insurance as required by statutory insurance requirement of the State of California; and (v) Automobile Liability covering all owned, non-owned and hired vehicles with combined single limit for bodily injury and/or property damage of not less than One Million Dollars (\$1,000,000).
11. **FUNDING.** This Agreement is subject to the procurement of adequate funding, which may be subject to reductions, limitations or conditions that may affect the provisions, terms, or funding of this Agreement in any manner. PCCD reserves the right to adjust the Services

and/or cancel this Agreement if funds become unavailable for which Services are provided. The termination notice period shall be thirty (30) days if the Grant is not renewed and funding is no longer available.

12. **INSTITUTION USE OF OTHER COPYRIGHT/TRADEMARK/PATENT MATERIALS.** Institution is responsible for arranging and paying for all rights and copyrights necessary and for all costs arising from the use of any material covered by copyright, patent, trademark or franchise. Institution agrees to indemnify, defend and hold harmless PCCD from any claims or costs, including legal fees, which might arise from questionable use of any such material. PCCD reserves the right to require verification.
13. **TRADEMARK/LOGO USE.** Institution must obtain written approval from PCCD's Public Information Office ("PIO") to use PCCD's name and/or logos in any advertisements, promotions, press releases or other media. In the event such permission is extended, PIO will furnish Institution with camera-ready artwork for such use. PCCD, at its sole discretion, may limit or otherwise place conditions on Institution's use of PCCD's name, and/or logos in which case such limitations shall be incorporated into this Agreement. Institution shall not revise, change, or otherwise alter any material related to PCCD's name and/or logo without written consent from PCCD.
14. **ASSIGNMENT.** The obligations of Institution pursuant to this Agreement shall not be assigned by Institution without the express, written approval of PCCD.
15. **COMPLIANCE WITH APPLICABLE LAWS.** Institution agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Institution, Institution's business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations ("Rules"). If Institution fails to comply with any applicable Rule, Institution shall address the issue immediately at no cost to PCCD.
16. **ENTIRE AGREEMENT/AMENDMENT.** This Agreement constitutes the entire agreement and understanding between the Parties, and is a complete and exclusive statement of the terms of the Parties' agreement pursuant to Code of Civil Procedure Section 1856. This Agreement cannot be modified orally, and is to be modified only by a written instrument executed by the Parties.

The Agreement documents consist of this Agreement, any exhibits attached to or referenced herein, and all amendments and/or modifications issued in writing, duly approved by PCCD's Governing Board, and executed by the Parties after the release of this Agreement. Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (a) provisions set forth in this Agreement, (b) provisions set forth in any referenced attachments or exhibits to this Agreement attached or incorporated herein by reference.

17. **NON-DISCRIMINATION.** Institution agrees not to engage in unlawful discrimination in the employment of persons, or in the acceptance, assignment, treatment, evaluation or compensation of students who participate in programs sponsored or arranged by PCCD, on the basis of race, color, religion, nationality, national origin, ancestry, pregnancy, sex, genetic information, gender, gender identity, gender expression, ethnicity, age, medical

condition, mental or physical disability, marital status, sexual orientation or military or Vietnam-era veteran status.

18. **NON-WAIVER.** The failure of PCCD or Institution to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement, shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.
19. **NOTICE.** All notices or demands to be given under this Agreement by either Party to the other Party shall be in writing and given either by: (a) personal service, (b) electronic mail, or (b) by U.S. Mail, mailed either by certified or registered mail, return receipt requested, with postage prepaid. Service shall be considered given when received, if personally served, or, if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either Party may be changed by written notice given in accordance with the notice provisions of this Section. At the date of this Agreement:

PCCD: Palomar Community College District
Attn: Contracts Office
1150 W. Mission Road
San Marcos, CA 92069
Phone: 760-744-1150, Ext. 2129
Email: contracts@palomar.edu

Institution: WEST KERN COMMUNITY COLLEGE DISTRICT
Attn: Brock McMurray
Address: 29 Cougar Ct
City, State, Zip: Taft, CA 93268
Phone: (661) 763-7811
Email: bmcurray@taftcollege.edu

20. **SEVERABILITY.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
21. **EXHIBITS.** All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this Agreement by each reference as though fully set forth in each instance in the text hereof.
22. **INTERPRETATION.** In interpreting this Agreement, it shall be deemed to have been prepared by the Parties jointly, and no ambiguity shall be resolved against PCCD on the premise that it or its attorneys were responsible for drafting this Agreement or any provision hereof. The captions or heading set forth in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any Sections or other provisions of this Agreement. Any reference in this Agreement to a Section, unless specified


otherwise, shall be a reference to a Section of this Agreement.

- 23. **GOVERNING LAW.** The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in North County Jurisdiction of San Diego, California.
- 24. **DELEGATION OF SIGNATURES.** Upon full execution of this Agreement, Institution hereby appoints and grants College's designated project coordinator to sign and submit a completed Project Application to request funding for Services. Similarly, PCCD hereby appoints and grants PCCD's Dean, Educational Technology, Learning Resources and Distance Learning, permission to execute each Project Application, which shall represent PCCD's approval to fund the Services requested by College.
- 25. **AUTHORITY TO EXECUTE.** The individual(s) executing this Agreement on behalf of Institution is/are duly and fully authorized to execute this Agreement on behalf of Institution and to bind Institution to each and every term, condition, and covenant of this Agreement.
- 26. **APPROVAL BY GOVERNING BOARD.** Pursuant to Education Code Section 81655, this Agreement is not valid and does not constitute an enforceable obligation against PCCD unless and until PCCD's Governing Board has approved or ratified this Agreement as evidenced by a motion duly passed and adopted by the Governing Board.

IN WITNESS WHEREOF, Parties hereby agree.

WEST KERN COMMUNITY COLLEGE DISTRICT
Institution's Legal Name

PALOMAR COMMUNITY COLLEGE DISTRICT

By: 
Brock McMurray (Jan 24, 2024 08:13 PST)
Signature of Authorized Representative

By: 
Ann Jensen (Jan 23, 2024 14:42 PST)
Ann Jensen, Director Business Services

Print Name: Brock McMurray

Print Name: Ann Jensen, Director Business Services

Print Title: Supt/Pres

Print Title: Director Business Services

Date: Jan 24, 2024

Date: Jan 23, 2024

Palomar Community College District
Date: February 13, 2024
Governing Board Approval / Ratification

<i>Internal Review (Grant – N. Manea)</i>	
Date:	Jan 19, 2024
Signature:	<i>Najib Manea</i>
Print Name & Title	Najib Manea, TechConnect/DECT Director

Exhibit B

DISTANCE EDUCATION CAPTIONING AND TRANSCRIPTION ("DECT") PROJECT APPLICATION FORM

PROJECT #		THIS BOX TO BE COMPLETED BY PCCD	
DISTRICT INFORMATION			
District Name			
College Name			
COLLEGE PROJECT COORDINATOR			
College Contact Name			
Job Title			
Email Address			
Telephone #		Fax #	
COLLEGE SECONDARY CONTACT			
College Contact Name			
Job Title			
Email Address			
Telephone #		Fax #	

1. **SUMMARY OF INFORMATION FOR SECTION(S).** College shall complete the "Project Courses" sheet attached to this Exhibit A. Upon completion of Project Courses sheet, College shall fill-in the totals in the table below.

Total Number of Class Sections for Captioning	Total Enrollment of Students	Total MINS to be Captioned	Semester & Year

2. **AMOUNT REQUESTED FOR THIS PROJECT**

Amount for Real Time Synchronous Captioning	\$	Total Amount of Funding Requested	
Amount for Off-Line Asynchronous Captioning	\$		
Amount for Audio Description	\$		

3. **PAYMENT METHOD.** Select one (1) of the two (2) payment methods below. Attach a copy of vendor's quote when submitting this document for approval. Ask vendor to reference "DECT" on the quote.

PAYMENT METHOD A: PRE-APPROVED VENDOR. PCCD Pays Pre-Approved Vendor Directly. Upon completion of Services, College shall submit Pre-Approved Vendor's invoice, initialed by College, to PCCD for payment.

SELECT A PRE-APPROVED VENDOR:

PAYMENT METHOD B: REIMBURSEMENT. Institution Pays Non Pre-Approved Vendor and, College is reimbursed by PCCD. Upon completion of Services and College's payment to Non Pre-Approved Vendor, College must submit to PCCD the following items to request reimbursement: (1) copy of Non Pre-approved Vendor's invoice with College's initial and (2) copy of College's payment check to Non Pre-Approved Vendor.

NON PRE-APPROVED VENDOR NAME: _____

Vendor Quote:
<p><i>Please click here to attach vendor quote and captioning info.</i></p>

COLLEGE (PROJECT COORDINATOR)

PALOMAR COMMUNITY COLLEGE DISTRICT

BY: _____
 Signature of Authorized Representative

Print Name _____
 Print Title _____
 Date _____

BY: _____
 Ann Jensen, Director Business Services

Date _____

If applying for synchronous classes: College certifies that the application is being submitted for a class in which a student is enrolled with an academic accommodation plan that calls for captioning. For background, please see [Memorandum ES 20-16](#) from the state Chancellor's Office, April 20, 2020.

Date: February 1, 2024

Submitted by: Nicholas Valsamides, Executive Director of Fiscal Services TH

Area Administrator: Todd Hampton, Ed.D., Vice President of Administrative Services

Subject: Request for Approval

Board Meeting Date: February 14, 2024

Title of Board Item: Adjustments to the 2023-24 Adopted Budget

Background: Since the adoption of the 2023-24 Adopted Budget, the following adjustments have been made to take into account new state-wide initiatives and district-wide year-end close adjustments:

- Increase of \$157,259 for CDSS ARPA Stipend (CDC)
- Increase of \$40,000 for Faculty & Staff Diversity
- Increase of \$16,277 for CAPP - GPAP Grant
- Increase of \$182,363 for Retention & Enroll Outreach
- Increase of \$44,149 for LGBTQI Plus
- Increase of \$164,780 for Adult Education-Health Ed
- Increase of \$341,905 for CCC Equitable Placement & Completion
- Increase of \$213,496 Systemwide Technology and Security

Terms (if applicable):

July 1, 2023 – June 30, 2024

Expense (if applicable):

Not applicable.

Fiscal Impact Including Source of Funds (if applicable):


Not applicable.

Approved: 

Brock McMurray, Interim Superintendent/President

BOARD AGENDA ITEM

Date: January 31, 2024

Submitted by: Nicholas Valsamides, Executive Director of Fiscal Services 

Area Administrator: Todd Hampton, Ed.D., Vice President of Administrative Services

Subject: Request for Approval

Board Meeting Date: February 14, 2024

Title of Board Item:

Request for Approval of Residence Hall/Dormitory Room & Board Fee Increase

Background:

Each year residence hall and meal plan fees are reviewed, and student-housing comparisons are completed. The interest of Taft College is to remain an affordable college option for all students and to adjust costs for dorms and meals each year as necessary. Compared to other California Community Colleges offering dorms and a meal plan, Taft College remains very competitive. This helps to recruit student-athletes and other traditional students to attend Taft College.

The current 2023-24 Residence Hall Room and Board fee is \$3,490 per semester for Ash Street and Cougar Dormitories. It is proposed to increase the fee for room & board by 5% for 2024-25.

It is requested that the Board of Trustees approve the proposed 5% increase for 2024-25 Residence Hall Room & Board Fees to \$3,665 per semester for Ash Street and Cougar Dormitories.

Terms (if applicable): The fees will be effective for the 2024-25 academic year.

Expense (if applicable): Not applicable.

Fiscal Impact Including Source of Funds (if applicable): Slight increase in room and board revenues.

Approved: 
Brock McMurray, Interim Superintendent/President

Date: February 6, 2024
Submitted by: Aaron Markovits, Program Director, TIL
Area Administrator: Dr. Damon Bell, V.P. Student Services
Subject: Request for Approval

Board Meeting Date: February 14, 2024

Title of Board Item:

Increase Room and Board Fees for CIL Residence Hall for the Academic School Year 2024-2025

Background:

CIL Room and Board Fee increase to cover the increase in the meal plan and to provide support for TIL. Students staying in the CIL residence halls have their own room. Both students in the TIL Program and traditional students stay in the CIL Residence Hall during the school year. This will increase the total fees by 7% for room and 5% for board for school year 24-25.

Proposed Fee Increase for 24-25 students in TIL:

Current 23-24 Room & Board of \$9,838 annually will increase to \$10,408 for 24-25.

Proposed Fee Increase for 24-25 Traditional Students:

Current 23-24 Room & Board of \$7,684 annually (\$3,842 per semester) will increase to \$8,243 annually (\$4,121.50 per semester) for 24-25.

Terms (if applicable):

N/A

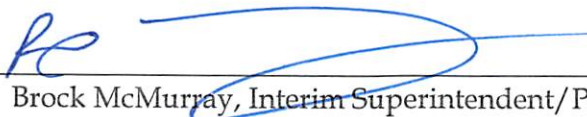
Expense (if applicable):

Total of 7% increase Room Rate and 5% Board Rate for 24-25 academic school year

Fiscal Impact Including Source of Funds (if applicable):

This will assist with revenue to cover the proposed meal plan increase and the TIL support costs.

Approved:



Brock McMurray, Interim Superintendent/President

BOARD AGENDA ITEM

Date: January 31, 2024
Submitted by: Todd Hampton, Ed. D, Vice President of Administrative Services *TH*
Area Administrator: Brock McMurray, Superintendent/President
Subject: Request for Approval

Board Meeting Date: February 14, 2024

Title of Board Item: 2024/2025 Non-Resident Tuition Fees

Background:

Education Code Section (ECS) 76140 requires each district governing board to establish the nonresident tuition fees no later than March 1, for the succeeding fiscal year.

The non-resident tuition fees were determined for the West Kem Community College District for 2024/2025 per the instructions of the California Community Colleges Chancellor's Office utilizing the Statewide Average Cost. The Statewide Average Cost utilizes the U.S. Consumer Price Index Compound Factor of 1.054 to determine the average cost per FTES for 2024/2025. The average cost per FTES equates to \$406 per unit. Based upon this comparison of the per unit rate of \$406 compared to last year's rate of \$414, this would represent a 1.9% decrease of \$8 per unit.

Terms (if applicable):

1 year (2024/2025)

Expense (if applicable):

Not applicable.

Fiscal Impact Including Source of Funds (if applicable):

<u>2023/2024 Nonresident Tuition Fees</u>	<u>2024/2025 Nonresident Tuition Fees</u>
\$414 per unit	\$406 per unit
\$6,210 per semester maximum	\$6,090 per semester maximum
\$12,420 annual maximum	\$12,180 annual maximum

Approved: 
Brock McMurray, Interim Superintendent/President

District: West Kern Community College District
Term: Semester

Nonresident Tuition Fee Options

A.1 District Average Cost

A. District Expense of Education for Base Year	\$	33,093,310
B. District Annual Total FTES		1,839
C. Average Expense of Education per FTES (A/B)	\$	17,992
D. U.S. Consumer Price Index Compound Factor		1.0540
E. Average Cost per FTES for Tuition Year (C x D)		18,964
F. Nonresident Tuition Fee per Semester Unit (E/30)		632

A.2 District Average Cost with 10 Percent or More Noncredit FTES

Noncredit FTES percent of Total		0.0%
A. District CREDIT ONLY Expense of Education for Base Year		
B. Annual Total FTES	N/A	
C. Average Expense of Education per FTES (A/B)	N/A	
D. U.S. Consumer Price Index Compound Factor		1.0540
E. Average Cost per FTES for Tuition Year (C x D)	N/A	
F. Nonresident Tuition Fee per Semester Unit (E/30)	N/A	N/A

B.1 Statewide Average Cost

A. Statewide Expense of Education for Base Year		11,233,138,858
B. Statewide Annual Total FTES		971,642
C. Average Expense of Education per FTES (A/B)	\$	11,561
D. U.S. Consumer Price Index Compound Factor		1.0540
E. Average Cost per FTES for Tuition Year (C x D)		12,185
F. Nonresident Tuition Fee per Semester Unit (E/30)	\$	406

B.2 Highest Statewide Average Cost

Highest year of the succeeding, current, and 4 prior years.		2023-24
Nonresident Tuition Fee per Semester Unit	\$	414

C Contiguous District

Contiguous District		
Maximum Fee (Contiguous District Nonresident Tuition Fee)		
Minimum Fee		406
Nonresident Tuition Fee per Semester Unit		406

D Between Statewide Average Expense of Education and District Average Expense of Education

Maximum (Option A.1 - District Average Cost) per Unit	\$	632
Minimum (Option B.1 - Statewide Average Cost) per Semester Unit	\$	406
Nonresident Tuition Fee per Semester Unit		406

E Comparable States Average

Nonresident Tuition Fee per Semester Unit	\$	432
---	----	-----

Nonresident Capital Outlay Fee			
A.	Capital Outlay expense - prior year		
B.	FTES total from prior year		1,839
C.	Capital outlay expense per FTES (A/B)	\$	-
D.	Capital Outlay Fee per Semester Unit (C/30)	\$	-
E.	Adopted Nonresident Tuition Fee	\$	406
F.	50% of Adopted Nonresident Tuition Fee	\$	203
G.	Maximum Nonresident Capital Outlay Fee (lesser of D or F)	\$	-

**California Community Colleges
2024-25 Nonresident Tuition and Capital Outlay Fee
West Kern Community College District**

The district governing board has established Nonresident Fees as shown below.

Adoption Date: _____

Nonresident Tuition Fee

	Basis for Adoption (Select one)	Fee
<input type="checkbox"/>	A.1 - District Average Cost	
<input type="checkbox"/>	A.2 - District Average Cost with 10 Percent or More Noncredit FTES	
<input checked="" type="checkbox"/>	B.1 - Statewide Average Cost	\$ 406
<input type="checkbox"/>	B.2 - Highest Statewide Average Cost	
<input type="checkbox"/>	C - Contiguous District	
<input type="checkbox"/>	D - Between Statewide Average Expense of Education & District Expense of Education	
<input type="checkbox"/>	E - Comparable States Average	

Nonresident Capital Outlay

Maximum Nonresident Capital Outlay Fee is \$ 0

Nonresident Capital Outlay Fee _____

Contact Information

Signature: _____

Name: _____

Title: _____

Phone: _____

Email: _____

Date: February 6, 2024

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

Area Administrator: Brock McMurray, Interim Superintendent/President

Subject: Request for Approval

Board Meeting Date: February 14, 2024

Title of Board Item:

Notice of Release of Grant or Categorically Funded or Temporary Faculty and Administration

Background:

In accordance with EC 87480, subdivision (A)(3), persons may be employed for periods that are less than a full college year, and may be terminated at the expiration of the contract of specially funded program without regard to other statutory requirements regarding termination or contract or regular employees. The effective date of release is the expiration date of the contract for the temporary employee.

Terms (if applicable):

N/A

Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

N/A

Approved: _____



Brock McMurray, Interim Superintendent/President

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

RESOLUTION NO. 2023/24-07

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That Employee ID No. A00256927, has been given notice of release by the Superintendent/President or his designee on or before March 15, 2024.
2. That the Superintendent/President or his designee shall have the authority to do all things necessary and proper to accomplishing the purposes of this Resolution.

The foregoing Resolution was adopted by the Governing Board of the West Kern Community College District on the __ day of _____, 2024 by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

Billy White, President
Board of Trustees
West Kern Community College District

I, Kathy Orrin, Secretary to the Governing Board of the West Kern Community College District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on _____, 2024.

Kathy Orrin, Secretary
Board of Trustees
West Kern Community College District

EXHIBIT A

**RECOMMENDATION OF THE SUPERINTENDENT/PRESIDENT
TO RELEASE EMPLOYEE ID No. A00256927
AS A TEMPORARY FACULTY EMPLOYEE
OF THE WEST KERN COMMUNITY COLLEGE DISTRICT**

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

The undersigned, Superintendent/President of the West Kern Community College District, recommends to this Board, pursuant to Education Code Section 87470, that it take action to release EMPLOYEE ID No. A00256927, a temporary faculty employee, on the effective date of 06/30/24.

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

Respectfully submitted,

Brock McMurray, Interim Superintendent/President
West Kern Community College District

BOARD AGENDA ITEM

Date: January 31, 2024 JTB
Submitted by: Richard Treece, Director of Facilities & Planning
Area Administrator: Todd Hampton, Ed.D., Vice President of Administrative Services
Subject: Request for Approval

Board Meeting Date: February 14, 2024

Title of Board Item:

Request for Approval to Award Marquee Sign Replacement

Background:

Taft College has a Marquee Sign at the corner of 6th St. and Emmons Park Dr. that is past its useful life expectancy and the top portion of the sign has not worked in years. This presents a cyber security risk since the Operating System (OS) for the sign is no longer supported and is unable to support the installation of a new OS.

The replacement will be conducted in two portions: 1) Selection of the sign vendor, which will be specified on the DSA drawings; 2) Selection of the contractor for the associated site and electrical work, which will be solicited under a separate contract after DSA has reviewed and approved the drawings and specifications. CUPCCCA and AP 6340 procedures will be followed based on the overall project total cost to ensure proper bidding requirements are followed. AP Architects solicited proposals from Five (5) sign vendors to provide and install a new marquee sign, which includes the Marquee Sign, installation of the Marquee sign, signpost and footing, and associated work. Sign Solutions had the lowest proposal for a total of \$37,489.18.

It is requested that the Board of Trustees approve the award to Sign Solutions in the amount of \$37,489.18.

Terms (if applicable): Not applicable.

Expense (if applicable): \$37,489.18

Fiscal Impact Including Source of Funds (if applicable):

This project will be funded from the PPIS funding that is allocated for this project.

Approved: 
Brock McMurray, Interim Superintendent/President



1405 W. Olympic Blvd.
Montebello, CA 90640

(323) 284-4000
www.gjsigns.com

Estimate #

572-632

Taft College - Taft CA

Project Address	Client	Date
-----------------	--------	------

29 Cougar Ct
Taft
CA 93268
USA

Tim Schomer
tim@visiongroupsigns.com
8183982258

01/26/2024

Project Items	Total
---------------	-------

1. Set up safety boundaries at worksite.
2. Auger and remove soil for footing and shore up.
3. Install footing rebar as specified on approved DSA Plan Set.
4. Install Estructure and pole.
5. Install WATCHFIRE 6MM Digital Full Color Very High Resolution Electronic Message Centers

\$110,751.00
Taxable

MATRIX 144 x 384 3'1 13/16"H x 8'3"L

1. Install (2) Static Aluminum Internally Lighted LED Header ID Displays.
2. Complete installation of Pole Cover, Side Covers and lower Ventilation panels.
3. Connect power supply and test communications through the included Cellular Modem.

NOTE: The site is required to provide three (3) dedicated 20AMP/120V power supplies with 4 feet of the installation site prior to installation.

Terms

Sub-Total: \$110,751.00

Notes: All prices are subject to applicable sales tax. **Prices are based on available information given at the time and are subject to change.** This Proposal expires at 30 days from the date noted above. Please note that prices are subject to change based on materials cost; Steel price is good for the day we provided you with this proposal and expires the same day, at the end of that day.

Tax: 11351.9775

Exclusions: Photocell, disconnect switch, sign permits, structural engineering, traffic control equipment, and permits are not included in the above quotations and, if required, shall be invoiced on a time and material basis. Unless specifically quoted above, **electrical services to the proposed sign(s) are assumed to be existing or provided by others.**

Total: \$122,102.98

Permit procurement services are billed at \$85 per hour. A minimum fee of \$350 applies to all permit procurement services.

Signs without disconnect switch and photocell are subject to a \$150 fee per sign.

Warranty: 12 months against defective materials and 12-month unconditional guarantee on parts and labor.

Terms: NET 30

Initials: _____

Date: _____

Print Name: _____

By: _____

Sign Solutions of California
 332 E Norris Rd Ste 7
 Bakersfield, CA 93308 US
 (661) 391-9838
 adrienne@ssofca.com
 www.signsolutionsofca.com

Estimate



ADDRESS

Richard Treece
 Director of Facilities & Planning
 Taft College
 West Kern Community College District

SHIP TO

Richard Treece
 Director of Facilities & Planning
 Taft College
 West Kern Community College District

ESTIMATE #	DATE
1601	01/25/2024

ACTIVITY	QTY	RATE	AMOUNT
Digital Display 3'1"x7'10" Double sided 6mm full color digital display with a 1'8"x7'10" double sided topper for school name. Price includes Signs, Steel Column, Concrete Footings, Electrical/Communication Cables to bottom of column, Bonding, & Programming. Does not include any electrical to the site from electrical panel.	1	28,800.00	28,800.00T
Installation Installation including prevailing wage	1	8,000.00	8,000.00

Price includes:
 Performance and Payment bond cost.

SUBTOTAL 36,800.00
 TAX (2.393%) 689.18
TOTAL \$37,489.18

Certificate of insurance (COI) that will include:

West Kern Community College District Board of Trustees officers, officials,
 employees and volunteers, Self-Insured Schools of California, it's agents and
 employees. Architect, Architect's Consultants

Accepted By

Accepted Date

QUOTE / PROPOSAL TABULATION



Project Name: Marquee Sign Replacement
Project No: TC 23-015
Owner: West Kern CCD / Taft College
Architect: N/A

Job Walk: No
Proposals Rcvd at: Taft College Facilities
Proposals Requested: 12/13/23
Proposals Due: 01/30/24

Contractor	Base Bid	Bid Bond	CSLB#	DIR #	Date RCVD	Remarks
Sign Solutions	\$ 37,489.18	NA	885867	1000666263	01/25/24	
Vital Signs	\$ 57,591.31	NA	794093	1000018896	01/17/24	
G & J Neon Signs Inc.	\$ 122,102.98	N	921654	1000028590	01/25/24	
TM Signs	\$ -	NA	1103671	1001093502		Did not bid
Primetime Signs	\$ -	NA	913346	1000018382		Did not bid

Front View

Side View

94.5 in

20 in

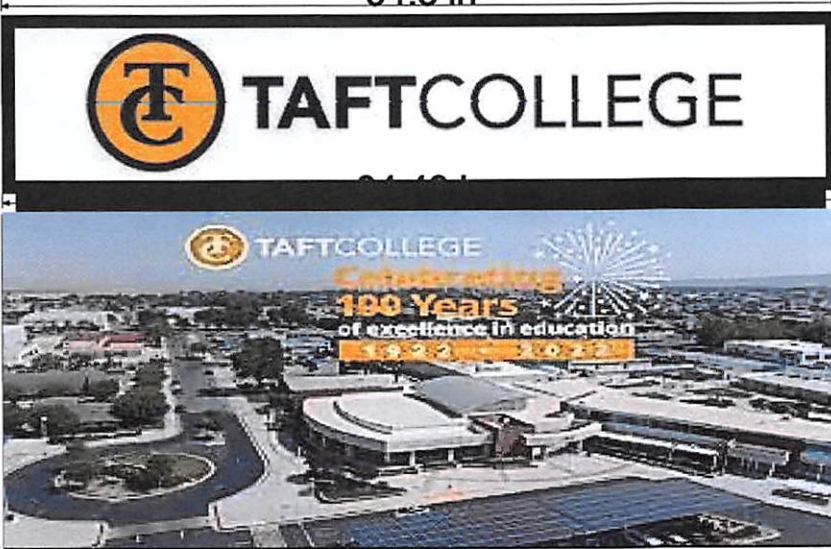
37.5 in

15 ft

120 in

30 in

24 in



Full Color Double sided
Led Message Center
w/static Id Topper
Pixel Pitch : 6 mm
Matrix 96 x 240
Brightness : 7,000 Nit
Power : 15amps at 120v
Warranty: 5yr parts
1 yr labor

Please review the artwork for spelling, color, or other corrections that may be needed.
Please note any changes and we will be happy to correct them prior to production.
By signing you agree to the layout & price below.

SIGNATURE OF APPROVAL X



CONTACT Richard Treece	COMPANY NAME Director of Facilities & Planning Taft College	PHONE 661-327- 1690
ADDRESS 29 Cougar Ct, Taft, CA 93268	DATE 1/17/24	
PHONE (661) 325-1987 6703 ROSEDALE HWY. BAKERSFIELD, CA 93308	FAX (661) 589-6164 FILE NAME Taft College EMC	AMOUNT \$57,591.37

Date: February 2, 2024
Submitted by: Dr. Devin Daugherty, Dean of Instruction and CTE
Area Administrator: Dr. Leslie Minor, Vice President of Instruction
Subject: Request for Approval



Board Meeting Date: February 14, 2024

Title of Board Item:

Purchase of Metal Mobil Cabinets for Dental Hygiene

Background:

The Dental Hygiene laboratory wants to purchase 21 double-sided 8-drawer metal mobile cabinets for students to store their own equipment for the dental laboratory. These metal cabinets will replace 21 particle board cabinets that were purchased more than 30 years ago.

It is requested that the Board of Trustees approve the attached proposal from Sierra Schools for the purchase of 21 new double-sided Metal Mobile Drawer Cabinets under Arvin Union School District CMAS bid number 23-24-012. This CMAS bid agreement expires on October 16, 2024. It was already approved by the WCCCD Board of Trustees on January 10, 2024, for the purchase of school furnishings, office furniture, and accessories.

Terms (if applicable):

Please see attached proposal.


Expense (if applicable):

\$29,438.59

Fiscal Impact Including Source of Funds (if applicable):

This project is funded through the Strong Workforce Program (SWP-7 Local) Funds.

Approved: _____



Brock McMurray, Superintendent/President



SIERRA
SCHOOL EQUIPMENT CO.

Proposal

Sierra School Equipment Company
PO Box 80667
Bakersfield, CA 93380-0667
Phone: 661-399-2993
Fax: 661-399-0218
Email: sales@ssecinc.com
www.ssecinc.com

Order Number	112337
Date	01/16/2024
Customer PO No	
Customer Name	Taft College
Account Rep	David Shaw
Project Number	
Terms	NET 30
Page	1 of 2

T Taft College
O 29 Cougar Ct
Taft, CA 93268

ATTN: Todd Hampton
Email: thampton@taftcollege.edu

S Taft College - Dental Hygiene Clinic C15
H 29 Cougar Court
I Taft, CA 93268
P

T ATTN: Alex Omega
O Email: aomega@taftcollege.edu

RE: Dental Hygiene Clinic
Metal Mobile Drawer Cabinets
Revision #1

Line	Quantity	Description	Unit Price	Extended Amount
1	21.00 Each	Nace Sheet Metal Co SP-28-16.5-31-5D-L Special metal double sided 8-drawer mobile cabinet with (4) drawers on each side, lock, casters and side handles. Top Drawer: 6"H Drawer #2: 6"H Drawer #3: 6"H Bottom Drawer: 12"H All locks keyed different. Size: 16.5"W x 28"D x 33.5"H Paint: White - C909-WH485	1,295.00	27,195.00

Order Sub-Total : \$27,195.00
8.2500%-TAFT-93268-2329-KERN : \$2,243.59
TOTAL ORDER : \$29,438.59

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

The above price (\$29,438.59) includes delivery to Taft, set-up and California sales tax. The above prices are based on the "Arvin Union School District" piggyback bid. If you wish to place the order, please provide a Purchase Order # at your earliest convenience. If you have any questions or need furniture information, please call David Shaw at (661) 399-2993 ext 203.

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

Signature: _____ Name: _____ Title: _____ Date: _____



Proposal

Sierra School Equipment Company
 PO Box 80667
 Bakersfield, CA 93380-0667
 Phone: 661-399-2993
 Fax: 661-399-0218
 Email: sales@sssecinc.com
 www.sssecinc.com

Order Number	112337
Date	01/16/2024
Customer PO No	
Customer Name	Taft College
Account Rep	David Shaw
Project Number	
Terms	NET 30
Page	2 of 2

SIERRA SCHOOL EQUIPMENT COMPANY TERMS AND CONDITIONS

Purchase and Sale

- All prices quoted shall remain valid for 30 days. Acceptance of the Seller's written quotation shall be evidenced by delivery of Buyer's written confirmation or written purchase order incorporating all of the provisions of Seller's quotation and these Terms and Conditions.
- A deposit of at least 50% of the invoice price of all goods and services may be required as a condition of order. The Seller shall render its invoice for balance due upon delivery and installation of the goods. Partial deliveries are to be paid upon presentation of invoice covering each partial shipment.
- Prices are subject to applicable federal, state, and local taxes. Buyers who are exempt from taxes shall provide the seller with copies of exemption certificates upon acceptance of this proposal.
- Balance of the purchase price is due according to the terms stated on the Invoice. Any invoiced amounts that are not paid when due shall bear a monthly service charge of 1.5% of the overdue amount (or an annual rate of 18%) until paid in full.
- Sales tax is included on the proposal and will be updated at time of delivery.

Delivery and Installation

- If requested by Buyer, delivery and installation at the job site will be provided so long as the site provides safe access and is free of obstacles to the proper installation of goods. Should installation require electric current, heat, lighting, hoisting, and/or elevator, service shall be furnished without charge to Seller. Buyer shall cause to be provided adequate facilities for off-loading, staging, moving and handling of merchandise. Permits and licenses are the responsibility of the Buyer.
- Delivery and installation shall be made Monday through Friday during normal working hours (8:00am – 5:00pm) unless otherwise specified. Additional labor costs resulting from overtime work performed at Buyer's request shall be paid for by Buyer.
- Delivery times are predicated on factory scheduling. Times are subject to factory delays, transit time, strikes, etc.
- It is assumed under this proposal, unless noted otherwise, that the customer's project site will be ready to immediately receive product. Unless noted and agreed to otherwise, the project site is to be free of other trades and/or existing furniture and equipment, with clear access to the area where furniture is to be installed. If furniture is to be installed above or below the ground floor, an operational elevator must be available for use. Stair carry must be communicated prior at the time of proposal, and if not will be an additional charge. All orders must be accepted by the customer for delivery within 30 calendar days of receipt of the product. Any delays beyond 30 calendar days will result in Storage Charges and a Partial Billing for an agreed upon percentage of the projects total cost to cover material costs. The Completes Billing will be issued once the product has been delivered and installed. Storage Charges will be charged at the rate of \$1.50 per square foot of space utilized. Any additional labor caused by delays, excess handling, special equipment and storage not the direct fault of Sierra School Equipment Company or the Manufacturers, will be charged back to the client. Charges for storage and excess handling will be included on the Final Billing.
- INSPECTION ACCEPTANCE: Buyer agrees to complete an inspection of product upon receipt of product and inform immediately the Seller of any damage or product not conforming to the Purchase Order. Upon signing of the Delivery Receipt, the Buyer agrees that the product is in acceptable condition and completes the Purchase Order as requested.

Cancellation and Change

- Any modification to an accepted order must be mutually agreeable and are subject to the manufacturer's and Seller's approval. Changes must be made via revised purchase order, change order or signed and dated revised quotation.
- CONTRACT MERCHANDISE IS NOT RETURNABLE. Stock merchandise may be accepted for return based on manufacturer's policy. Items accepted for return may be subject to a 25% (or factory scheduled restocking charge plus freight charges).
- If delivery or installation is delayed at the request of Buyer, payment shall be due upon the date Seller is prepared to make delivery or accomplish installation. Further, if delivery or installation is delayed at the request of Buyer, Buyer shall pay any storage fees and freight and handling charges incurred by the Seller or, if said goods are stored by Seller, Buyer shall pay a reasonable storage charge.

Warranties and Claims

- Unless otherwise specified, all furniture is warranted by Seller to be free from defects in materials and workmanship for the period of time each manufacturer provides on its product from date of delivery. Manufacturer's warranties will apply with any charge for labor at the prevailing rates. It is expressly agreed that this warranty is in place and in lieu of all warranties of fitness and merchantability.
- All claims for shortage, damages or mis-shipped merchandise must be made in writing within five (5) days after the receiving date. In case of drop shipments where product is delivered without installation, Buyer will be responsible to file necessary freight claims in the event of damage.

Miscellaneous

- If any part of these Terms and Conditions is held by a court or tribunal of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired in any way.
- This agreement and all the rights and obligations of the parties shall be governed by the laws of the State of California. If Seller retains an attorney to enforce its rights under this agreement, Buyer agrees to pay reasonable attorneys fees and court costs.
- The Seller retains a security interest in the merchandise until it is fully paid. Buyer assumes all risk of loss of delivered product and shall not be released from any obligations under this agreement due to product loss, damage, or disrepair following delivery and acceptance. Buyer will provide information necessary for preparation of and will execute one or more Financing Statements upon request of Seller.

Date: January 31, 2024

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

Area Administrator: Brock McMurray, Interim Superintendent/President

Subject: Request for Approval

Board Meeting Date:

February 14, 2024

Title of Board Item:

AMS.NET, Inc.
ETEC Switch Replacement
Quote: #Q-00076965

Background:

Currently, three network switches are experiencing frequent failures, resulting in intermittent panel offline/online/download issues. This technical instability is significantly impacting the teaching experience for faculty and the learning environment for students in the ETEC classrooms. In light of these challenges, we are requesting to replace these three failing switches. It is important to note that these switches are not part of the 25 switches requested on December 13, 2023.

This purchase request adheres to the guidelines outlined in AP 6331, Taft College Technology Purchase procedure. As per our procurement policies, AMS.NET, Inc. is one of the vendors listed under the CMAS (California Multiple Award Schedules) contractor list, offering pre-approved state pricing. The CMAS Agreement number with AMS.NET, Inc. is 47QTCA19D00MM.

Terms (if applicable): _____

One time purchase.

Expense (if applicable):

Total cost of replacement: \$21,996.14.

Fiscal Impact Including Source of Funds (if applicable):

To be paid using CTE funds.

Approved:  _____
Brock McMurray, Interim Superintendent/President



AMS.NET, Inc.
 502 Commerce Way, Livermore, CA 94551
 925-245-6100 • 925-245-6150 Fax
 www.ams.net

Customer Price Quote

Customer

West Kern Community College District
 29 Cougar Court
 Taft CA, 93268 US
 ATTN: Mark Glbson

Ship To

West Kern Community College District
 29 Cougar Court
 Taft, CA 93268
 ATTN: Mark Glbson

Quote Description

Taft - Meraki (MS225) - 99910

Quote

#Q-00076965

Project #	99910
Modified	1/25/2024
Account Mgr.	Sean Harrington
AM Phone	(559) 547-2867
AM Email	sharrington@ams.net
Inside Account Mgr.	Teri Edwards
IAM Phone	(925) 245-6149
IAM Email	tedwards@ams.net
Quote Exp.	2/22/2024

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
Access Switches - Cisco Meraki MS225 48FP Switch - 5Yr					
1	MS225-48FP-HW Meraki MS225-48FP L2 Stck Cld-Mngd 48x GigE 740W PoE Switch	Meraki, Inc.	3.00	\$3,849.90	\$11,549.70
2	LIC-MS225-48FP-5YR Meraki MS225-48FP Enterprise License 5YR	Meraki, Inc.	3.00	\$1,060.14	\$3,180.42

Meraki 10G Optics					
Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
3	MA-SFP-10GB-LR Preliminary US GPL - Meraki 10G Base LR Single-Mode	Cisco Systems Inc.	2.00	\$2,693.61	\$5,387.22
4	MA-CBL-40G-1M Meraki 40GbE QSFP Cable, 1 Meter	Cisco Systems Inc.	3.00	\$148.27	\$444.81

AMS FREIGHT					
Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
5	AMS-FREIGHT-DROPSHIP Freight	None	1.00	\$0.00	\$0.00



AMS.NET
Technology Solution Provider

AMS.NET, Inc.

502 Commerce Way, Livermore, CA 94551

925-245-6100 • 925-245-6150 Fax

www.ams.net

Order Summary

Subtotal	\$20,562.15
Adjustment	\$0.00
Estimated Taxes	\$1,433.99
Total	\$21,996.14



AMS.NET, Inc.
502 Commerce Way, Livermore, CA 94551
925-245-6100 • 925-245-6150 Fax
www.ams.net

Terms and Conditions

1. AMS.NET will require a Purchase Order referencing this Quote # or if a Purchase order is not provided, an authorized representative must sign this quote.

2. Payment terms are Net 30. An interest charge of 1.5% per month will be applied to all accounts past due, plus all costs of collection and reasonable attorneys fees. AMS.NET accepts all major credit cards. A convenience fee of 3.5% will be assessed. Customer agrees to accept multiple invoices for projects that cover multiple sales. In the event that a site's readiness is delayed by the customer, customer agrees to accept and pay invoices that reflect equipment and services already received.

3. Items sold by AMS.NET, Inc. and shipped to destinations in California are subject to sales tax. If an item is subject to sales tax in the state to which the order is shipped, tax is generally calculated on the total selling price of each individual item. In accordance with state tax laws, the total selling price of an order will generally include shipping and handling charges and item-level discounts. The amount of tax charged on your order will depend upon many factors including, but not limited to, the type of item(s) purchased, and the source and destination of the shipment. Factors can change between the time you place an order and the time an invoice is sent, which could affect the calculation of sales taxes. The amount appearing on your proposal as 'Estimated Sales Tax' may differ from the sales taxes ultimately charged. Shipping charges and sales tax will be added to this order when invoiced and the customer agrees to pay these charges.

4. All companies with tax exemption must present a valid Tax Exempt form. If Customer is tax exempt or if tax exempt form is not provided then customer agrees to pay all applicable taxes.

5. All shipments are FOB Origin or Pre-paid and shipped to Dock. Any Special shipping requirements must be clearly stated on all PO's (i.e. inside delivery). If inside Delivery or Lift-gate is required it must be specified and additional fees will incur. Shipping charges that appear on this quote are an estimate, AMS.NET will invoice and the customer will pay the actual shipping charge when identified.

6. Upon delivery of equipment, customer agrees to open all shipments and visually inspect equipment for physical damages. All damages must be reported to AMS.NET within 24 hours of delivery.

7. Returns will be accepted at AMS.NET discretion and are subject to manufacturer returns policies as well. Cisco and Meraki orders cannot be modified starting at 50 days prior to the current estimated ship date. Cisco and Meraki have a no return for credit RMA policy. Please make sure your order is accurate before AMS.NET places the order with the manufacturer. For returns to be approved all merchandise must be in an unopened box and the customer agrees to pay a restocking fee of 15% of the purchase price. Returns must be made within 15 Days of receipt. All shipments must have a valid RMA number from AMS.NET before returning. For RMA requests please contact our Customer Service Department at (800) 893-3660 Ext. 6111. Email RMA requests should be directed to service@ams.net A copy of AMS.NET's full RMA policy is available for review online at www.ams.net/services/procurement-and-financing/

8. The laws of the State of California will apply to this sale.

9. The term "installation date" means the first business day on which installation of the system is complete. Minor omissions or variances in performance of the System that do not materially or adversely affect the operation of the system, shall not be deemed to have postponed the Installation Date. Seller shall use its best efforts to make timely delivery and installation. However, all stated delivery and installation dates are approximate and except as expressly provided in this agreement, Seller shall, under no circumstance, be deemed to be in default hereunder or be liable for consequential, incidental or special damages or commercial loss resulting from delays in delivery or installation.

10. Warranties. AMS warrants to Customer that it has good title to the equipment being sold to Customer under this Agreement, and the right to sell such equipment to Customer free of liens or encumbrances. AMS further warrants to Customer that the equipment being sold to Customer hereunder shall be free from defects in workmanship for a warranty period of thirty (30) days commencing on the later date the equipment is delivered to Customer or the date upon which AMS completes performance of the services to be performed under this agreement (this warranty being hereinafter referred to as an "Installation Warranty"). Except as expressly set forth in this paragraph, AMS does not make, and hereby disclaims, any and all representations or warranties, express or implied, with respect to the equipment or services being provided under this agreement, including but not limited to any implied warranties of merchantability, fitness for a particular purpose, satisfactory quality, against infringement, or arising from a course of dealing, usage or trade practice. AMS shall reasonably cooperate and assist Customer in enforcing any manufacturer warranties with respect to the equipment being sold to Customer under this Agreement. AMS hereby advises Customer, and Customer acknowledges that in the event Customer desires to procure from AMS any warranty protection beyond the warranty of title and the Installation Warranty provided under this Paragraph, Customer may do so by entering into a separate Service Agreement with AMS.

Manufacturer's warranty that is guaranteed is whatever is published by the manufacturer at the time of purchase.

11. Cisco Cloud services purchased from AMS.NET requires customer to accept Cisco's Universal Cloud agreement located on Cisco Systems' Website. This Universal Cloud Agreement describes the rights and responsibilities related to the Cloud Service(s) you purchase from Cisco or an Approved Source and is between you and Cisco. The Universal Cloud Agreement includes the applicable Offer Description(s) located at www.cisco.com/go/cloudterms (collectively "Agreement"). By clicking 'accept,' or using the Cloud Service, you agree to the terms of this Agreement. If you do not have authority to enter into this Agreement, or if you do not agree with its terms, do not click 'accept' and do not use the Cloud Service. If you determine that you cannot comply with the terms of this Agreement after you have paid for the Cloud Service, you may terminate your access to the Cloud Service for a full refund provided you do so within thirty (30) days of your purchase.



AMS.NET, Inc.
502 Commerce Way, Livermore, CA 94551
925-245-6100 • 925-245-6150 Fax
www.ams.net

12. The final price of all labor in this quote is contingent upon the customer providing AMS.NET full site access, with keys or a dedicated escort, for a period of at least nine consecutive hours per working day. Any existing pathway being pulled through is assumed to be easily discoverable, and meeting BICSI standards, such as the fill ratio, lack of non-cabling material in the conduit, and appropriate number of LBs. Additionally, any interior wall penetrations are assumed to be drywall or a like material unless otherwise noted in the labor scope for this project. Any deviation from these assumptions may result in additional costs to the customer based on the time added to the project.

AMS.NET Tax ID: 94-3291626

C7 License: 763508

Please fax signed Quotation or Purchase Order to your AMS.NET account manager or to 925.245.6150. Full terms and conditions can be viewed on our website at www.ams.net/services/procurement-and-financing/

Authorized Signature: _____ Date: _____

Print Name: _____ Print Title: _____

Date: January 31, 2024

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

Area Administrator: Brock McMurray, Interim Superintendent/President

Subject: Request for Approval

Board Meeting Date:

February 14, 2024

Title of Board Item:

ABTECH Technologies
Dell Virtual Environment Support Renewal
Quote: ABTQ16059

Background:

This is the hardware warranty and maintenance annual renewal for the College's virtual environment device. This virtual machine forms an integral part of the college's server infrastructure, guaranteeing the stability, reliability, and performance of mission-critical applications such as Banner.

Terms (if applicable):

Support coverage through January 2025

Expense (if applicable):

Total cost of renewal: \$9,527.19

Fiscal Impact Including Source of Funds (if applicable):

Funding included in the IT budget.

Approved: _____


Brock McMurray, Interim Superintendent/President

Number ABTQ16059
Date Jan 15, 2024
Expires Feb 28, 2024
Terms NET 30

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


Qty	Description	Unit Price	Ext. Price
1	PowerEdge R340 ProSupport and Next Business Day Onsite Service Service Tag#: 3R0CN83 Coverage Period: 12/24/2023 to 1/7/2025	\$366.61	\$366.61
1	PowerEdge R640 Upgrades and Extensions ProSupport and Next Business Day Onsite Service Service Tag#: 4BPVJ93 Coverage Period: 1/2/2024 to 1/7/2025	\$1,452.08	\$1,452.08
1	PowerEdge R640 Upgrades and Extensions ProSupport and Next Business Day Onsite Service Service Tag#: 4BPTJ93 Coverage Period: 1/2/2024 to 1/7/2025	\$1,452.09	\$1,452.09
1	PowerEdge R640 Upgrades and Extensions ProSupport and Next Business Day Onsite Service Service Tag#: 4BPWJ93 Coverage Period: 1/2/2024 to 1/7/2025	\$1,452.09	\$1,452.09
1	PowerEdge R640 Upgrades and Extensions ProSupport and Next Business Day Onsite Service Service Tag#: 4BPSJ93 Coverage Period: 1/2/2024 to 1/7/2025	\$1,452.09	\$1,452.09
1	Dell EMC ME4024 Upgrades and Extensions ProSupport Mission Critical: 4-Hour 7x24 On-Site Service with Emergency Dispatch ProSupport Mission Critical: 7x24 HW/SW Technical Support and Assistance Service Tag#: B2Z0K93 Coverage Period: 1/9/2024 to 1/9/2025	\$2,918.24	\$2,918.24
1	PowerEdge R440 Upgrades and Extensions Basic Next Business Day Variable Service Tag#: 8C300C3 Coverage Period: 3/22/2024 to 3/22/2025	\$433.99	\$433.99

SubTotal:	\$9,527.19
*Tax:	\$0.00
*Shipping:	\$0.00
Total:	\$9,527.19

**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 Purchase 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. By purchasing and using the StorTrust S3 Cloud Archive, Client unconditionally agrees to the StorTrust S3 Cloud Archive Agreement located at <https://www.abtechttechnologies.com/s/StorTrust-Cloud-Archive-Agreement.pdf>

Date: January 31, 2024

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

Area Administrator: Brock McMurray, Interim Superintendent/President

Subject: Request for Approval

Board Meeting Date:

February 14, 2024

Title of Board Item:

AMS.NET, Inc.
Cisco SMARTnet Support Renewal
Quote: #Q-00077109

Background:

The Taft College network infrastructure was built using Cisco network equipment. Working with AMS.NET, Inc., Taft College is able to maintain the bulk of the college network equipment under one maintenance support contract.

Terms (if applicable):

Support terms: 02-27-2024 to 02-28-2025

Expense (if applicable):

Total cost of the renewal: \$7,330.65.

Fiscal Impact Including Source of Funds (if applicable):

Funding is included in the IT budget.

Approved: 

Brock McMurray, Interim Superintendent/President



AMS.NET, Inc.
 502 Commerce Way, Livermore, CA 94551
 925-245-6100 • 925-245-6150 Fax
 www.ams.net

Customer Price Quote

Customer

West Kern Community College District
 29 Cougar Court
 Taft CA, 93268 US
 ATTN: Mark Gibson

Ship To

West Kern Community College District
 29 Cougar Court
 Taft, CA 93268
 ATTN: Mark Gibson

Quote Description

Cisco SMARTnet Support - 1 Year REV1

Quote #	#Q-00077109
Project #	101457
Modified	1/30/2024
Account Mgr.	Sean Harrington
AM Phone	(559) 547-2867
AM Email	sharrington@ams.net
Inside Account Mgr.	Mike Bruington
IAM Phone	(925) 245-6165
IAM Email	mbruington@ams.net
Quote Exp.	2/28/2024

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
1 Year*					
1	CON-SNT-C9300XYA SNTC-8X5XNBD Catalyst 9300X 24x25G Fiber Ports, modul Serial Numbers: FJC26191BXW, FJC26191D26	Cisco Systems Inc.	2.00	\$1,483.30	\$2,966.60
2	CON-SNT-CBS3516X SNTC-8X5XNBD Cisco Business 350-16XTS Managed Switch Serial Numbers: DNI2646030T *Coverage Dates: 3/1/24-2/28/25	Cisco Systems Inc.	1.00	\$197.57	\$197.57
3	CON-SNT-C93002PE SNTC-8X5XNBD Catalyst 9300 24-port PoE+, Network Esse Serial Numbers: FJC25061P5S *Coverage Dates: 2/27/24-2/26/25	Cisco Systems Inc.	1.00	\$354.98	\$354.98
4	CON-SNT-N93TCFX SNTC-8X5XNBD Nexus 9300 with 48p	Cisco Systems Inc.	3.00	\$1,117.20	\$3,351.60



AMS.NET
Technology Solution Provider

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502 Commerce Way, Livermore, CA 94551
925-245-6100 • 925-245-6150 Fax
www.ams.net

	Serial Numbers: FLM26240EBP, FLM270904H1, FLM262902VH				
5	CON-SNT-C930G4EP SNTC-8X5XNBD Catalyst 9300L 48p P Serial Numbers: FOC2326L08P	Cisco Systems Inc.	1.00	\$459.90	\$459.90

Order Summary

Subtotal	\$7,330.65
Adjustment	\$0.00
Estimated Taxes	\$0.00
Total	\$7,330.65



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Terms and Conditions

1. AMS.NET will require a Purchase Order referencing this Quote # or if a Purchase order is not provided, an authorized representative must sign this quote.

2. Payment terms are Net 30. An interest charge of 1.5% per month will be applied to all accounts past due, plus all costs of collection and reasonable attorneys fees. AMS.NET accepts all major credit cards. A convenience fee of 3.5% will be assessed. Customer agrees to accept multiple invoices for projects that cover multiple sales. In the event that a site's readiness is delayed by the customer, customer agrees to accept and pay invoices that reflect equipment and services already received.

3. Items sold by AMS.NET, Inc. and shipped to destinations in California are subject to sales tax. If an item is subject to sales tax in the state to which the order is shipped, tax is generally calculated on the total selling price of each individual item. In accordance with state tax laws, the total selling price of an order will generally include shipping and handling charges and item-level discounts. The amount of tax charged on your order will depend upon many factors including, but not limited to, the type of item(s) purchased, and the source and destination of the shipment. Factors can change between the time you place an order and the time an invoice is sent, which could affect the calculation of sales taxes. The amount appearing on your proposal as 'Estimated Sales Tax' may differ from the sales taxes ultimately charged. Shipping charges and sales tax will be added to this order when invoiced and the customer agrees to pay these charges.

4. All companies with tax exemption must present a valid Tax Exempt form. If Customer is tax exempt or if tax exempt form is not provided then customer agrees to pay all applicable taxes.

5. All shipments are FOB Origin or Pre-paid and shipped to Dock. Any Special shipping requirements must be clearly stated on all PO's (i.e. inside delivery). If inside Delivery or Lift-gate is required it must be specified and additional fees will incur. Shipping charges that appear on this quote are an estimate, AMS.NET will invoice and the customer will pay the actual shipping charge when identified.

6. Upon delivery of equipment, customer agrees to open all shipments and visually inspect equipment for physical damages. All damages must be reported to AMS.NET within 24 hours of delivery.

7. Returns will be accepted at AMS.NET discretion and are subject to manufacturer returns policies as well. Cisco and Meraki orders cannot be modified starting at 50 days prior to the current estimated ship date. Cisco and Meraki have a no return for credit RMA policy. Please make sure your order is accurate before AMS.NET places the order with the manufacturer. For returns to be approved all merchandise must be in an unopened box and the customer agrees to pay a restocking fee of 15% of the purchase price. Returns must be made within 15 Days of receipt. All shipments must have a valid RMA number from AMS.NET before returning. For RMA requests please contact our Customer Service Department at (800) 893-3660 Ext. 6111. Email RMA requests should be directed to service@ams.net A copy of AMS.NET's full RMA policy is available for review online at www.ams.net/services/procurement-and-financing/

8. The laws of the State of California will apply to this sale.

9. The term "installation date" means the first business day on which installation of the system is complete. Minor omissions or variances in performance of the System that do not materially or adversely affect the operation of the system, shall not be deemed to have postponed the Installation Date. Seller shall use its best efforts to make timely delivery and installation. However, all stated delivery and installation dates are approximate and except as expressly provided in this agreement, Seller shall, under no circumstance, be deemed to be in default hereunder or be liable for consequential, incidental or special damages or commercial loss resulting from delays in delivery or installation.

10. Warranties. AMS warrants to Customer that it has good title to the equipment being sold to Customer under this Agreement, and the right to sell such equipment to Customer free of liens or encumbrances. AMS further warrants to Customer that the equipment being sold to Customer hereunder shall be free from defects in workmanship for a warranty period of thirty (30) days commencing on the later date the equipment is delivered to Customer or the date upon which AMS completes performance of the services to be performed under this agreement (this warranty being hereinafter referred to as an "Installation Warranty"). Except as expressly set forth in this paragraph, AMS does not make, and hereby disclaims, any and all representations or warranties, express or implied, with respect to the equipment or services being provided under this agreement, including but not limited to any implied warranties of merchantability, fitness for a particular purpose, satisfactory quality, against infringement, or arising from a course of dealing, usage or trade practice. AMS shall reasonably cooperate and assist Customer in enforcing any manufacturer warranties with respect to the equipment being sold to Customer under this Agreement. AMS hereby advises Customer, and Customer acknowledges that in the event Customer desires to procure from AMS any warranty protection beyond the warranty of title and the Installation Warranty provided under this Paragraph, Customer may do so by entering into a separate Service Agreement with AMS.

Manufacturer's warranty that is guaranteed is whatever is published by the manufacturer at the time of purchase.

11. Cisco Cloud services purchased from AMS.NET requires customer to accept Cisco's Universal Cloud agreement located on Cisco Systems' Website. This Universal Cloud Agreement describes the rights and responsibilities related to the Cloud Service(s) you purchase from Cisco or an Approved Source and is between you and Cisco. The Universal Cloud Agreement includes the applicable Offer Description(s) located at www.cisco.com/go/cloudterms (collectively "Agreement"). By clicking 'accept,' or using the Cloud Service, you agree to the terms of this Agreement. If you do not have authority to enter into this Agreement, or if you do not agree with its terms, do not click 'accept' and do not use the Cloud Service. If you determine that you cannot comply with the terms of this Agreement after you have paid for the Cloud Service, you may terminate your access to the Cloud Service for a full refund provided you do so within thirty (30) days of your purchase.



AMS.NET, Inc.
502 Commerce Way, Livermore, CA 94551
925-245-6100 • 925-245-6150 Fax
www.ams.net

12. The final price of all labor in this quote is contingent upon the customer providing AMS.NET full site access, with keys or a dedicated escort, for a period of at least nine consecutive hours per working day. Any existing pathway being pulled through is assumed to be easily discoverable, and meeting BICSI standards, such as the fill ratio, lack of non-cabling material in the conduit, and appropriate number of LBs. Additionally, any interior wall penetrations are assumed to be drywall or a like material unless otherwise noted in the labor scope for this project. Any deviation from these assumptions may result in additional costs to the customer based on the time added to the project.

AMS.NET Tax ID: 94-3291626

C7 License: 763508

Please fax signed Quotation or Purchase Order to your AMS.NET account manager or to 925.245.6150. Full terms and conditions can be viewed on our website at www.ams.net/services/procurement-and-financing/

Authorized Signature: _____ Date: _____

Print Name: _____ Print Title: _____

Date: January 31, 2024

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

Area Administrator: Brock McMurray, Interim Superintendent/President

Subject: Request for Approval

Board Meeting Date:

February 14, 2024

Title of Board Item:

BIO-key International Inc.
Portal Guard Annual Renewal 2024-2025

Background:

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

Terms (if applicable):

Support Term: 04-27-2024 to 04-26-2025

Expense (if applicable):

Total cost of renewal: \$5,500.00

Fiscal Impact Including Source of Funds (if applicable):

Funding included in the IT budget.

Approved: _____


Brock McMurray, Interim Superintendent/President



INVOICE

REMIT TO

BIO-key International Inc.
Dept CH 19250
Palatine, IL 60055-9250
[FEIN# 41-1741861]

DATE

26-Jan-2024

INVOICE NO.

012624-S2

BILL TO

Taft College
Attn: Accounts Payable
29 Cougar Court
Taft, CA 93268

PAYMENT DETAILS

Payment Terms: NET 30
Due Date: 2/25/2024
Customer PO#: N/A

SKU	DESCRIPTION	QTY	UNIT PRICE	TOTAL
SW-PGOPCLRENEW	Annual Renewal - PortalGuard Software License, Technical Support and Maintenance Contract: (up to 10,000 Concurrent users)	1	\$ 5,500.00	\$ 5,500.00
	Support Term: [04-27-2024 -to- 04-26-2025]			

Remarks / Payment Instructions:

All Payments are due in US Dollars by Check, Wire Transfer, or ACH.

ACH Payment Info: Routing#: 011401533
Account#: 3316027310

Wire Transfer Info: Citizens Bank, 1 Citizens Drive, Riverside, RI 02915 USA
Wire Routing#: 011500120
Account#: 3316027310
SWIFT Code: CCTZIUS33

SUBTOTAL	\$	5,500.00
TAX	\$	-
BALANCE DUE	\$	<u>5,500.00</u>

Date: January 30, 2024
Submitted by: Aaron Markovits, Program Director, TIL
Area Administrator: Dr. Damon Bell, V.P. Student Services *DAB*
Subject: Request for Approval

Board Meeting Date: February 14, 2024

Title of Board Item:

Request for Use Application for Oildorado Building for TIL Bon Voyage Casino Night

Background:

The TIL Program is requesting use of the Oildorado building for the Casino Night fundraiser to be held Saturday, June 1, 2024.

Terms (if applicable):

The effective date of the use of this building is June 1, 2024, from 8am to 11pm.

Expense (if applicable):

Rental fee is \$1,000 for the event plus a \$250 deposit to be returned 30 days after the event provided all rules are followed.

Fiscal Impact Including Source of Funds (if applicable):

To be paid from Taft College Foundation

Approved: _____



Brock McMurray, Interim Superintendent/President



REQUEST FOR USE APPLICATION

CONTACT INFORMATION:

Primary Contact: Aaron Markovits Phone: 763-7773 Email: amarkovits@taftcollege.edu
 Secondary Contact: _____ Phone: _____ Email: _____
 Address: 29 Covgar Ct. City, State, Zip: Taft, Ca 93268
 Organization (if applicable): Taft College TLE Program

BUILDING USE:

Date of Event: June 1, 2024 Start Time: 8am End Time: 11 pm

Type of Event:

<input type="checkbox"/> Anniversary	<input type="checkbox"/> Dinner	<input type="checkbox"/> Graduation	<input type="checkbox"/> Retirement
<input type="checkbox"/> Baby Shower	<input type="checkbox"/> Engagement	<input type="checkbox"/> Holiday Party	<input type="checkbox"/> Reunion
<input type="checkbox"/> Birthday	<input checked="" type="checkbox"/> Fundraiser	<input type="checkbox"/> Luncheon	<input type="checkbox"/> Wedding
<input type="checkbox"/> Corporate Event	<input type="checkbox"/> Funeral	<input type="checkbox"/> Meeting	<input type="checkbox"/> Wedding Shower
<input type="checkbox"/> Other (describe): _____			

Event Specifics:

Check ALL that apply:

Food	<input type="checkbox"/> Served	<input checked="" type="checkbox"/> Sold	<input checked="" type="checkbox"/> Catered	<input type="checkbox"/> Food Truck	<input type="checkbox"/> Other
Alcohol	<input type="checkbox"/> Served	<input checked="" type="checkbox"/> Sold	<input checked="" type="checkbox"/> Beer	<input checked="" type="checkbox"/> Wine	<input checked="" type="checkbox"/> Liquor
Attendees	# <u>250</u>	<input type="checkbox"/> Public	<input type="checkbox"/> Private	<input type="checkbox"/> Ticketed	Cost: _____
Set Up	<input checked="" type="checkbox"/> Tables	<input checked="" type="checkbox"/> Chairs	<input checked="" type="checkbox"/> Stage	<input type="checkbox"/> Lighting	<input checked="" type="checkbox"/> Decor
Sound	<input checked="" type="checkbox"/> Live Music	<input checked="" type="checkbox"/> DJ	<input type="checkbox"/> Stereo	<input checked="" type="checkbox"/> Microphone	<input type="checkbox"/> Other
Requested Space:	<input checked="" type="checkbox"/> Event Center	<input checked="" type="checkbox"/> Bar #1 Lounge	<input checked="" type="checkbox"/> Bar #2 Patio	<input type="checkbox"/> Green Room	<input type="checkbox"/> Outdoor
	<input type="checkbox"/> Storeroom			<input checked="" type="checkbox"/> Parking	<input type="checkbox"/> Other

Additional Details or Requests:

Set Up: Access for rental furniture company prior to and after event
 Tear Down: _____

INSURANCE REQUIREMENTS / EVENT POLICY:

Effective during the entire of the period of building use.

- Minimum Limits: \$1,000,000 each occurrence with aggregate per policy
- If alcohol will be provided, served, or sold, the policy must also include liquor liability.
- Certificate Holder: Oildorado, Inc., P.O. Box 522, Taft, CA 93268
- Additional Insured: Name Oildorado, Inc. as additional insured by written endorsement on Certificate of Liability:

“Oildorado, Inc. and its board members, committee members, officials, officers, agents, employees, and volunteers are named Additional Insured as respects General Liability”



EVENT CENTER RENTAL PACKET

Thank you for your interest in the Taft Oildorado Event Center. As a non-profit organization, comprised entirely of volunteers, Oildorado is proud to own a piece of Taft history that is available for our community to rent and enjoy for meetings, weddings, ceremonies, celebrations, meetings, dances, and more!

To protect our beloved building, Oildorado, Inc. has certain requirements for renting the facilities.

Please initial each item showing you understand the requirements and agree to comply.

AM **DEADLINE.** You must submit copies of the required documents (samples attached) no later than two weeks before your scheduled event. Failure to do so will result in cancellation of your application and forfeiture of any fees already paid.

AM **APPLICATION FORM.** I agree to submit a completed application that includes contact information, event details, and required signatures.

AM **PAYMENT.** I understand that any fees must be paid at the time the completed application is submitted and agree to the deposit and fees. A copy of the other documents must be provided at least two weeks prior to the event date to be considered fully accepted.

AM **LIABILITY INSURANCE.** I agree to obtain a general liability event insurance policy (sample attached) and name Oildorado, Inc. as an additional insured and will obtain a two-page certificate of insurance.

AM **INDEMNIFICATION.** I agree to indemnify, defend, and hold harmless Oildorado, Inc., its officers, employees, agents, and volunteers from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person(s) or damage to property at any time related to the use or occupancy of the facility or property controlled by Oildorado, Inc.

AM **CATERING.** I agree to provide Oildorado with the details of any catering or other food including Department of Environmental Health permits, if required.

AM **ALCOHOL.** If alcohol will be sold, I agree to obtain approval from the Chief of Police to obtain a temporary non-profit, catering, or event permit from the Department of Alcoholic Beverage Control.

AM **SET-UP AND CLEAN-UP.** The facility will be available for set up at your reserved time. At the conclusion of the event, I agree to clean the facilities rented, remove all trash and debris from the area, wipe down the floors and surfaces, and return it to the same condition.

AM **BATHROOMS & TRASH.** I agree to provide temporary portable trash services and remove trash after the event. Oildorado has updated bathrooms for your use.

If you have any questions about these requirements or how to obtain the permits, please email oildorado@gmail.com. We look forward to hosting your event in the Oildorado Event Center!



LIST OF LOCAL VENDORS

TRASH

West Side Waste Management
(661) 763-5135

TABLES, CHAIRS, LINENS

True Value
(661) 765-7531

INSURANCE

Roger Miller Insurance Agency
(661) 765-7131

ALCOHOL

California Alcohol Beverage Control
(661) 395-2731

Taft Legion
(661) 345-3111 (Gary)

Taft Petroleum Club
(661) 763-3268

The Bank
(661) 623-4505 (Erik)

HEALTH PERMIT

Kern County Environmental Health
(661) 862-8740

This list is not exclusive.
To be added to this list, please email oildorado@gmail.com.

DEPOSIT AND FEES:

All deposits will be returned within 30 days after the date of the event provided that all rules are followed. All decorations and/or equipment left at the facility after the event will not be the responsibility of Oildorado, Inc., and Oildorado, Inc. reserves the right to dispose of items left as it sees fit.

Deposit: \$250 (without alcohol) \$500 (with alcohol)
Rental Fee: \$1,000 per Day **Facility Staff:** \$450 per Event

Maximum Capacity: 400 Seated Dinner 600 Concert Set Up 500 Chair Seating

ACKNOWLEDGEMENT OF RULES:

Please initial each item acknowledging that you understand the policies and agree to adhere to them:

- AM The facility is only available during the time approved on your application. Any additional time must be approved from Oildorado, Inc.
- AM Access is limited to the areas reserved for your event. If you require access to another area after approved, you must receive written permission from Oildorado, Inc.
- AM No one is allowed in the Oildorado, Inc. offices or board room without permission.
- AM Cooking onsite and propane heaters are only allowed inside with approval from Oildorado.
- AM No smoking or electronic vaping inside any Oildorado facilities. Cigarettes must be disposed of and cleaned up from the premises at the conclusion of the event.
- AM Any damage to the property, facility, and/or equipment are your responsibility including any damage from decorations. Oildorado will keep your deposit in the event of a breach.
- AM You must meet with an Oildorado, Inc. Executive Board Member to conduct a walkthrough of the facility prior to taking possession. Failure to note any concerns will be considered a waiver and damage for concerns not noted will be your responsibility.
- AM You must provide your own tables, chairs, linens, decorations, stage, and other items necessary for your event including cloths, paper towels, napkins, plates, cups, and cutlery.
- AM At this time, Oildorado, Inc. does not have routine trash-pick up, therefore, it is your responsibility to arrange for temporary services. Heat is not currently available.
- AM Forfeiture of your deposit or immediate removal from the premises may occur if any of the rules are violated.

I have carefully read the Request for Use Agreement and fully understand its contents. I am aware that this is a release of liability and a contract between myself and Oildorado, Inc. and agree to comply with the requirements and event details provided. I understand that I will be held liable for any damage or incidentals arising from my event.

Signature

Printed Name

Date

For Oildorado Use:

Approved by: _____	Title: _____	Date: _____
Food / Catering: _____	Alcohol: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, permit obtained <input type="checkbox"/> Yes
Facility Staff Required: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, #: _____	Bathrooms Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, #: _____
Insurance Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Deposit Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount: _____
Price Reduction: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, amount reduced: _____	Fees Waived: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount Owed: \$ _____ Date due: _____	Balance received: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date: _____

Taft College Check Register Report

01-January -24 through 31- January-24

FY 23-24

78067170	01/04/2024	A00331986	Almanza Gomez, Jennifer C.	S0058854	11000	9526	998.00
78067171	01/04/2024	A00328695	Alvarez, Amber	S0058848	11000	9526	1,000.00
78067172	01/04/2024	A00279330	Arnold, Rebecca R.	S0058837	11000	9526	414.00
78067173	01/04/2024	A00334216	Ashmore, Blake A.	S0058835	11000	9526	354.00
78067174	01/04/2024	A00320780	Assi, Amber E.	S0058890	11000	9526	230.00
78067175	01/04/2024	A00308745	Berry, Jackson T.	S0058882	11000	9526	446.00
78067176	01/04/2024	A00303750	Blanco, Erik R.	S0058855	11000	9526	998.00
78067177	01/04/2024	A00339040	Cassel, Kilah N.	S0058877	11000	9526	552.00
78067178	01/04/2024	A00336803	Chavez, Princess J.	S0058899	11000	9526	18.00
78067179	01/04/2024	A00328742	Cibrian, Priscila G.	S0058856	11000	9526	998.00
78067180	01/04/2024	A00320541	Clark, Kasen A.	S0058885	11000	9526	354.00
78067181	01/04/2024	A00308107	Corral, Rosa J.	S0058879	11000	9526	552.00
78067182	01/04/2024	A00321019	Criss, Katelyn R.	S0058857	11000	9526	998.00
78067183	01/04/2024	A00329460	Cruz, Kylie A.	S0058875	11000	9526	598.00
78067184	01/04/2024	A00326665	Cruz Santiago, Fidel	S0058858	11000	9526	998.00
78067185	01/04/2024	A00313693	Doyle, Rianna M.	S0058859	11000	9526	998.00
78067186	01/04/2024	A00336208	Esparza-Escobedo, Emmanuel	S0058844	11000	9526	325.50
78067187	01/04/2024	A00333164	Espinoza Campos, Ingrid	S0058860	11000	9526	998.00
78067188	01/04/2024	A00288673	Fallis, Alexandria R.	S0058894	11000	9526	184.00
78067189	01/04/2024	A00332360	Fikrat, Hailene A.	S0058897	11000	9526	92.00
78067190	01/04/2024	A00307425	Flores, Haley S.	S0058824	11000	9526	450.00
78067191	01/04/2024	A00323826	Flores, Metztli F.	S0058849	11000	9526	1,000.00
78067192	01/04/2024	A00327567	Fonseca, Anthony	S0058825	11000	9526	450.00
78067193	01/04/2024	A00336847	Gallardo, Jenny	S0058845	11000	9526	489.49
78067194	01/04/2024	A00333181	Gamez, Maritza M.	S0058850	11000	9526	1,000.00
78067195	01/04/2024	A00328503	Garcia Flores, Hernan	S0058861	11000	9526	998.00
78067196	01/04/2024	A00329284	Gomez, Yareli A.	S0058846	11000	9526	129.12
78067197	01/04/2024	A00269866	Gonzalez, Francisco V.	S0058896	11000	9526	140.00
78067198	01/04/2024	A00318506	Gonzalez, Jayde R.	S0058895	11000	9526	170.00
78067199	01/04/2024	A00336209	Gorlero, Meya E.	S0058841	11000	9526	150.00
78067200	01/04/2024	A00336049	Granada Huertas, Jhonner S.	S0058826	11000	9526	450.00
78067201	01/04/2024	A00323735	Guzman, Natalia	S0058862	11000	9526	998.00
78067202	01/04/2024	A00327545	Hartley, Payge T.	S0058873	11000	9526	740.00
78067203	01/04/2024	A00335410	Hernandez, Adalberto C.	S0058832	11000	9526	300.00
78067204	01/04/2024	A00328326	Hernandez, Emily Y.	S0058871	11000	9526	872.00
78067205	01/04/2024	A00323356	Hernandez Hernandez, Jessica	S0058863	11000	9526	998.00
78067206	01/04/2024	A00202450	Holder, Tiffani L.	S0058898	11000	9526	69.00
78067207	01/04/2024	A00339275	Hughes, Alyssa M.	S0058839	11000	9526	462.00
78067208	01/04/2024	A00323761	Jorgensen, Jett A.	S0058864	11000	9526	998.00
78067209	01/04/2024	A00321022	Krier, Gabrielle E.	S0058889	11000	9526	262.00
78067210	01/04/2024	A00331834	Letterman, Claudia N.	S0058827	11000	9526	450.00
78067211	01/04/2024	A00325453	Lopez, Ana G.	S0058851	11000	9526	1,000.00
78067212	01/04/2024	A00293556	Lopez, Samantha L.	S0058828	11000	9526	450.00
78067213	01/04/2024	A00327147	Marquez, Elizabeth	S0058833	11000	9526	2,896.00
78067214	01/04/2024	A00328609	Marquez, Omar	S0058840	11000	9526	150.00
78067215	01/04/2024	A00272668	Martinez, Cynthia	S0058836	11000	9526	200.00
78067216	01/04/2024	A00311592	Martinez, Yuriana L.	S0058876	11000	9526	276.00
78067217	01/04/2024	A00313632	Martinez-Munoz, Cristal	S0058865	11000	9526	998.00
78067218	01/04/2024	A00334219	Moseley, Wyatt C.	S0058866	11000	9526	998.00
78067219	01/04/2024	A00328721	Moyer, Whitney F.	S0058886	11000	9526	400.00
78067220	01/04/2024	A00317761	Mullens, Madison M.	S0058880	11000	9526	506.00

Taft College Check Register Report

01-January -24 through 31- January-24

FY 23-24

78067221	01/04/2024	A00337413	Navarro, Isabella K.	S0058834	11000		9526		295.74	
78067222	01/04/2024	A00323708	Nicolas Gonzalez, Lorena	S0058838	11000		9526		998.00	
78067223	01/04/2024	A00328300	Niu, Shace T.	S0058847	11000		9526		14.88	
78067224	01/04/2024	A00303766	Odle, John D.	S0058881	11000		9526		460.00	
78067225	01/04/2024	A00328681	Pablo, Nidia	S0058852	11000		9526		1,000.00	
78067226	01/04/2024	A00303436	Parra, Casandra A.	S0058891	11000		9526		230.00	
78067227	01/04/2024	A00320760	Pence, Nadalie I.	S0058884	11000		9526		370.00	
78067228	01/04/2024	A00335670	Perez, Denisse	S0058829	11000		9526		450.00	
78067229	01/04/2024	A00330125	Perez, Ricardo J.	S0058867	11000		9526		998.00	
78067230	01/04/2024	A00317388	Plascencia Ruiz, Daisy	S0058872	11000		9526		748.00	
78067231	01/04/2024	A00324859	Ramirez, Carla	S0058831	11000		9526		148.00	
78067232	01/04/2024	A00323403	Rivera Jaime, Fatima	S0058868	11000		9526		998.00	
78067233	01/04/2024	A00234544	Rocha, Ellison M.	S0058892	11000		9526		230.00	
78067234	01/04/2024	A00329120	Sanchez, Jose Guadalupe	S0058843	11000		9526		184.00	
78067235	01/04/2024	A00328049	Santano, Anthony I.	S0058842	11000		9526		150.00	
78067236	01/04/2024	A00334212	Spell, Aubree N.	S0058883	11000		9526		446.00	
78067237	01/04/2024	A00292794	Stancliff, Jennifer L.	S0058893	11000		9526		186.00	
78067238	01/04/2024	A00326048	Torres, Dulce C.	S0058853	11000		9526		1,000.00	
78067239	01/04/2024	A00330085	Torrigiani, Brady A.	S0058874	11000		9526		644.00	
78067240	01/04/2024	A00319775	Valenzuela Torres, Heidy G.	S0058869	11000		9526		998.00	
78067241	01/04/2024	A00037883	Willhelm, Bryce	S0058878	11000		9526		552.00	
78067242	01/04/2024	A00326021	Wooley, Emma K.	S0058870	11000		9526		998.00	
78067243	01/04/2024	A00318860	Wu, Yongqiang	S0058830	11000		9526		450.00	
78067244	01/04/2024	A00319786	Yingst, Nicholas N.	S0058887	11000		9526		308.00	
78067245	01/04/2024	A00259694	Zubia, Alexander A.	S0058888	11000		9526		276.00	
78067246	01/09/2024	A00243588	AARP Health Care Options	I0074791	JAN 24	11000	412	3350	59100	20,740.24
78067247	01/09/2024	A00284634	Abbott, Amar I.	I0074786	122023	11000	301	5642	64500	228.19
78067248	01/09/2024	A00327115	ABC Occupational Medical Cen	I0074793	EM015718	12642	223	5980	12500	270.00
78067249	01/09/2024	A00201875	Amazon Capital Services	I0074862	1QGP-J6YW-LKP1	31000	423	4115	69100	1,599.28
				I0074863	166G-9KRR-J6X6	31000	423	4110	69100	194.19
78067250	01/09/2024	A00200043	American Express	I0074870	11005122523	11000	000	7211	00000	12,693.12
78067251	01/09/2024	A00200044	American General Media	I0074842	IN-1231130109	11000	115	5970	67100	440.00
78067252	01/09/2024	A00200063	Austin's Pest Control, Inc.	I0074860	DEC 23	39000	314	5631	64991	100.00
				I0074872	DEC. 23	12560	223	5860	09565	55.00
				I0074885	DEC '23	11000	435	5860	65192	65.00
				I0074886	DEC. '23	11000	435	5860	65190	40.00
				I0074887	DEC 2023	11000	431	5860	65100	380.00
78067253	01/09/2024	A00200064	B & B Surplus	I0074876	1110655	12642	223	4311	09565	584.55
				I0074877	1110654	12642	223	4311	09565	438.41
78067254	01/09/2024	A00306416	Belcher, William C.	I0074799	12312023-CB11	11000	401	5510	67200	900.00
78067255	01/09/2024	A00200093	Black/Hall Construction	I0074804	430-0078 REQ 2	12050	431	6121	65126	95,108.71
78067256	01/09/2024	A00334819	Brady Industries	I0074822	8507509	11000	431	4310	65300	232.74
				I0074823	8492868	11000	431	4310	65300	224.94
78067257	01/09/2024	A00200109	Brown & Reich Petroleum, Inc	I0074787	42007	11000	432	4316	65100	146.89
						11000	431	4316	65500	181.43
						11000	432	4316	65300	91.68
						11000	352	4316	69610	472.43
				I0074788	41683	11000	432	4316	65100	72.63
						11000	431	4316	65500	91.61
						11000	432	4316	65300	99.73
						11000	352	4316	69610	1,025.44

Taft College Check Register Report

01-January -24 through 31- January-24

FY 23-24

			I0074858	41684	39000	314	4316	64991	111.07	
					12433	314	4316	69800	37.02	
78067258	01/09/2024	A00328288	Cal Pro Specialties	I0074843	12624	12676	351	4310	64900	763.25
				I0074844	12646	12676	351	4310	64900	3,601.83
78067259	01/09/2024	A00328801	California Canopy	I0074819	1336	11000	352	4310	69610	2,977.74
78067260	01/09/2024	A00200139	Card Integrators	I0074811	00019016	11000	423	4310	69100	961.61
78067261	01/09/2024	A00200143	Carlson, Kamala A.	I0074864	34	31000	423	4110	69100	3,875.00
78067262	01/09/2024	A00200149	Carquest Auto Parts	I0074867	7305-339645	11000	432	4312	65100	46.48
78067263	01/09/2024	A00200155	CCCSFAAA	I0074790	1673	12551	353	5710	64600	1,350.00
78067264	01/09/2024	A00200107	Charter Communications	I0074773	010124	12560	223	5610	09565	332.93
78067265	01/09/2024	A00200182	City of Taft Police Departme	I0074792	1123WKCCD	39000	314	5985	64991	30.00
						12433	314	5985	64991	90.00
78067266	01/09/2024	A00200235	Cutrona, Myisha J.	I0074783	122023	12679	320	4410	64900	476.85
78067267	01/09/2024	A00220080	CXtec	I0074852	7217678	12913	113	6415	66002	2,538.46
				I0074859	7217503	12913	113	6415	66002	2,538.46
78067268	01/09/2024	A00335974	Daugherty, Devin	I0074818	DEC 23	12643	223	5710	60100	221.26
78067269	01/09/2024	A00336434	Delgado, Emily	I0074813	DEC 23	12676	351	5710	64900	44.67
				I0074814	111823	12676	351	5710	64900	181.62
78067270	01/09/2024	A00200273	Ebsco Subscription Service	I0074853	2400869	12477	203	4211	61200	35.43
78067271	01/09/2024	A00200307	Farmer Bros. Company	I0074796	90195225	32000	422	4410	69400	861.73
78067272	01/09/2024	A00200308	Federal Express Corporation	I0074800	9-665-47805	11000	401	5940	67705	2.76
				I0074801	8-356-63677	11000	401	5940	67705	34.12
78067273	01/09/2024	A00283264	Frontier California Inc.	I0074806	5734121023	11000	431	5840	65700	48.61
78067274	01/09/2024	A00203431	Grimes, Jessica R.	I0074865	29	31000	423	4110	69100	2,000.00
78067275	01/09/2024	A00330330	Hampton, Todd	I0074775	121223	11000	401	5710	67200	47.68
78067276	01/09/2024	A00200645	Hardy Diagnostics	I0074831	191785	11000	209	4311	04100	169.74
78067277	01/09/2024	A00200655	Henry Schein, Inc.	I0074820	63465962	11000	352	4310	69610	49.36
				I0074837	62199111	11000	205	4311	12042	237.02
				I0074838	61949828	11000	205	4311	12042	2,131.67
						11000	205	4311	12042	198.36
78067278	01/09/2024	A00304876	Ingram Book Group LLC	I0074889	79179878	31000	423	4110	69100	612.00
						31000	423	5940	69100	3.00
78067279	01/09/2024	A00200712	Kern County Supt. of Schools	I0074821	401731	11000	421	5911	67200	786.00
78067280	01/09/2024	A00200721	Kiwanis Club of Taft	I0074798	19949	11000	115	5210	67100	51.00
						11000	115	5210	67100	25.00
				I0074829	19936	11000	301	5210	64500	76.00
				I0074832	19954	11000	113	5210	66002	76.00
78067281	01/09/2024	A00304624	Kurzweil Education, Inc.	I0074873	7399156	12000	311	5642	64200	3,000.00
78067282	01/09/2024	A00262851	Lytte, Steve	I0074815	120123	11000	209	5740	04011	30.00
78067283	01/09/2024	A00339895	Margaritaville Resort Palm S	I0074789	31766SE360955	12551	353	5710	64600	2,555.70
78067284	01/09/2024	A00227772	MBS Textbook Exchange, Inc.	I0074809	IBB4470382	31000	423	4112	69100	4,627.25
				I0074810	ILC4470383	31000	423	4112	69100	2,698.75
				I0074879	47-5363317	31000	423	4110	69100	431.90
						31000	423	5940	69100	120.86
78067285	01/09/2024	A00200555	McGraw-Hill LLC	I0074778	130801119001	31000	423	4110	69100	2,374.14
						31000	423	5940	69100	35.77
78067286	01/09/2024	A00234628	MPS	I0074849	37764098	31000	423	4110	69100	3,210.20
						31000	423	5940	69100	57.64
78067287	01/09/2024	A00200498	Office Depot	I0074830	344029889001	11000	209	4310	19050	85.39
				I0074833	344764012001	32000	422	4310	69400	166.69
				I0074846	342386521001	31000	423	4321	69100	56.24

Taft College Check Register Report

01-January -24 through 31- January-24

FY 23-24

			I0074868	341986542001	11000	431	4310	65100	55.63
78067288	01/09/2024	A00251929Oja, Michelle E.	I0074803	121923	11000	210	5210	49999	249.00
78067289	01/09/2024	A00201272Owens, Patricia A.	I0074812	120223	12433	312	5710	69800	7.50
					39000	312	5710	64991	7.50
78067290	01/09/2024	A00200508P. G. & E.	I0074780	010224	12560	223	5860	09565	441.91
78067291	01/09/2024	A00328681Pablo, Nidia	I0074784	112923	12000	303	7606	73200	99.99
78067292	01/09/2024	A00274574Penguin Random House LLC	I0074845	1082990989	31000	423	4110	69100	86.40
78067293	01/09/2024	A00200522Pepsi-Cola Company	I0074795	72178702	32000	422	4410	69400	1,819.79
78067294	01/09/2024	A00200541Proforma	I0074774	B788007127A	12000	303	4323	64300	1,967.23
78067295	01/09/2024	A00270674Public Agency Law Group	I0074850	205680	11000	401	5430	67200	680.00
78067296	01/09/2024	A00055076Rios, Debra S.	I0074785	122023	39000	314	5505	64991	13.46
78067297	01/09/2024	A00280086Rothgeb, Julie J.	I0074816	DEC 23	12642	223	5710	60103	23.58
78067298	01/09/2024	A00337933Sorenson Communications, LLC	I0074824	PI-000006949	12000	311	5641	64200	1,950.00
78067299	01/09/2024	A00200393Sparkletts	I0074834	120223	11000	223	4310	60103	16.00
78067300	01/09/2024	A00237176SSD Systems	I0074835	R-00489394	11000	113	5641	67801	576.45
					11000	205	5641	12042	129.30
			I0074836	R-00494526	11000	113	5641	67801	93.30
78067300	01/09/2024	A00237176SSD Systems	I0074847	R-00490110	31000	423	5880	69100	224.70
78067301	01/09/2024	A00201787Standard Insurance Company	I0074861	DEC 23	11000	411	3410	67300	447.02
					11000	411	3420	67300	1,448.38
78067302	01/09/2024	A00335214Stukent, Inc	I0074883	20460	31000	423	4110	69100	4,409.30
78067303	01/09/2024	A00200417Sysco Food Service of Ventur	I0074827	379437204	32000	422	4410	69400	6,089.69
					32000	422	4411	69400	658.97
					32000	422	4411	69400	83.15
			I0074874	379439482	32000	422	4410	69400	703.47
					32000	422	4411	69400	453.66
					32000	422	4411	69400	153.76
78067304	01/09/2024	A00319064T-Mobile USA Inc.	I0074808	011324	11000	431	5840	65100	108.46
78067305	01/09/2024	A00200425Taft College	I0074777	102623	11000	205	4310	12042	363.16
78067306	01/09/2024	A00200425Taft College	I0074855	101923	12652	205	4310	12042	68.49
78067307	01/09/2024	A00200862Taft College Bookstore	I0074797	121323	11000	000	9161	00000	1,417.38
78067308	01/09/2024	A00200862Taft College Bookstore	I0074841	0397	12642	223	5613	60103	487.13
78067309	01/09/2024	A00200862Taft College Bookstore	I0074856	5096	12561	223	4310	60103	1,125.80
78067310	01/09/2024	A00200862Taft College Bookstore	I0074857	5080	12561	223	4310	60103	454.65
78067311	01/09/2024	A00200862Taft College Bookstore	I0074866	121823-BKST	31000	423	5912	69100	10,883.88
78067312	01/09/2024	A00200862Taft College Bookstore	I0074882	6362	11000	353	4110	64600	3,109.60
78067313	01/09/2024	A00200432Taft Union High School	I0074840	24-014	11000	202	5610	60100	5,000.00
			I0074851	2028	11000	115	5970	67100	150.00
78067314	01/09/2024	A00256341Terminix	I0074839	440815809	33428	310	5860	69200	92.75
					33528	310	5860	69200	92.75
					33588	310	5860	69200	185.50
78067315	01/09/2024	A00309285The Home Depot Pro	I0074828	777451949	12433	314	4310	69800	107.57
					39000	314	4310	64992	91.18
			I0074880	778234070	11000	431	4310	65300	626.56
					12433	314	4310	69800	303.16
					39000	314	4310	64992	256.94
78067316	01/09/2024	A00311814Travis, Lori L.	I0074817	102423	11000	213	5710	15016	1,147.71
78067317	01/09/2024	A00200282True Value Home Center	I0074794	477350	11000	431	4310	69800	2.48
78067317	01/09/2024	A00200282True Value Home Center	I0074869	477377	36000	433	6121	69500	67.09
			I0074871	477561	36000	433	6121	69500	36.78

Taft College Check Register Report

01-January -24 through 31- January-24

FY 23-24

			I0074878	477531	11000	435	4310	65190	15.67
					36000	433	6121	69500	23.80
78067318	01/09/2024	A00200284U.S. Foods	I0074825	3781427	32000	422	4411	69400	646.06
			I0074826	3781428	32000	422	4411	69400	503.32
78067319	01/09/2024	A00200309United Refrigeration, Inc.	I0074854	93634954-00	35815	314	4310	69700	245.90
					11000	431	4310	65100	610.21
78067320	01/09/2024	A00336843Valadez, Jose A.	I0074802	120323	12620	202	4310	61900	483.08
78067321	01/09/2024	A00312920Vital Source	I0074776	VST-11479-R-SEP	31000	423	4110	69100	1,021.61
78067322	01/09/2024	A00200827W.W. Norton & Company Inc.	I0074848	1891813	31000	423	4115	69100	104.23
					31000	423	5940	69100	13.03
78067323	01/09/2024	A00279084Watts, Cliff H.	I0074875	NOV/DEC 23	11000	421	5710	67200	88.03
78067324	01/09/2024	A00294733West Kern Adult Education Ne	I0074805	12312023-A	12603	125	7410	73100	83,257.00
78067325	01/09/2024	A00200355West Kern Water District	I0074779	121523	12560	223	5850	09565	152.01
78067326	01/09/2024	A00200355West Kern Water District	I0074781	122123	33428	310	5810	69200	16.38
					33528	310	5810	69200	16.38
					33588	310	5810	69200	32.78
78067327	01/09/2024	A00200355West Kern Water District	I0074782	122823	33428	310	5810	69200	19.86
					33528	310	5810	69200	19.86
					33588	310	5810	69200	39.72
78067328	01/09/2024	A00275443WestAir Gases & Equipment In	I0074884	0080549859	31000	423	4321	69100	97.28
78067329	01/09/2024	A00329149WEX Bank	I0074807	94073708	11000	432	4316	67703	398.42
78067330	01/09/2024	A00279103Yabla, Inc.	I0074888	121415-TAFT_113	31000	423	4110	69100	5,178.00
					31000	423	5940	69100	18.00
78067331	01/11/2024	A00329698Baguio, Mia C.	S0058919		11000		9526		138.00
78067332	01/11/2024	A00305109Bautista, Anaibeth	S0058925		11000		9526		644.00
78067333	01/11/2024	A00336339Clark, Kathleen A.	S0058920		11000		9526		552.00
78067334	01/11/2024	A00300209Clay, Jazmine C.	S0058900		11000		9526		320.00
78067335	01/11/2024	A00313927De Anda, Samantha J.	S0058916		11000		9526		138.00
78067336	01/11/2024	A00320572Eveland, Matthew J.	S0058901		11000		9526		596.00
78067337	01/11/2024	A00335191Fausto, Gabriel A.	S0058902		11000		9526		2.00
78067338	01/11/2024	A00303762Figueroa, Marline	S0058903		11000		9526		46.00
78067339	01/11/2024	A00316944Jenkins, Liam M.	S0058915		11000		9526		2.00
78067340	01/11/2024	A00310153Joseph, Jason B.	S0058906		11000		9526		119.83
78067341	01/11/2024	A00335944Kent, Joseph F.	S0058907		11000		9526		668.53
78067342	01/11/2024	A00322966McKown, Katie S.	S0058914		11000		9526		366.00
78067343	01/11/2024	A00333408Monge-Sanchez, Xavier A.	S0058908		11000		9526		2.00
78067344	01/11/2024	A00293082Mora, Jocelyn	S0058923		11000		9526		2.00
78067345	01/11/2024	A00303293Muratalla, Alyssa M.	S0058927		11000		9526		322.00
78067346	01/11/2024	A00319041Olea, Aracely	S0058917		11000		9526		230.00
78067347	01/11/2024	A00274015Ortega, Maria C.	S0058924		11000		9526		230.00
78067348	01/11/2024	A00329335Oxford, Evan M.	S0058909		11000		9526		368.00
78067349	01/11/2024	A00246856Robbins, Mary B.	S0058910		11000		9526		3,000.00
78067350	01/11/2024	A00332838Snow, Matthew D.	S0058911		11000		9526		2.00
78067351	01/11/2024	A00334212Spell, Aubree N.	S0058912		11000		9526		552.00
78067352	01/11/2024	A00060628Swope, Roshena D.	S0058928		11000		9526		2.00
78067353	01/11/2024	A00320284Ventura Martinez, Angel G.	S0058918		11000		9526		276.00
78067354	01/11/2024	A00337500Walker, Justin N.	S0058921		11000		9526		644.00
78067355	01/11/2024	A00335450Wells, Natasha	S0058904		11000		9526		137.29
			S0058905		11000		9526		386.19
78067356	01/11/2024	A00318734White-Pittman, Callie P.	S0058913		11000		9526		496.00
78067357	01/11/2024	A00294933Zavala, David J.	S0058926		11000		9526		2.00

Taft College Check Register Report

01-January -24 through 31- January-24

FY 23-24

78067358	01/11/2024	A00338640Zavala, Samantha S.	S0058922		11000		9526		230.00
78067359	01/19/2024	A00200017A.P.I. Plumbing	I0074943	26758	35819	357	4310	69700	34.64
			I0074946	26745	35815	314	4310	69700	25.98
78067360	01/19/2024	A00292936Albertson's LLC	I0074931	177689122823	39000	314	4310	64991	120.63
					12433	314	3310	69800	37.21
			I0074945	177691122823	32000	422	4410	69400	235.35
78067361	01/19/2024	A00238497All-Tech Fire & Security, In	I0074921	2845	33428	310	5632	69200	211.71
78067361	01/19/2024	A00238497All-Tech Fire & Security, In	I0074921	2845	33528	310	5632	69200	211.72
					33588	310	5632	69200	423.43
78067362	01/19/2024	A00201875Amazon Capital Services	I0074902	1GKM-9H6M-1M6K	31000	423	4115	69100	564.32
			I0074903	1FV7-KHXP-4WKQ	31000	423	4110	69100	378.01
			I0074913	1KPT-6FC9-41F9	12477	203	6310	61200	205.36
			I0074938	1PQM-VHCM-FDJ9	11000	431	4310	65100	29.21
			I0074955	11KK-LMM4-3T7C	11000	431	4310	65100	300.00
			I0074956	13WY-WR9Y-M99J	11000	205	4310	12042	78.30
			I0074964	1C79-VRTF-DXKC	12560	223	4311	09565	471.10
			I0074969	1TJM-4JCY-1X9D	11000	431	4310	65100	30.17
			I0074974	1VNT-MWMY-TPJN	12477	203	6310	61200	165.03
			I0074981	1V63-14T9-KGR1	12477	203	6310	61200	607.15
			I0074982	1V63-14T9-JVM1	12477	203	6310	61200	722.80
			I0074983	1MPD-QCYL-JPMR	12477	203	6310	61200	434.80
78067363	01/19/2024	A00288646Amazon Web Services, Inc.	I0074965	1541996421	11000	113	5644	67801	1,510.71
78067364	01/19/2024	A00339856American Dental Accessories,	I0074949	1693919A	11000	205	4312	12042	166.67
78067365	01/19/2024	A00200053Apple Computer Inc.	I0074924	MA50205684	11000	209	6412	04013	85.52
78067366	01/19/2024	A00338660ARAMARK Educational Services	I0074954	000000764-00334	12653	301	4410	63900	903.47
78067367	01/19/2024	A00202445AT&T Mobility	I0074890	010224	12551	353	6415	64600	120.72
78067368	01/19/2024	A00200069Bakersfield Californian	I0074962	92492	12050	431	6121	65115	680.24
78067369	01/19/2024	A00015850Berry, Wendy J.	I0074892	011024	11000	209	4311	04014	105.75
			I0074896	010924	11000	209	4311	04014	246.42
78067370	01/19/2024	A00250001Blake, Paul A.	I0074910	112823	11000	209	4311	09011	89.06
78067371	01/19/2024	A00334819Brady Industries	I0074951	8522878	11000	431	4310	65300	648.42
			I0074973	8543664	11000	431	4310	65300	511.28
78067372	01/19/2024	A00321194C & P Sanitary Supply, INC	I0074947	93805	11000	431	5631	65100	1,740.00
78067373	01/19/2024	A00200119C.A. Reding Company, Inc.	I0074937	692425	31000	423	5971	69100	5.94
78067374	01/19/2024	A00328288Cal Pro Specialties	I0074953	12622	12676	351	4310	64900	3,472.75
			I0074970	12647	12642	223	4310	60103	3,337.41
78067375	01/19/2024	A00200107Charter Communications	I0074908	011124	11000	435	5840	65192	198.25
78067376	01/19/2024	A00264649Convergent Technologies, LLC	I0074927	IN00132609	33428	310	6210	69200	741.00
					33528	310	6210	69200	741.00
					33588	310	6210	69200	1,482.00
			I0074929	IN00132653	12050	431	6121	65125	5,582.40
78067377	01/19/2024	A00220080CXtec	I0074930	7214801	33428	310	6412	69200	968.81
					33528	310	6412	69200	968.81
					33588	310	6412	69200	1,937.65
78067378	01/19/2024	A00265229DK&M Property	I0074986	FEB 24	39000	314	5610	64991	1,745.45
78067379	01/19/2024	A00277845Double D Cleaning Service	I0074980	102	12560	223	5890	09565	240.00
78067380	01/19/2024	A00337407Eide Bailly LLP	I0074940	E101601888	11000	401	5510	67200	25,000.00
78067381	01/19/2024	A00319544FFP Fund V Lessee1, LLC	I0074972	2024-F5L1-00002	11000	431	5830	65700	9,035.11
78067382	01/19/2024	A00283199Fork Lift Specialties, Inc.	I0074922	24746815	11000	431	5632	65100	158.12
			I0074923	24746816	11000	431	5632	65100	267.57
78067383	01/19/2024	A00329125Foundation Properties Inc	I0074985	FEB 24	39000	314	5610	64991	2,127.27

Taft College Check Register Report

01-January -24 through 31- January-24

FY 23-24

78067384	01/19/2024	A00202041Fresno Oxygen	I0074978	0063300601	12642	223	4311	09565	600.43
78067384	01/19/2024	A00202041Fresno Oxygen	I0074979	0063300606	12560	223	4311	09565	4,746.58
78067385	01/19/2024	A00283264Frontier California Inc.	I0074977	5703010724	11000	431	5840	65700	155.75
78067386	01/19/2024	A00200627Gonzalez, Lourdes	I0074952	041624	12599	309	5710	64992	700.00
78067387	01/19/2024	A00200645Hardy Diagnostics	I0074966	130996	11000	209	4311	04012	134.01
			I0074967	132500	11000	209	4311	04012	854.16
78067388	01/19/2024	A00258702Martinson, Larry	I0074914	101823D	31000	423	4310	69100	509.50
					31000	423	5940	69100	90.00
			I0074936	11/12/2023A	31000	423	4310	69100	1,852.50
					31000	423	5940	69100	150.00
78067389	01/19/2024	A00227772MBS Textbook Exchange, Inc.	I0074917	IPR4469387	31000	423	4115	69100	350.24
78067390	01/19/2024	A00283088Mitchell, David T.	I0074895	011024	11000	209	5642	17018	99.00
78067391	01/19/2024	A00252523Oak Hall Cap and Gown	I0074935	4713753	31000	423	4310	69100	10,510.75
					31000	423	5940	69100	149.95
78067392	01/19/2024	A00200508P. G. & E.	I0074901	010724	11000	435	5830	65192	403.01
					11000	435	5820	65192	345.67
78067393	01/19/2024	A00200508P. G. & E.	I0074904	011124	39000	314	5830	64991	44.46
78067394	01/19/2024	A00200508P. G. & E.	I0074905	01/11/24	39000	314	5830	64991	65.00
78067395	01/19/2024	A00324842Payne, Kenneth E.	I0074984	FEB 24	39000	314	5610	64991	2,110.92
78067396	01/19/2024	A00200518Pearson Education	I0074909	23852663	31000	423	4110	69100	409.40
					31000	423	5940	69100	48.99
			I0074915	23857927	31000	423	4110	69100	1,002.48
78067397	01/19/2024	A00200521Pens Etc.	I0074918	494680-0	31000	423	4310	69100	419.74
78067398	01/19/2024	A00201120Rite Away Carpet Cleaning	I0074912	110021645	35815	314	4310	69700	60.00
78067399	01/19/2024	A00218940Roaring Spring Paper Product	I0074950	401133	31000	423	4310	69100	3,271.90
					31000	423	5940	69100	92.53
78067400	01/19/2024	A00285838Sammy's Detail	I0074958	2689	11000	432	5632	67703	395.00
					39000	314	5632	64991	195.00
			I0074959	2689	12560	223	5632	09565	135.00
78067401	01/19/2024	A00200393Sparkletts	I0074971	122123	12375	301	5990	64500	37.96
78067402	01/19/2024	A00200396Spurr	I0074898	134415	11000	431	5820	65700	3,807.62
					35827	357	5820	69700	629.77
					33428	310	5820	69200	46.67
					33528	310	5820	69200	46.67
					33588	310	5820	69200	93.33
78067403	01/19/2024	A00200417Sysco Food Service of Ventur	I0074933	379437207	33429	310	4411	69250	514.27
			I0074934	379437206	33429	310	4410	69250	629.46
			I0074961	379458004	32000	422	4410	69400	1,937.54
					32000	422	4411	69400	363.68
					32000	422	4411	69400	375.49
78067404	01/19/2024	A00200423Taft City School District	I0074941	24-62	11000	432	4312	67703	1,763.69
					11000	432	5632	67703	328.00
					11000	432	4312	67703	225.59
					11000	432	5632	67703	328.00
					11000	432	4312	67703	74.25
					11000	432	5632	67703	123.00
78067405	01/19/2024	A00200425Taft College	I0074944	6661	11000	110	4310	66003	175.00
78067406	01/19/2024	A00200862Taft College Bookstore	I0074911	4475	12000	318	4310	64800	37.89
78067407	01/19/2024	A00200862Taft College Bookstore	I0074916	5231	12563	319	4110	64900	1,310.83
78067408	01/19/2024	A00200862Taft College Bookstore	I0074939	6295	11000	353	4310	64600	33.56
78067409	01/19/2024	A00200862Taft College Bookstore	I0074942	3947	11000	213	4310	15016	84.44

Taft College Check Register Report

01-January -24 through 31- January-24

FY 23-24

					11000	210	4310	13052	4.32	
					11000	208	4310	15017	4.31	
78067410	01/19/2024	A00318053	Technical Safety Services, L	I0074920	IN0366839	11000	431	5631	65100	3,176.63
78067411	01/19/2024	A00256341	Terminix	I0074894	441854095	33428	310	5860	69200	92.75
						33528	310	5860	69200	92.75
						33588	310	5860	69200	185.50
78067412	01/19/2024	A00200628	The Goodheart-Willcox Compan	I0074919	01965717	31000	423	4110	69100	2,963.28
						31000	423	5940	69100	122.35
78067413	01/19/2024	A00313898	TimeClock Plus, LLC	I0074976	INV00306342	11000	411	5641	67300	18,211.89
78067414	01/19/2024	A00336205	TPx Communications	I0074975	172411	11000	431	5840	65700	578.87
78067415	01/19/2024	A00200282	True Value Home Center	I0074948	477616	11000	435	4310	65192	28.46
						35815	314	4310	69700	99.85
				I0074960	477926	11000	431	4310	65300	21.80
						11000	431	4310	65100	215.00
78067416	01/19/2024	A00200293	United Parcel Service	I0074891	0000969726014.	31000	423	5940	67705	519.75
78067417	01/19/2024	A00000456	Uribe Berumen, Jose	I0074925	DEC 23	11000	435	5633	65191	120.00
				I0074926	DEC. 23	11000	435	5633	65192	300.00
78067418	01/19/2024	A00232538	Ward's Natural Science	I0074957	8814715929	11000	209	4311	04011	128.00
78067419	01/19/2024	A00200352	Waxie Sanitary Supply	I0074928	82157336	11000	431	4310	65300	484.60
						12433	314	4310	69800	96.78
						39000	314	4320	64992	96.75
78067420	01/19/2024	A00200355	West Kern Water District	I0074899	010424	11000	431	5810	65700	1,972.37
						39000	314	5810	69800	363.58
						12433	314	5810	69800	40.40
78067421	01/19/2024	A00200355	West Kern Water District	I0074900	01/04/24	11000	435	5810	65191	36.75
78067422	01/19/2024	A00200355	West Kern Water District	I0074906	12/28/23	11000	431	5810	65700	611.86
						39000	314	5810	69800	112.79
						12433	314	5810	69800	12.53
78067423	01/19/2024	A00200355	West Kern Water District	I0074907	12/21/23	11000	435	5810	65192	47.77
78067424	01/19/2024	A00200360	Westec	I0074963	28781	11450	204	5641	09543	35,857.50
78067425	01/19/2024	A00201081	Westside Waste Management Co	I0074893	50978	39000	314	5850	64991	75.88
78067425	01/19/2024	A00201081	Westside Waste Management Co	I0074897	50984	11000	431	5850	65700	5,800.64
						12433	314	5850	69800	91.25
						39000	314	5850	64991	517.06
						12560	223	5850	09565	135.25
78067426	01/19/2024	A00286901	WinCraft, Incorporated	I0074932	373364	31000	423	4310	69100	303.66
78067427	01/19/2024	A00264391	YBP Library Services	I0074968	906826	12477	203	6310	61200	15.10
78067428	01/20/2024	A00329075	Andrade, Kilinahe K.	S0058929		11000		9526		316.00
78067429	01/20/2024	A00272474	Callison, Bailey R.	S0058947		11000		9526		1,240.00
78067430	01/20/2024	A00333041	Contreras, Eliana	S0058930		11000		9526		46.00
78067431	01/20/2024	A00336863	Contreras, Jeffrey R.	S0058931		11000		9526		138.00
78067432	01/20/2024	A00320160	Evans, Presley G.	S0058932		11000		9526		138.00
78067433	01/20/2024	A00327567	Fonseca, Anthony	S0058933		11000		9526		748.00
78067434	01/20/2024	A00339131	Hernandez, Carolina	S0058934		11000		9526		150.00
78067435	01/20/2024	A00338899	Lewis, Autumn J.	S0058935		11000		9526		232.00
78067436	01/20/2024	A00318925	Madera, David I.	S0058936		11000		9526		138.00
78067437	01/20/2024	A00326022	McKay, Allyson M.	S0058937		11000		9526		182.00
78067438	01/20/2024	A00329475	Mejia, Hannah M.	S0058938		11000		9526		140.00
78067439	01/20/2024	A00337510	Patel, Hetal P.	S0058939		11000		9526		138.00
78067440	01/20/2024	A00324130	Payne, Kassaundra L.	S0058940		11000		9526		184.00
78067441	01/20/2024	A00333921	Pena, Lorena	S0058941		11000		9526		138.00

Taft College Check Register Report

01-January -24 through 31- January-24

FY 23-24

78067442	01/20/2024	A00334930Ramos, Cassandra D.	S0058942	11000	9526	184.00
78067443	01/20/2024	A00261904Rodriguez, Gabriela P.	S0058943	11000	9526	2.00
78067444	01/20/2024	A00315804Sanhueza Escudero, Maria I.	S0058944	11000	9526	30.00
78067445	01/20/2024	A00324677Scott, Reese I.	S0058945	11000	9526	138.00
78067446	01/20/2024	A00334075Shakoor, Jalen A.	S0058946	11000	9526	184.00
78067447	01/24/2024	A00331986Almanza Gomez, Jennifer C.	S0058949	11000	9526	300.00
78067448	01/24/2024	A00328695Alvarez, Amber	S0058950	11000	9526	300.00
78067449	01/24/2024	A00331025Bailey, Breanna N.	S0058982	11000	9526	230.00
78067450	01/24/2024	A00329938Beaver, Charles A.	S0058951	11000	9526	298.00
78067451	01/24/2024	A00335515Burton, Cinder G.	S0058983	11000	9526	140.00
78067452	01/24/2024	A00308159Castellanos, Herculez A.	S0058981	11000	9526	460.00
78067453	01/24/2024	A00330152Caswell-Mears, Molly S.	S0058984	11000	9526	69.00
78067454	01/24/2024	A00328742Cibrian, Priscila G.	S0058952	11000	9526	300.00
78067455	01/24/2024	A00321019Criss, Katelyn R.	S0058953	11000	9526	300.00
78067456	01/24/2024	A00329460Cruz, Kylie A.	S0058985	11000	9526	2.00
78067457	01/24/2024	A00269831Davis, Bradley A.	S0058986	11000	9526	255.00
78067458	01/24/2024	A00288706Duenas, Alma J.	S0058987	11000	9526	230.00
78067459	01/24/2024	A00335191Fausto, Gabriel A.	S0058973	11000	9526	150.00
78067460	01/24/2024	A00323826Flores, Metztl F.	S0058954	11000	9526	300.00
78067461	01/24/2024	A00328503Garcia Flores, Hernan	S0058955	11000	9526	300.00
78067462	01/24/2024	A00334283Garcia Hernandez, Jesus	S0058956	11000	9526	298.00
78067463	01/24/2024	A00328720Gonzalez Ramirez, Ashley A.	S0058957	11000	9526	298.00
78067464	01/24/2024	A00337057Guevara, Mariavictoria	S0058988	11000	9526	184.00
78067465	01/24/2024	A00334229Hacker, Rebekah S.	S0058958	11000	9526	298.00
78067466	01/24/2024	A00338981Heitman, Ava M.	S0058974	11000	9526	150.00
78067467	01/24/2024	A00335410Hernandez, Adalberto C.	S0058959	11000	9526	298.00
78067468	01/24/2024	A00334610Hernandez, Hunter A.	S0058975	11000	9526	150.00
78067469	01/24/2024	A00323761Jorgensen, Jett A.	S0058960	11000	9526	300.00
78067470	01/24/2024	A00336085Kim, Geunhoo	S0058976	11000	9526	150.00
78067471	01/24/2024	A00335471Kinnaird, Emilee E.	S0058961	11000	9526	300.00
78067472	01/24/2024	A00321022Krier, Gabrielle E.	S0058962	11000	9526	300.00
78067473	01/24/2024	A00287344Laguna, Stephen A.	S0058989	11000	9526	188.00
78067474	01/24/2024	A00314475Leyva, Jazmine	S0058990	11000	9526	184.00
78067475	01/24/2024	A00337340Lopez, Kieren V.	S0058991	11000	9526	230.00
78067476	01/24/2024	A00305253Martinez, Eric A.	S0058992	11000	9526	184.00
78067477	01/24/2024	A00311592Martinez, Yuriana L.	S0058993	11000	9526	229.00
78067478	01/24/2024	A00201676Massie, Carrie M.	S0058994	11000	9526	138.00
78067479	01/24/2024	A00287861Mendoza, Bryan M.	S0058995	11000	9526	184.00
78067480	01/24/2024	A00313070Moland, Kenaeya R.	S0058948	11000	9526	1,328.00
78067481	01/24/2024	A00334219Moseley, Wyatt C.	S0058963	11000	9526	300.00
78067482	01/24/2024	A00333282Muro Andrade, Janet	S0058964	11000	9526	298.00
78067483	01/24/2024	A00323708Nicolas Gonzalez, Lorena	S0058965	11000	9526	300.00
78067484	01/24/2024	A00328300Niu, Shace T.	S0058977	11000	9526	150.00
78067485	01/24/2024	A00328681Pablo, Nidia	S0058966	11000	9526	300.00
78067486	01/24/2024	A00248747Palafox, Maria G.	S0058996	11000	9526	140.00
78067487	01/24/2024	A00320760Pence, Nadalie I.	S0058967	11000	9526	300.00
78067488	01/24/2024	A00304244Portenga, Tayler A.	S0058997	11000	9526	60.00
78067489	01/24/2024	A00327968Quintero, Juan L.	S0058978	11000	9526	150.00
78067490	01/24/2024	A00334985Ramirez, Beatriz	S0058998	11000	9526	92.00
78067491	01/24/2024	A00324859Ramirez, Carla	S0058968	11000	9526	300.00
78067492	01/24/2024	A00323403Rivera Jaime, Fatima	S0058969	11000	9526	300.00

Taft College Check Register Report

01-January -24 through 31- January-24

FY 23-24

78067493	01/24/2024	A00339426Rodrigue, Cadence E.	S0058979		11000		9526		150.00
78067494	01/24/2024	A00337216Salkin, Stephanie A.	S0058972		11000		9526		370.00
78067495	01/24/2024	A00338656Sanchez, Gershon J.	S0058999		11000		9526		138.00
78067496	01/24/2024	A00324126Sangha, Jasmit K.	S0059000		11000		9526		161.00
78067497	01/24/2024	A00108069Summers, Jason L.	S0059001		11000		9526		232.00
78067498	01/24/2024	A00336839Torres Zuniga, Cesar M.	S0058980		11000		9526		16.00
78067499	01/24/2024	A00333372Vasquez, Jose D.	S0058970		11000		9526		300.00
78067500	01/24/2024	A00329939White, David A.	S0058971		11000		9526		298.00
78067501	01/30/2024	A00243588AARP Health Care Options	I0074990	FEB 24	11000	412	3350	59100	20,760.44
78067502	01/30/2024	A00302049Acuna-Cano, Fernando	I0075086	011624	11000	411	5430	67300	784.00
78067503	01/30/2024	A00292936Albertson's LLC	I0075020	177690122823	33429	310	4410	69250	163.87
78067504	01/30/2024	A00201875Amazon Capital Services	I0075015	1NM3-XL9M-MWQ7	31000	423	4310	69100	18.79
			I0075016	1JYH-JWYG-KMN6	31000	423	4310	69100	206.25
			I0075024	1RJL-LNK4-1F6F	12560	223	4311	09565	415.34
			I0075050	19H9-937D-3KTJ	12655	351	4310	64400	35.70
			I0075052	1117-LD6Q-67DJ	12477	203	6310	61200	16.63
			I0075066	1NTQ-RRH6-HFKM	12679	320	4310	64900	236.15
			I0075067	13JK-C6MH-KTRX	12679	320	4410	64900	528.66
78067505	01/30/2024	A00200044American General Media	I0075068	IN-1231231013	11000	115	5970	67100	4,410.00
78067506	01/30/2024	A00200069Bakersfield Californian	I0075064	010224	12477	203	4211	61200	335.88
78067507	01/30/2024	A00321724Barker, Fred	I0075036	2024SOFTBALL	11000	352	5750	69614	3,550.00
78067508	01/30/2024	A00320892Barnes Welding	I0075014	0063300598	31000	423	4310	69100	1,241.01
78067509	01/30/2024	A00290343Bauer, Amanda M.	I0075009	09302024	11000	401	5510	67200	100.00
78067510	01/30/2024	A00272600Beard Family Trust	I0075026	FEB 24	12560	223	5610	09565	3,500.00
78067511	01/30/2024	A00320862Biopac Systems Inc	I0075039	0139779-IN	12620	202	4311	61900	166.38
78067512	01/30/2024	A00250001Blake, Paul A.	I0075006	010824	11000	209	4311	09011	222.26
78067513	01/30/2024	A00200109Brown & Reich Petroleum, Inc	I0075043	42390	39000	314	4316	64991	110.79
					12433	314	4316	69800	36.93
			I0075083	42389	11000	432	4316	65100	81.86
					11000	432	4316	65500	61.03
					11000	352	4316	69610	313.02
			I0075084	42678	11000	432	4316	65300	106.78
					11000	432	4316	65100	130.54
					11000	352	4316	69610	155.58
78067514	01/30/2024	A00200116Burt Electric & Communicatio	I0075027	010924	11000	113	5632	67801	400.00
78067515	01/30/2024	A00321194C & P Sanitary Supply, INC	I0075053	93264	11000	431	4310	65300	779.40
78067516	01/30/2024	A00200161CDW-G	I0075030	NS07932	11000	319	4310	64500	103.38
			I0075031	NQ05019	11000	411	4310	67300	359.41
			I0075032	NT28047	11000	113	5643	67801	2,481.54
78067517	01/30/2024	A00339915Chicory Meadow, LLC	I0075029	306	31000	423	4110	69100	530.96
78067518	01/30/2024	A00230466Classic Charter, Inc.	I0074997	169163	12000	303	5730	64300	150.00
78067519	01/30/2024	A00200235Cutrona, Myisha J.	I0074998	012424	12679	320	4410	64900	732.24
78067520	01/30/2024	A00200225Darling Ingredients Inc.	I0075058	13091121	32000	422	5850	69400	75.00
78067521	01/30/2024	A00200760Devine, William M.	I0075001	113024	11000	202	5710	60100	28.00
78067522	01/30/2024	A00331577Electric Embroidery Company	I0075054	7835	12495	319	4310	61900	60.00
78067523	01/30/2024	A00333907Estes, Alyssa L.	I0074996	012324	12000	303	7606	73200	99.99
78067524	01/30/2024	A00200307Farmer Bros. Company	I0075010	90195373	32000	422	4410	69400	981.21
78067525	01/30/2024	A00200308Federal Express Corporation	I0075059	8-388-82236	11000	401	5940	67705	36.62
78067526	01/30/2024	A00332921Ferrilli	I0075028	SIN003610	12653	301	5510	63900	1,560.00
78067527	01/30/2024	A00340489Foundation for the Los Angel	I0075008	ZCNWY943KRH	11000	202	5710	67500	500.00
78067528	01/30/2024	A00283264Frontier California Inc.	I0075037	5734011024	11000	431	5840	65700	48.76

Taft College Check Register Report

01-January -24 through 31- January-24

FY 23-24

78067529	01/30/2024	A00201045Golling, Greg P.	I0075005	012224	11000	209	4311	04012	1,555.13
78067530	01/30/2024	A00330330Hampton, Todd	I0075007	011624	11000	401	5710	67200	170.88
78067531	01/30/2024	A00200645Hardy Diagnostics	I0075074	205806	11000	209	4311	04100	507.54
78067532	01/30/2024	A00201549Harper Collins Publishers	I0075051	83139349	31000	423	4110	69100	193.40
78067533	01/30/2024	A00200655Henry Schein, Inc.	I0075017	67455581	11000	352	4310	69619	46.98
78067534	01/30/2024	A00310153Joseph, Jason B.	I0075081	33555191	11000	000	9512	00000	58.13
78067535	01/30/2024	A00339387KGET/NGET/OGET KGET.COM	I0075012	4231257-1	11000	115	5970	67100	5,000.00
78067536	01/30/2024	A00200721Kiwanis Club of Taft	I0075078	19988	11000	115	5210	67100	89.00
78067537	01/30/2024	A00329896Living Water Treatment, Inc.	I0075080	12722	11000	431	5641	65100	890.00
78067538	01/30/2024	A00337165Lopez, Jaime	I0075002	012224	11000	202	5950	60100	41.31
78067539	01/30/2024	A00262851Lytle, Steve	I0075070	012624	11000	209	4311	04011	31.93
78067540	01/30/2024	A00335799Matsudo, Shimboku	I0075082	33561238	11000	000	9512	00000	129.28
78067541	01/30/2024	A00337499Motimatic PBC	I0075000	2452	12676	351	5641	64900	3,900.00
78067542	01/30/2024	A00224521New England Biolabs	I0075071	92336930	11000	209	4311	04012	519.60
78067543	01/30/2024	A00200498Office Depot	I0075033	338657818-001	11000	205	4310	12042	26.37
			I0075042	347689730001	39000	314	4310	64991	76.32
					12433	314	4310	69800	25.44
			I0075044	344972062001	11000	209	4310	04011	121.65
			I0075045	347744628001	11000	357	4318	69700	242.46
			I0075046	347389487001	11000	421	4310	67200	70.14
			I0075047	345051897001	11000	421	4310	67200	466.01
			I0075048	345055855001	11000	421	4310	67200	16.05
			I0075049	344885546001	32000	422	4310	69400	123.63
			I0075055	345509090001	11000	209	4310	04013	811.33
			I0075056	345230888001	11000	209	4310	04013	96.71
			I0075057	345664604001	12000	303	7605	73200	2,445.69
78067543	01/30/2024	A00200498Office Depot	I0075060	345935094001	11000	205	4310	12042	151.85
			I0075062	346912394001	12000	353	4310	64600	574.25
78067544	01/30/2024	A00251929Oja, Michelle E.	I0075003	010824	11000	210	5210	49999	272.00
78067545	01/30/2024	A00201272Owens, Patricia A.	I0074999	011924	39000	312	4310	64991	35.27
78067546	01/30/2024	A00200508P. G. & E.	I0074995	011224	11000	431	5830	65700	25,871.66
					39000	314	5830	64991	4,011.30
					12433	314	5830	69800	445.70
					33428	310	5830	69200	1,377.28
					33528	310	5830	69200	1,377.28
					33588	310	5830	69200	2,754.55
78067547	01/30/2024	A00200508P. G. & E.	I0075038	011024	11000	435	5830	65191	27.21
					11000	435	5820	65191	16.93
78067548	01/30/2024	A00338288Pearson Dental Supply Inc	I0075065	552240	11000	205	4311	12042	192.31
78067549	01/30/2024	A00200522Pepsi-Cola Company	I0075021	23493713	32000	422	4410	69400	725.09
78067550	01/30/2024	A00307141Ruiz, Christopher J.	I0075023	2324-44	11000	352	5510	69610	500.00
78067551	01/30/2024	A00220442Serban Sound & Communication	I0075079	1871	12755	421	6121	67900	157,023.22
78067552	01/30/2024	A00200487Sierra School Equipment Co.	I0075072	412871	12495	319	6411	61100	1,899.01
78067553	01/30/2024	A00321772Sinclair Broadcast Group, In	I0075069	2102523-2	11000	115	5970	67100	5,200.00
78067554	01/30/2024	A00200393Sparkletts	I0075018	122923	11000	223	4310	60103	48.17
78067555	01/30/2024	A00211077Strata Information Group	I0075019	50597	12569	353	5510	64600	892.50
78067556	01/30/2024	A00277399Sundgren, Lori A.	I0075085	012624	12495	319	5710	61900	138.82
78067557	01/30/2024	A00200417Sysco Food Service of Ventur	I0075061	379460291	32000	422	4410	69400	2,491.65
			I0075075	379444167	33429	310	4411	69250	347.69
			I0075077	379458006	33429	310	4410	69250	1,222.33
78067558	01/30/2024	A00319064T-Mobile USA Inc.	I0075040	01/13/24	39000	314	5840	64991	182.71

Taft College Check Register Report

01-January -24 through 31- January-24

FY 23-24

					12433	314	5840	69800	60.91
				I0075041 01-13-24	35000	360	6412	67701	29.41
78067559	01/30/2024	A00259618	Taft College ASB General	I0075073 010924	11000	000	7211	00000	430.00
78067560	01/30/2024	A00200862	Taft College Bookstore	I0075011 3662	12560	223	4311	09565	2,606.21
78067561	01/30/2024	A00252942	TC Federal Financial Aid Cle	I0074989 012524	11000	353	7130	64600	4,433.00
78067562	01/30/2024	A00338387	Thumm, Jake A.	S0059002	11000		9526		5.43
78067563	01/30/2024	A00336205	TPx Communications	I0074992 176952165-0	11000	431	5840	65700	580.79
78067564	01/30/2024	A00200282	True Value Home Center	I0075034 477446	33428	310	4310	69200	70.34
78067564	01/30/2024	A00200282	True Value Home Center	I0075034 477446	33528	310	4310	69200	70.34
					33588	310	4310	69200	140.66
78067565	01/30/2024	A00255644	U.S. Bank Equipment Finance	I0075025 520021171	12560	223	5612	60103	266.67
					11000	205	5612	12042	266.67
					11000	203	5612	61200	266.67
					11000	203	5612	61200	266.67
					12000	318	5612	64800	266.67
					11000	202	5612	60100	266.67
					11000	113	5612	67801	266.67
					11000	431	5612	65100	266.67
					33428	310	5612	69200	66.67
					33528	310	5612	69200	66.67
					33588	310	5612	69200	66.67
					33591	310	5612	69200	66.67
					11000	207	5612	49999	266.67
					11000	202	5612	60100	266.67
					11000	110	5612	66003	88.89
					11000	202	5612	60100	88.89
					11000	114	5612	66005	88.89
					11000	202	5612	60100	266.67
					11000	421	5612	67200	119.97
					11000	401	5612	67200	26.67
					11000	411	5612	67300	120.00
					39000	314	5612	64991	266.67
					12551	353	5612	64600	66.67
					11000	301	5612	64500	66.67
					11000	302	5612	63100	66.67
					11000	358	5612	62100	66.67
					11000	421	5612	67200	266.67
					11000	401	5612	67200	266.67
					11000	401	5612	67200	266.67
					31000	423	5612	69100	266.67
					31000	423	5612	69100	168.44
					12495	319	5612	61900	61.06
78067566	01/30/2024	A00200284	U.S. Foods	I0075076 3958810	33429	310	4410	69250	1,577.29
78067567	01/30/2024	A00243587	United Healthcare Insurance	I0074991 FEB 24	11000	412	3350	59100	24,308.31
78067568	01/30/2024	A00200338	Verizon Wireless	I0074994 9953080986	11000	357	5840	69700	128.39
78067569	01/30/2024	A00312920	Vital Source	I0075063 VST-11479-R-DEC	31000	423	4110	69100	1,800.00
78067570	01/30/2024	A00339918	Walt Disney Travel Co., LLC	I0075004 WRK50400071755	12620	202	5710	61900	3,545.00
78067571	01/30/2024	A00200355	West Kern Water District	I0074987 011824	11000	435	5810	65192	34.07
78067572	01/30/2024	A00200355	West Kern Water District	I0074988 01/18/24	11000	431	5810	65700	139.39
					39000	314	5810	69800	25.69
					12433	314	5810	69800	2.86

Taft College Check Register Report**01-January -24 through 31- January-24****FY 23-24**

78067573	01/30/2024	A00200355	West Kern Water District	I0074993	011724	12560	223	5850	09565	157.78
78067574	01/30/2024	A00200379	WKCCD#2 Revolving Fund	I0075013	6654	11000	421	2110	67200	1,284.85
						11000	421	2110	69990	593.01
						11000	421	2110	70999	98.83
78067575	01/30/2024	A00200388	Zee Medical Service Co.	I0075022	34-119167	32000	422	4310	69400	108.63
				I0075035	34-119126	11000	301	4310	64500	283.79

Taft College Purchase Order Activity Report

1-January-2024 through 31-January-2024

FY 23-24

USER ID	ACTIVITY DATE	VENDOR		PURCHASE ORDER		REQ. DATE	PURCHASE ORDER AMOUNT	CL C A	
		NUMBER	NAME	NUMBER	DATE				
AOMEGA	01/09/2024	A00200487	Sierra School Equipment Co.	P0063335	01/09/2024	01/09/2024	\$4,046.39		
		A00200498	Office Depot	P0063318	01/04/2024	01/04/2024	\$26.37		
	01/25/2024	A00200498	Office Depot	P0063462	01/25/2024	01/25/2024	\$74.04		

							TOTAL USER	\$4,146.80	
BYOUNG	01/08/2024	A00200116	Burt Electric & Communicatio	P0063278	12/19/2023	12/19/2023	\$253.62		
	01/09/2024	A00220442	Serban Sound & Communication	P0063322	01/08/2024	01/08/2024	\$157,023.22		
	01/10/2024	A00200116	Burt Electric & Communicatio	P0063340	01/09/2024	01/09/2024	\$400.00		
		A00319064	T-Mobile USA Inc.	P0063349	01/10/2024	01/10/2024	\$29,520.00		
	01/18/2024	A00310598	Li, Xiaohong	P0063388	01/17/2024	01/17/2024	\$170.00		

							TOTAL USER	\$187,366.84	
DDURAN	01/02/2024	A00200862	Taft College Bookstore	P0063308	01/02/2024	01/02/2024	\$93.07		
	01/03/2024	A00200425	Taft College	P0063307	01/02/2024	01/02/2024	\$175.00		
	01/05/2024	A00224521	New England Biolabs	P0063321	01/05/2024	01/05/2024	\$567.60		
	01/09/2024	A00200498	Office Depot	P0063331	01/09/2024	01/09/2024	\$83.23		
				P0063332	01/09/2024	01/09/2024	\$91.12		
				P0063333	01/09/2024	01/09/2024	\$39.88		
				P0063334	01/09/2024	01/09/2024	\$100.87		
	01/10/2024	A00200721	Kiwanis Club of Taft	P0063337	01/09/2024	01/09/2024	\$89.00		
		A00201579	Woodward, Jennifer L.	P0063348	01/10/2024	01/10/2024	\$1,310.53		
		A00250001	Blake, Paul Anderson.	P0063351	01/10/2024	01/10/2024	\$250.00		
	01/16/2024	A00339387	KGET/NGET/OGET KGET.COM	P0063364	01/11/2024	01/11/2024	\$10,000.00		
		A00200498	Office Depot	P0063346	01/10/2024	01/10/2024	\$466.01		
		A00200146	Carolina Biological Supply C	P0063381	01/16/2024	01/16/2024	\$1,000.00		
	01/17/2024	A00271281	WKCCD-Taft College Grant Cle	P0063380	01/16/2024	01/16/2024	\$412.79		
		A00200146	Carolina Biological Supply C	P0063390	01/17/2024	01/17/2024	\$738.91		
		A00320862	Biopac Systems Inc	P0063391	01/17/2024	01/17/2024	\$378.05		
	01/19/2024	A00201045	Golling, Greg P.	P0063394	01/18/2024	01/18/2024	\$1,569.63		
		A00262851	Lytte, Steve	P0063403	01/18/2024	01/18/2024	\$28.14		
	01/23/2024	A00200161	CDW-G	P0063417	01/22/2024	01/22/2024	\$403.10		
		A00200498	Office Depot	P0063421	01/22/2024	01/22/2024	\$44.69		
	A00201786	North State Environmental	P0063419	01/22/2024	01/22/2024	\$568.63			
01/24/2024	A00200763	Martinez, Maria	P0063446	01/24/2024	01/24/2024	\$119.88			
	A00200994	Walker-Lewis Rents	P0063447	01/24/2024	01/24/2024	\$66.72			
01/25/2024	A00200161	CDW-G	P0063460	01/25/2024	01/25/2024	\$109.32			
	A00200862	Taft College Bookstore	P0063458	01/24/2024	01/24/2024	\$120.44			
01/30/2024	A00200498	Office Depot	P0063483	01/29/2024	01/29/2024	\$60.54			

Taft College Purchase Order Activity Report

1-January-2024 through 31-January-2024

FY 23-24

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
							TOTAL USER			----- \$18,887.15
DNAVARRO	01/09/2024	A00267333	Navarro, Desirae A.	P0063320	01/05/2024	01/05/2024	\$281.40			
		A00273618	Redrock Software Corp.	P0063319	01/05/2024	01/05/2024	\$439.00			
	01/12/2024	A00277399	Sundgren, Lori Anne.	P0063336	01/09/2024	01/09/2024	\$138.82			
	01/30/2024	A00277399	Sundgren, Lori Anne.	P0063498	01/30/2024	01/30/2024	\$75.00			
							TOTAL USER			----- \$934.22
DRIOS	01/25/2024	A00280910	Independent Living Center of	P0063433	01/23/2024	01/23/2024	\$400.00			
	01/26/2024	A00300405	Markovits, Aaron	P0063461	01/25/2024	01/25/2024	\$675.50			
	01/29/2024	A00300405	Markovits, Aaron	P0063466	01/25/2024	01/25/2024	\$135.00			
	01/30/2024	A00300405	Markovits, Aaron	P0063467	01/25/2024	01/25/2024	\$308.47			
							TOTAL USER			----- \$1,518.97
DVOHNOUT	01/09/2024	A00201875	Amazon Capital Services	P0063343	01/09/2024	01/09/2024	\$229.62			
		A00307058	Minor, Leslie B.	P0063325	01/08/2024	01/08/2024	\$416.75			
	01/12/2024	A00200687	Jean, Brian M.	P0063374	01/12/2024	01/12/2024	\$4,446.66			
		A00243211	Quicksilver Software, Inc.	P0063353	01/11/2024	01/11/2024	\$1,450.00			
	01/21/2024	A00200053	Apple Computer Inc.	P0063392	01/17/2024	01/17/2024	\$1,680.04			
	01/23/2024	A00337165	Lopez, Jaime	P0063426	01/22/2024	01/22/2024	\$657.48			
				P0063444	01/23/2024	01/23/2024	\$43.31			
		A00340489	Foundation for the Los Angel	P0063434	01/23/2024	01/23/2024	\$500.00			
	01/24/2024	A00015850	Berry, Wendy Jade.	P0063450	01/24/2024	01/24/2024	\$565.00			
		A00251929	Oja, Michelle Elizabeth.	P0063449	01/24/2024	01/24/2024	\$675.00			
	01/25/2024	A00335974	Daugherty, Devin	P0063463	01/25/2024	01/25/2024	\$2,640.74			
	01/31/2024	A00234659	Cahoon, Nathan Earl.	P0063504	01/31/2024	01/31/2024	\$184.92			
							TOTAL USER			----- \$13,489.52
JEDMAISTON	01/03/2024	A00230466	Classic Charter, Inc.	P0063248	12/15/2023	12/15/2023	\$15,000.00			
	01/12/2024	A00332784	Golf Team Products	P0063311	01/03/2024	01/03/2024	\$2,931.95			
	01/23/2024	A00200076	Bandy, Ingrun K.	P0063405	01/19/2024	01/19/2024	\$1,440.00			
		A00200862	Taft College Bookstore	P0063431	01/23/2024	01/23/2024	\$100.57			
		A00340483	SiteOne Landscape Supply, LL	P0063432	01/23/2024	01/23/2024	\$521.37			
	01/24/2024	A00325532	Executive Express Lines Inc.	P0063408	01/19/2024	01/19/2024	\$30,000.00			
	01/29/2024	A00259618	Taft College ASB General	P0063480	01/29/2024	01/29/2024	\$19,878.73			

Taft College Purchase Order Activity Report

1-January-2024 through 31-January-2024

FY 23-24

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
	01/31/2024	A00200655	Henry Schein, Inc.	P0063515	01/31/2024	01/31/2024	\$446.55			

						TOTAL USER	\$70,319.17			
JMADDING	01/02/2024	A00238497	All-Tech Fire & Security, In	P0063285	12/20/2023	12/20/2023	\$846.86			
	01/03/2024	A00200423	Taft City School District	P0063286	12/20/2023	12/20/2023	\$2,842.53			
		A00201875	Amazon Capital Services	P0063293	12/21/2023	12/21/2023	\$300.00			
		A00200017	A.P.I. Plumbing	P0063300	01/02/2024	01/02/2024	\$25.98			
				P0063310	01/03/2024	01/03/2024	\$34.64			
	01/05/2024	A00200282	True Value Home Center	P0063302	01/02/2024	01/02/2024	\$128.31			
				P0063316	01/04/2024	01/04/2024	\$236.80			
		A00209808	Kern Turf Supply, Inc.	P0063304	01/02/2024	01/02/2024	\$1,943.48			
		A00321194	C & P Sanitary Supply, INC	P0063301	01/02/2024	01/02/2024	\$1,740.00			
		A00336579	American Leak Detection, Inc	P0063315	01/04/2024	01/04/2024	\$995.00			
	01/10/2024	A00200017	A.P.I. Plumbing	P0063345	01/09/2024	01/09/2024	\$13.53			
		A00200282	True Value Home Center	P0063344	01/09/2024	01/09/2024	\$22.79			
		A00200309	United Refrigeration, Inc.	P0063342	01/09/2024	01/09/2024	\$1,482.38			
		A00319625	General Tree Service Inc.	P0063305	01/02/2024	01/02/2024	\$5,850.00			
	01/16/2024	A00201875	Amazon Capital Services	P0063373	01/12/2024	01/12/2024	\$253.71			
		A00323665	Absolute Mitigation Services	P0063375	01/16/2024	01/16/2024	\$4,660.40			
	01/17/2024	A00238497	All-Tech Fire & Security, In	P0063384	01/16/2024	01/16/2024	\$440.00			
	01/18/2024	A00200017	A.P.I. Plumbing	P0063378	01/16/2024	01/16/2024	\$15,350.00			
		A00200282	True Value Home Center	P0063377	01/16/2024	01/16/2024	\$145.01			
		A00200715	Kern Electric Distributors	P0063376	01/16/2024	01/16/2024	\$45.01			
		A00201875	Amazon Capital Services	P0063383	01/16/2024	01/16/2024	\$26.52			
		A00336205	TPx Communications	P0063379	01/16/2024	01/16/2024	\$578.87			
	01/19/2024	A00200017	A.P.I. Plumbing	P0063399	01/18/2024	01/18/2024	\$458.99			
		A00200093	Black/Hall Construction	P0063395	01/18/2024	01/18/2024	\$1,195.00			
		A00200282	True Value Home Center	P0063398	01/18/2024	01/18/2024	\$133.03			
		A00200282	True Value Home Center	P0063400	01/18/2024	01/18/2024	\$58.41			
		A00340470	Fresno Roofing Company, Inc.	P0063404	01/19/2024	01/19/2024	\$138,700.00			
	01/22/2024	A00200017	A.P.I. Plumbing	P0063413	01/19/2024	01/19/2024	\$37.89			
	01/23/2024	A00200109	Brown & Reich Petroleum, Inc	P0063401	01/18/2024	01/18/2024	\$455.91			
				P0063402	01/18/2024	01/18/2024	\$392.90			
		A00313518	1000Bulbs.com	P0063435	01/23/2024	01/23/2024	\$100.00			
	01/25/2024	A00200017	A.P.I. Plumbing	P0063452	01/24/2024	01/24/2024	\$320.00			
	01/26/2024	A00200109	Brown & Reich Petroleum, Inc	P0063456	01/24/2024	01/24/2024	\$359.38			
		A00202334	Linder Backflow Service	P0063454	01/24/2024	01/24/2024	\$435.74			
		A00336205	TPx Communications	P0063455	01/24/2024	01/24/2024	\$580.79			
		A00200282	True Value Home Center	P0063451	01/24/2024	01/24/2024	\$36.79			
		A00200498	Office Depot	P0063445	01/24/2024	01/24/2024	\$45.23			

Taft College Purchase Order Activity Report

1-January-2024 through 31-January-2024

FY 23-24

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00201875	Amazon Capital Services	P0063448	01/24/2024	01/24/2024	\$17.31			
		A00200149	Carquest Auto Parts	P0063422	01/22/2024	01/22/2024	\$31.88			
		A00200282	True Value Home Center	P0063423	01/22/2024	01/22/2024	\$33.09			
		A00200309	United Refrigeration, Inc.	P0063415	01/22/2024	01/22/2024	\$187.38			
		A00200423	Taft City School District	P0063424	01/22/2024	01/22/2024	\$2,087.47			
				P0063425	01/22/2024	01/22/2024	\$3,449.24			
		A00201875	Amazon Capital Services	P0063416	01/22/2024	01/22/2024	\$24.88			
		A00202335	Fastenal Industrial & Constr	P0063440	01/23/2024	01/23/2024	\$300.00			
		A00288646	Amazon Web Services, Inc.	P0063438	01/23/2024	01/23/2024	\$125.50			
	01/29/2024	A00200149	Carquest Auto Parts	P0063475	01/26/2024	01/26/2024	\$144.31			
	01/30/2024	A00319625	General Tree Service Inc.	P0063488	01/30/2024	01/30/2024	\$1,200.00			
		A00200282	True Value Home Center	P0063474	01/26/2024	01/26/2024	\$144.46			
		A00200017	A.P.I. Plumbing	P0063471	01/26/2024	01/26/2024	\$11.91			
	01/31/2024	A00200311	Ferguson Enterprises, Inc.	P0063509	01/31/2024	01/31/2024	\$100.00			

							TOTAL USER	\$189,129.31		
JROTHGEB	01/10/2024	A00200862	Taft College Bookstore	P0063350	01/10/2024	01/10/2024	\$2,606.20			
	01/12/2024	A00200282	True Value Home Center	P0063365	01/11/2024	01/11/2024	\$108.14			
	01/17/2024	A00200282	True Value Home Center	P0063385	01/16/2024	01/16/2024	\$28.12			
	01/25/2024	A00200065	B & H Photo-Video, Inc.	P0063418	01/22/2024	01/22/2024	\$5,737.25			
	01/30/2024	A00202041	Fresno Oxygen	P0063428	01/22/2024	01/22/2024	\$28,342.23			

							TOTAL USER	\$36,821.94		
KSTEARMAN	01/03/2024	A00227772	MBS Textbook Exchange, Inc.	P0063299	12/22/2023	12/22/2023	\$10,000.00			
	01/09/2024	A00200243	Blick Art Materials	P0063324	01/08/2024	01/08/2024	\$4,000.00			
		A00201875	Amazon Capital Services	P0063323	01/08/2024	01/08/2024	\$4,330.00			
	01/10/2024	A00200518	Pearson Education	P0063341	01/09/2024	01/09/2024	\$4,660.00			
		A00287191	Rowman & Littlefield Publish	P0063338	01/09/2024	01/09/2024	\$1,600.00			
		A00340048	Professional CD Distributors	P0063339	01/09/2024	01/09/2024	\$1,100.00			
	01/19/2024	A00238004	Paymetric, Inc.	P0063397	01/18/2024	01/18/2024	\$3,000.00			
		A00258703	College House	P0063407	01/19/2024	01/19/2024	\$2,200.00			
	01/31/2024	A00200628	The Goodheart-Willcox Compan	P0063517	01/31/2024	01/31/2024	\$3,545.08			

							TOTAL USER	\$34,435.08		

Taft College Purchase Order Activity Report

1-January-2024 through 31-January-2024

FY 23-24

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A	
LWHITE	01/22/2024	A00200862	Taft College Bookstore	P0063396	01/18/2024	01/26/2024	\$3,409.33				
	01/26/2024	A00200498	Office Depot	P0063459	01/24/2024	01/26/2024	\$648.73				

							TOTAL USER	\$4,058.06			
MALVAREZ	01/23/2024	A00201875	Amazon Capital Services	P0063420	01/22/2024	01/22/2024	\$3,247.50				
		A00336843	Valadez, Jose A.	P0063441	01/23/2024	01/23/2024	\$656.92				
	01/31/2024	A00336843	Valadez, Jose A.	P0063513	01/31/2024	01/31/2024	\$1,743.38				

							TOTAL USER	\$5,647.80			
MBLANCO	01/03/2024	A00284634	Abbott, Amar Isa.	P0063314	01/03/2024	01/03/2024	\$228.19				
		A00338660	ARAMARK Educational Services	P0063313	01/03/2024	01/03/2024	\$903.47				
	01/09/2024	A00308084	Siteimprove, Inc.	P0063330	01/08/2024	01/08/2024	\$10,000.00				
	01/10/2024	A00317777	Watermark Insights LLC	P0063329	01/08/2024	01/08/2024	\$13,000.00				
		A00327623	Jitterbit, Inc.	P0063327	01/08/2024	01/08/2024	\$24,000.00				
		A00327636	Blackthorn.io, Inc.	P0063326	01/08/2024	01/08/2024	\$14,250.00				
		A00201875	Amazon Capital Services	P0063347	01/10/2024	01/10/2024	\$55.77				
	01/12/2024	A00284634	Abbott, Amar Isa.	P0063368	01/11/2024	01/11/2024	\$40.00				
		A00337165	Lopez, Jaime	P0063367	01/11/2024	01/11/2024	\$40.00				
		A00324134	Bell, Damon	P0063366	01/11/2024	01/11/2024	\$40.00				
	01/16/2024	A00327542	Alvarado, Cecilia	P0063371	01/12/2024	01/12/2024	\$1,000.00				
		A00335129	Finalsite	P0063370	01/12/2024	01/12/2024	\$5,274.00				
	01/19/2024	A00200120	CACCRAO	P0063411	01/19/2024	01/19/2024	\$400.00				
		A00306586	CSSO Association, Inc.	P0063414	01/19/2024	01/19/2024	\$4,550.00				
	01/23/2024	A00333368	Uribe, Mariana J.	P0063427	01/22/2024	01/22/2024	\$105.00				
		A00340497	3Play Media, Inc.	P0063443	01/23/2024	01/23/2024	\$3,000.00				
		A00200862	Taft College Bookstore	P0063439	01/23/2024	01/23/2024	\$2,586.69				
	01/24/2024	A00230466	Classic Charter, Inc.	P0063412	01/19/2024	01/19/2024	\$2,439.00				
	01/25/2024	A00200498	Office Depot	P0063453	01/24/2024	01/24/2024	\$126.00				
	A00201875	Amazon Capital Services	P0063457	01/24/2024	01/24/2024	\$453.07					
01/29/2024	A00327542	Alvarado, Cecilia	P0063469	01/26/2024	01/26/2024	\$290.64					
			P0063481	01/29/2024	01/29/2024	\$591.73					

							TOTAL USER	\$83,373.56			

Taft College Purchase Order Activity Report

1-January-2024 through 31-January-2024

FY 23-24

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
MMATTHEWS	01/02/2024	A00200655	Henry Schein, Inc.	P0063306	01/02/2024	01/05/2024				\$5,241.28
	01/16/2024	A00200498	Office Depot	P0063354	01/11/2024	01/15/2024				\$61.69
	01/19/2024	A00200655	Henry Schein, Inc.	P0063393	01/17/2024	01/23/2024				\$2,328.06
	01/23/2024	A00200655	Henry Schein, Inc.	P0063442	01/23/2024	01/26/2024				\$319.47
							TOTAL USER			\$7,950.50
MSANCHEZ	01/25/2024	A00333907	Estes, Alyssa Lynn.	P0063437	01/23/2024	03/30/2024				\$99.99
	01/30/2024	A00200425	Taft College	P0063489	01/30/2024	02/29/2024				\$150.00
		A00276178	Nava-Martinez, Yulisa	P0063490	01/30/2024	02/29/2024				\$320.00
							TOTAL USER			\$569.99
MSILVEIRA	01/17/2024	A00322966	McKown, Katie Star.	P0063387	01/17/2024	01/17/2024				\$53.63
	01/19/2024	A00200240	Dept. of Social Services	P0063409	01/19/2024	01/19/2024				\$1,210.00
				P0063410	01/19/2024	01/19/2024				\$484.00
							TOTAL USER			\$1,747.63
MTOFTE	01/05/2024	A00200069	Bakersfield Californian	P0063309	01/02/2024	01/02/2024				\$363.59
							TOTAL USER			\$363.59
NFIGUEROA	01/05/2024	A00259618	Taft College ASB General	P0063290	12/20/2023	12/20/2023				\$430.00
	01/12/2024	A00200379	WKCCD#2 Revolving Fund	P0063328	01/08/2024	01/08/2024				\$1,976.69
	01/29/2024	A00200862	Taft College Bookstore	P0063465	01/25/2024	01/25/2024				\$91.44
							TOTAL USER			\$2,498.13
NVALSAMIDES	01/29/2024	A00200862	Taft College Bookstore	P0063476	01/29/2024	01/29/2024				\$4,237.39
							TOTAL USER			\$4,237.39
SCRISS	01/17/2024	A00200425	Taft College	P0063382	01/16/2024	01/16/2024				\$750.00
							TOTAL USER			\$750.00
TBLANCO	01/05/2024	A00200308	Federal Express Corporation	P0063312	01/03/2024	01/03/2024				\$800.00
	01/09/2024	A00200043	American Express	P0063317	01/04/2024	01/04/2024				\$12,693.12
	01/16/2024	A00200498	Office Depot	P0063372	01/12/2024	01/12/2024				\$565.10

Taft College Purchase Order Activity Report

1-January-2024 through 31-January-2024

FY 23-24

USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00200069	Bakersfield Californian	P0063355	01/11/2024	01/11/2024	\$937.54			
	01/24/2024	A00319623	California State Controller'	P0063436	01/23/2024	01/23/2024	\$258.65			
	01/29/2024	A00200043	American Express	P0063482	01/29/2024	01/29/2024	\$9,084.96			
	01/30/2024	A00270674	Public Agency Law Group	P0063478	01/29/2024	01/29/2024	\$340.00			
		A00200862	Taft College Bookstore	P0063477	01/29/2024	01/29/2024	\$100,074.53			

							TOTAL USER			\$124,753.90
TEONEILL	01/05/2024	A00200417	Sysco Food Service of Ventur	P0063303	01/02/2024	01/02/2024	\$30,000.00			
	01/12/2024	A00323735	Guzman, Natalia	P0063362	01/11/2024	01/11/2024	\$113.66			
		A00324223	Montoya, Raul Candelario.	P0063356	01/11/2024	01/11/2024	\$1,070.65			
		A00327049	Morales, Raymond Anthony.	P0063358	01/11/2024	01/11/2024	\$113.66			
				P0063359	01/11/2024	01/11/2024	\$1,070.65			
		A00329994	Siegel, Chloe Rachel.	P0063357	01/11/2024	01/11/2024	\$1,074.73			
		A00333324	Robles, Luz	P0063363	01/11/2024	01/11/2024	\$546.66			
		A00334411	Cuevas, Jay J.	P0063360	01/11/2024	01/11/2024	\$113.66			
		A00336094	Acosta, Saul A.	P0063361	01/11/2024	01/11/2024	\$546.66			
	01/16/2024	A00320974	Gonzalez Ramos, Sanai Madai.	P0063369	01/12/2024	01/12/2024	\$113.66			

							TOTAL USER			\$34,763.99
TROWDEN	01/17/2024	A00313898	TimeClock Plus, LLC	P0063389	01/17/2024	01/17/2024	\$18,211.89			
		A00324752	UKG INC	P0063352	01/10/2024	01/10/2024	\$866.00			
	01/30/2024	A00200182	City of Taft Police Departme	P0063485	01/30/2024	01/30/2024	\$180.00			
				P0063472	01/26/2024	01/26/2024	\$30.00			
		A00310153	Joseph, Jason Brandon.	P0063430	01/22/2024	01/22/2024	\$58.13			
		A00335799	Matsudo, Shimboku	P0063429	01/22/2024	01/22/2024	\$129.28			
		A00302049	Acuna-Cano, Fernando	P0063468	01/26/2024	01/26/2024	\$5,000.00			
		A00303325	Monster Worldwide, Inc.	P0063464	01/25/2024	01/25/2024	\$4,300.00			
	01/31/2024	A00337155	Heaven, Zamarehia	P0063486	01/30/2024	01/30/2024	\$98.72			

							TOTAL USER			\$28,874.02

**West Kern Community College District
Board of Trustees Meeting
Febraury 14, 2024**

A. Academic Employment

1. Adjunct Assignments

Item	Name	Assignment	Hourly Rate	Effective Date
a.	Avina, Nicole	Adjunct Faculty: Early Care, Education, and Family Studies	\$75.49	2/5/2024
b.	Bacher, Alfred	Adjunct Faculty: Chemistry	\$88.70	1/16/2024
c.	Bell, Tiffany	Liscensed Mental Health Counselor	\$88.70	1/17/2024
d.	Faulconer, Lori	Adjunct Faculty: Dental Hygiene - Clinical Instructor	\$88.70	1/16/2024
e.	Lawrence, Sarah	Adjunct Faculty: Applied Heath & Applied Technology	\$88.70	1/31/2024
f.	Madanipour, Ali	Adjunct Faculty: Sociology	\$88.70	2/5/2024
g.	Rendal, Camille	Adjunct Faculty: Art (Studio Art)	\$88.70	2/5/2024
h.	Shields, Robert	Adjunct Faculty: Sociology	\$75.49	2/5/2024
i.	Simmons, Williams	Adjunct Faculty: Art History	\$79.08	2/5/2024
j.	Walker, Charles	Adjunct Faculty: Dental Hygiene - Supervising Dentist	\$88.70	1/18/2024

2. Faculty Extra Duty Assignments

Item	Name	Assignment	Rate	Effective Date
a.	Bogle, Darcy	Faculty Extra Duty: MESA Counselor	\$88.70	1/22/2024
b.	Bogle, Darcy	Faculty Extra Duty: Counselor	\$88.70	12/20/2023
c.	Chaidez, Joe'll	Faculty Extra Duty: Counselor	\$88.70	1/4/2024
d.	Jacobi, Victoria	Faculty Extra Duty: MESA Counselor	\$88.70	1/22/2024
e.	Rangel-Ecobedo, Juana	Faculty Extra Duty: Counselor	\$88.70	12/22/2023

3. Faculty Extra Duty Assignments W/ Stipends

Item	Name	Assignment	Stipend	Effective Date

4. Coaching Assignments

Item	Name	Assignment	Stipend	Effective Date
a.	Walters, Daniel	Assistant Women's Basketball Coach	\$3,063.13	12/21/2023

**West Kern Community College District
Board of Trustees Meeting
Febraury 14, 2024**

B. Non-Academic Employment

1. Classified

Item	Name	Assignment	Range/ Step	FTE	Rate	Effective Date
a.	Ceja, Margarita	Supplemental Instructional Assistant	20/A	70.0%	\$25.24	1/29/2024
b.	Rosales-Perez, Daisy	Admissions and Records Technician II	20/A	100.0%	\$25.24	1/30/2024

2. Confidential

Item	Name	Assignment	Range/ Step	FTE	Rate	Effective Date

**West Kern Community College District
Board of Trustees Meeting
February 14, 2024**

C. Separations

1. Academic

Item	Name	Assignment	Retired?	Effective Date
a.	Woodall, Natalie	Counselor NTT	No	1/12/2024

2. Classified

Item	Name	Position	Retired?	Effective Date
a.	Chavira, Magaret	Subst. EOPS/CARE/CalWorks Technician	No	1/31/2024

3. Administration

Item	Name	Position	Retired?	Effective Date

4. Confidential

Item	Name	Position	Status	Effective Date
a.				

**WEST KERN COMMUNITY COLLEGE DISTRICT GENERAL FUND UNRESTRICTED
 BUDGETED SOURCES OF FUNDS AT ACCOUNT LEVEL 1
 REVENUE ACCOUNTS FISCAL YEAR 2023-2024
 FOR THE MONTH ENDING JANUARY 31, 2024**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
8600	State Revenues	30,177,440	30,177,440	17,561,175	0	12,616,265
8800	Local Revenues	8,359,925	8,359,925	5,733,660	0	2,626,265
Summary		\$ 38,537,365	\$ 38,537,365	\$ 23,294,836	\$ -	\$ 15,242,530

**West Kern Community College District General Fund Unrestricted
 Budgeted Sources of Funds at Account Level 1
 Expenditure Accounts Fiscal Year 2023-2024
 For the Month Ending January 31, 2024**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
1000	Academic Salaries	12,366,900	12,366,900	6,113,915	0	6,252,985
2000	Classified & Other Nonacademic Sala	7,310,941	7,310,941	3,903,075	0	3,407,866
3000	Employee Benefits	10,431,333	10,429,647	4,977,405	226,264	5,225,978
4000	Supplies and Materials	496,527	502,873	189,083	93,255	220,535
5000	Other Operating Expenses & Services	6,122,145	6,127,297	2,121,789	1,615,525	2,389,983
6000	Capital Outlay	577,589	567,777	256,620	67,836	243,321
7000	Other Outgo	111,000	111,000	33,053	13,633	64,315
7200	Transfers	1,120,931	1,120,931	71,513	244	1,049,174
		\$ 38,537,365	\$ 38,537,365	\$ 17,666,453	\$ 2,016,756	\$ 18,854,157

**Disbursement Register of Expenditures Greater than \$10,000
for the Month of January 2024**

Check Number	Check Date	Vendor Name	Description	Net Amount
78067391	01/19/2024	Oak Hall Cap and Gown	Supplies	10,660.70
78067311	01/09/2024	Taft College Bookstore	23-24 Bank Service Fees - Bookstore	10,883.88
78067250	01/09/2024	American Express	AMEX-December 2023 Charges	12,693.12
78067413	01/19/2024	TimeClock Plus, LLC	2023-2024 TimeClock Plus License	18,211.89
78067246	01/09/2024	AARP Health Care Options	2023-24 Retiree Medical Supplemental Insurance	20,740.24
78067501	01/30/2024	AARP Health Care Options	2023-24 Retiree Medical Supplemental Insurance	20,760.44
78067567	01/30/2024	United Healthcare Insurance Company	2023-24 Retiree RX Supplemental Insurance	24,308.31
78067380	01/19/2024	Eide Bailly LLP	INV #EI01601888 Dec 23 ERC Services-3 of 6 pmts	25,000.00
78067546	01/30/2024	P. G. & E.	PGE - 23-24 - District	35,837.77
78067424	01/19/2024	Westec	WESTEC-23/24 FY Contract Sept.-June	35,857.50
78067324	01/09/2024	West Kern Adult Education Network JPA	2023-24 AEBG Pass-through to WKAEN	83,257.00
78067255	01/09/2024	Black/Hall Construction	Black Hall - DH Flooring Project	95,108.71
78067551	01/30/2024	Serban Sound & Communications	Serban AVII project - final invoice	157,023.22
				550,342.78

ASO
Balance Sheet
As of January 31, 2024

Jan 31, 24

ASSETS

Current Assets

Checking/Savings

ASO Safe1 136,499.24

ASO Safe1 - Savings 143.98

Total Checking/Savings 136,643.22

Total Current Assets 136,643.22

TOTAL ASSETS 136,643.22

Restricted Funds

Anime and Above 1,692.00

Art Club 834.00

ASO Athletics 11,603.93

ASO General - Operating 49,520.56

ASSE 385.43

Baseball Club 34.24

Best Buddies 4,307.21

Cougar Echo 773.50

DH Class of 2024 2,260.60

DH Club General 1,721.33

ECE 2,598.99

Golf Club Mens 1,261.08

Golf Club Womens 1,121.25

Intersivity Club 1,543.19

Literary Club 1,831.53

NSLS Club 3,128.22

Performing Arts 2,402.62

Roleplaying Game Club 745.42

Soccer Club - Mens 5,058.09

Soccer Club - Womens 1,969.28

Social Science/ Research 21.47

Softball Club 4,067.09

Spectrum 1,482.45

STEM 1,525.76

TC Cares 609.00

TIL Reunion 1,461.73

Uniform Replacement 26,168.50

Veterans Club 1,639.91

Women's Athletic Club 3,953.43

Women's Basketball Club 921.41

Total Restricted Funds 136,643.22

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

USER NAME
 Jessica White
 SUBMIT DATE
 Jan 02, 2024 03:49:52PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 621941

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 **\$259,382.40**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Non-Prop 20	84096	0886	5490	\$258,741.65	\$258,741.65
Prop 20	84097	0886	5490	\$640.75	\$640.75

TOTAL DEPOSIT: **\$259,382.40**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$259,382.40 CREDIT CARD: \$0.00
 NOTES: Deposit #240066

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

Copy for information

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 240066 To 240066
Date entered from: 00/00/0000 To 99/99/9999

J78493 DC0100 L.00.01 01/02/24 PAGE 1

NUMBER		DATE	ENTERED	DESCRIPTION	APPROVED AND UNAPPROVED TRANSACTIONS		AMOUNT	A/R
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-				
240066		01/02/2024	01/02/2024	WKCCD Deposit		ENTERED BY: JRWB UNAPPROVED		
1.	78	Non-Prop	20		11477-000-8681-00000		258,741.65	N
2.	78	Prop	20		12477-000-8681-00000		640.75	N
						TOTAL AMOUNT	259,382.40	*
						DISTRICT TOTAL	259,382.40	**
						GRAND TOTAL	259,382.40	***

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

USER NAME
Jessica White
SUBMIT DATE
Jan 03, 2024 12:56:02PM

PROCESS DATE
NOT PROCESSED AT
THIS TIME

DEPT NO.
0886

EROD NO.
622068

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 **\$219,942.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Prop 30	84096	0886	5490	\$219,942.00	\$219,942.00

TOTAL DEPOSIT: **\$219,942.00**

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$219,942.00 CREDIT
CARD: \$0.00
NOTES: Deposit #240068**

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
 WKCCD Deposit

DEPOSIT TRANSACTIONS
 Date last used from: 00/00/0000 To 99/99/9999
 Transaction Number from: 240068 To 240068
 Date entered from: 00/00/0000 To 99/99/9999

J79129 DC0100 L.00.01 01/03/24 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
240068	01/03/2024	01/03/2024	WKCCD Deposit			
1.	78	Prop 30		11005-000-8616-00000		
				ENTERED BY: JRWB		
				UNAPPROVED	219,942.00	N
				TOTAL AMOUNT	219,942.00	*
				DISTRICT TOTAL	219,942.00	**
				GRAND TOTAL	219,942.00	***

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

USER NAME
 Jessica White
 SUBMIT DATE
 Jan 03, 2024 09:25:13AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 622020

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 **\$1,619,279.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$1,204,134.00	\$1,204,134.00
RESTRICTED FUND	84097	0886	5490	\$415,145.00	\$415,145.00

TOTAL DEPOSIT: **\$1,619,279.00**

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$1,619,279.00 CREDIT
 CARD: \$0.00
 NOTES: Deposit #240067**

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

NOT PROCESSED
NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED
NOT SIGNED
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
 WKCCD Deposit

DEPOSIT TRANSACTIONS
 Date last used from: 00/00/0000 To 99/99/9999
 Transaction Number from: 240067 To 240067
 Date entered from: 00/00/0000 To 99/99/9999

J78743 DC0100 L.00.01 01/03/24 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS									
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-			AMOUNT	A/R	
LN.	DI	DETAIL	DESCR						
240067	01/03/2024	01/03/2024	WKCCD Deposit	ENTERED BY: JRWB UNAPPROVED					
1.	78	General Apportionment	11000-000-8612-00000				1,180,573.00	N	
2.	78	Full Time Faculty Allocation	11000-000-8618-00000				17,712.00	N	
3.	78	Part-time Faculty Compensation	11006-201-8633-00000				5,849.00	N	
4.	78	BOG Fee Waiver Admin (BFAP 2%)	12551-353-8615-64600				1,536.00	N	
5.	78	S.F.A.A.	12551-353-8625-64600				8,597.00	N	
6.	78	E.O.P.S.	12000-303-8622-64300				36,603.00	N	
7.	78	NextUP	12916-321-8699-64900				12,057.00	N	
8.	78	C.A.R.E.	12000-305-8624-64301				5,801.00	N	
9.	78	D.S.P.S.	12000-311-8623-64200				22,349.00	N	
10.	78	DSPS-Access to Print & Elec In	12000-311-8660-64200				509.00	N	
11.	78	CalWorks	12600-309-8627-64992				6,941.00	N	
12.	78	Student Equity & Achievement	12000-319-8644-00000				89,601.00	N	
13.	78	Equal Employment Opportunity	12571-411-8628-67300				6,945.00	N	
14.	78	Physical Plant-Sched Maint	12050-431-8654-65100				1,736.00	N	
15.	78	Financial Aid Technology	12569-353-8699-64600				2,228.00	N	
16.	78	Veterans Resource Center	12000-318-8699-64800				1,517.00	N	
17.	78	Adult Education Block Grant	12603-125-8643-68900				83,257.00	N	
18.	78	Healthcare-Focused Voc Pathway	12603-125-8643-68900				85,690.00	N	
19.	78	Mental Health Support	12655-351-8699-64400				7,116.00	N	
20.	78	Basic Needs Center	12677-301-8699-64900				10,806.00	N	
21.	78	Retention & Outreach (SB 85)	12676-351-8699-00000				9,118.00	N	
22.	78	Undocumented Resources Liaison	12909-351-8699-00000				3,435.00	N	
23.	78	LGBTQ+	12000-000-8699-00000				2,207.00	N	
24.	78	CCC Equitable Placement	12920-000-8699-00000				17,096.00	N	
TOTAL AMOUNT							1,619,279.00	*	
DISTRICT TOTAL							1,619,279.00	**	
GRAND TOTAL							1,619,279.00	***	

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

USER NAME
Jessica White
SUBMIT DATE
Jan 11, 2024 04:07:45PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
DEPT NO.
0886
EROD NO.
622738

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 \$6,214.36

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE Sales 12/20/23-01/09/24	84698	0886	5490	\$6,214.36	\$6,214.36

TOTAL DEPOSIT: \$6,214.36

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$6,214.36 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: Deposit #240069

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 240069 To 240069
Date entered from: 00/00/0000 To 99/99/9999

J84345 DC0100 L.00.01 01/11/24 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
240069	01/11/2024	01/11/2024	WKCCD Deposit			
1.	78	Bookstore Sales	12/20-1/9/24	31000-423-8841-69100		
				ENTERED BY: JRWB	UNAPPROVED	
				TOTAL AMOUNT	6,214.36	N
					6,214.36	*
				DISTRICT TOTAL	6,214.36	**
				GRAND TOTAL	6,214.36	***

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

USER NAME
 Jessica White
 SUBMIT DATE
 Jan 11, 2024 04:11:13PM

PROCESS DATE
 NOT PROCESSED AT
 THIS TIME

DEPT NO.
 0886

EROD NO.
 622739

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$12,251.75

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Student Receipts 12/21/23-01/09/24	84096	0886	5490	\$12,251.75	\$12,251.75

TOTAL DEPOSIT: \$12,251.75

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK **ACCOUNT DEPOSITED:** General **CASH:** \$12,251.75 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$0.00 **CREDIT CARD:** \$0.00
NOTES: Deposit #240070

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

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 240070 To 240070
Date entered from: 00/00/0000 To 99/99/9999

J84349 DC0100 L.00.01 01/11/24 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS						
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
240070	01/11/2024	01/11/2024	WKCCD Deposit			
1.	78	Student Receipt	12/21-1/10/24	11000-000-9161-00000		
					ENTERED BY: JRWB	UNAPPROVED
					TOTAL AMOUNT	12,251.75 N
					DISTRICT TOTAL	12,251.75 *
					GRAND TOTAL	12,251.75 **
						12,251.75 ***

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

USER NAME
 Jessica White
 SUBMIT DATE
 Jan 11, 2024 04:22:43PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 622748

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 **\$58,420.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$52,959.09	\$52,959.09
RESTRICTED FUND	84097	0886	5490	\$2,330.56	\$2,330.56
TIL	84697	0886	5490	\$2,741.35	\$2,741.35
CAFETERIA	84699	0886	5490	\$389.00	\$389.00

TOTAL DEPOSIT: **\$58,420.00**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$58,420.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: Deposit #240071

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

NOT PROCESSED

NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
 WKCCD Deposit

DEPOSIT TRANSACTIONS
 Date last used from: 00/00/0000 To 99/99/9999
 Transaction Number from: 240071 To 240071
 Date entered from: 00/00/0000 To 99/99/9999

J84355 DC0100 L.00.01 01/11/24 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
240071	01/11/2024	01/11/2024	WKCCD Deposit			
				ENTERED BY: JRWB		UNAPPROVED
1.	78	Insurance Reimbursements		11000-412-8876-67300	880.39	N
2.	78	West Kern OPEB		11000-412-5990-73900	44,750.00	N
3.	78	Retained FA Fees		11000-000-9526-00000	279.00	N
4.	78	Refund-Charter Communications		11000-000-8892-00000	49.70	N
5.	78	Sinclair Duplicate Payment		11000-115-5970-67100	7,000.00	N
6.	78	DHS Admin - Calworks		12602-309-8839-64992	1,921.08	N
7.	78	Credit-Lottery Funds for Libra		12477-203-5643-61200	409.48	N
8.	78	Cafeteria Sales		32000-422-8841-69400	389.00	N
9.	78	TIL Regional Centers		39000-314-8699-64991	2,741.35	N
				TOTAL AMOUNT	58,420.00	*
				DISTRICT TOTAL	58,420.00	**
				GRAND TOTAL	58,420.00	***

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

USER NAME
Jessica White
SUBMIT DATE
Jan 18, 2024 01:34:06PM
PROCESS DATE
NOT PROCESSED AT THIS TIME
EROD NO.
623186

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 **\$9,987.48**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE Sales 01/10-01/16/2024	84698	0886	5490	\$9,987.48	\$9,987.48

TOTAL DEPOSIT: **\$9,987.48**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$9,987.48 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
NOTES: Deposit #240072

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 240072 To 240072
Date entered from: 00/00/0000 To 99/99/9999

J87836 DC0100 L.00.01 01/18/24 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS						
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
240072	01/18/2024	01/18/2024	WKCCD Deposit			
1.	78	Bookstore Sales	1/10-1/16/24	31000-423-8841-69100		
				ENTERED BY: JRWB	UNAPPROVED	
				TOTAL AMOUNT	9,987.48	N
					9,987.48	*
				DISTRICT TOTAL	9,987.48	**
				GRAND TOTAL	9,987.48	***

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

USER NAME
Jessica White
SUBMIT DATE
Jan 18, 2024 01:37:39PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
DEPT NO. 0886
EROD NO.
623187

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$3,988.72**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Student Receipts 1/11-1/17/2024	84096	0886	5490	\$3,988.72	\$3,988.72

TOTAL DEPOSIT: **\$3,988.72**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$3,988.72 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
NOTES: Deposit #240073

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 240073 To 240073
Date entered from: 00/00/0000 To 99/99/9999

J87840 DC0100 L.00.01 01/18/24 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT	A/R
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
240073	01/18/2024	01/18/2024	WKCCD Deposit			
1.	78	Student Receipt	1/11-1/17/2024	11000-000-9161-00000		
				ENTERED BY: JRWB	UNAPPROVED	
				TOTAL AMOUNT	3,988.72	N
					3,988.72	*
				DISTRICT TOTAL	3,988.72	**
				GRAND TOTAL	3,988.72	***

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

USER NAME
 Jessica White
 SUBMIT DATE
 Jan 18, 2024 01:43:33PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 623188

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$12,152.50**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$7,588.25	\$7,588.25
RESTRICTED FUND	84097	0886	5490	\$3,586.00	\$3,586.00
CAFETERIA	84699	0886	5490	\$978.25	\$978.25

TOTAL DEPOSIT: **\$12,152.50**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$12,152.50 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: Deposit #240074

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

J87845 DC0100 L.00.01 01/18/24 PAGE 1

Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 240074 To 240074
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
240074	01/18/2024	01/18/2024 WKCCD Deposit	ENTERED BY: JRWB UNAPPROVED		
1.	78	Insurance Reimbursements	11000-412-8876-67300	226.90	N
2.	78	Retained FA Fees	11000-000-9526-00000	7,210.00	N
3.	78	Transcript Fees	11000-000-8879-00000	151.35	N
4.	78	Federal Work Study (FWP)	12401-353-8153-64600	3,415.36	N
5.	78	FWS Admin Allowance	12401-353-8151-64600	170.64	N
6.	78	Cafeteria Sales	32000-422-8841-69400	978.25	N
			TOTAL AMOUNT	12,152.50	*
			DISTRICT TOTAL	12,152.50	**
			GRAND TOTAL	12,152.50	***

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

USER NAME
 Jessica White
 SUBMIT DATE
 Jan 25, 2024 10:51:05AM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 623796

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 **\$92,730.15**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
November 23 Credit Card	84096	0886	5490	\$91,778.15	\$91,778.15
November 23 Credit Card	84097	0886	5490	\$952.00	\$952.00

TOTAL DEPOSIT: **\$92,730.15**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$92,730.15 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: Deposit #240075

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

cc Dont enter

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 240075 To 240075
Date entered from: 00/00/0000 To 99/99/9999

J91743 DC0100 L.00.01 01/25/24 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION		AMOUNT	A/R
LN.	DI	DETAIL	DESCR	-FUND-ORG-ACCT-PROGR-		
240075	01/25/2024	01/25/2024	WKCCD Deposit	ENTERED BY: JRWB UNAPPROVED		
1.	78	Credit Card Sales - Enrollment	11000-000-9161-00000		91,708.17	N
2.	78	Credit Card Sale - Repay AMEX	11000-000-7211-00000		69.98	N
3.	78	Library Programs	12201-203-8892-61200		952.00	N
				TOTAL AMOUNT	92,730.15	*
				DISTRICT TOTAL	92,730.15	**
				GRAND TOTAL	92,730.15	***

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

USER NAME
 Jessica White
 SUBMIT DATE
 Jan 25, 2024 01:10:54PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 623814

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 **\$217,918.57**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
December 2023 Credit Card	84096	0886	5490	\$217,192.57	\$217,192.57
December 2023 Credit Card-Misc. Receipt	84097	0886	5490	\$478.00	\$478.00
December 2023 Credit Card-Misc. Receipt	84699	0886	5490	\$210.00	\$210.00
December 2023 Credit Card-Misc. Receipt	84700	0886	5490	\$38.00	\$38.00

TOTAL DEPOSIT: **\$217,918.57**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$217,918.57 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00
 NOTES: Deposit #240076

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

CC Dont enter

078 WEST KERN COMM. COLLEGE
 WKCCD Deposit

DEPOSIT TRANSACTIONS
 Date last used from: 00/00/0000 To 99/99/9999
 Transaction Number from: 240076 To 240076
 Date entered from: 00/00/0000 To 99/99/9999

J91902 DC0100 L.00.01 01/25/24 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
240076	01/25/2024	01/25/2024	WKCCD Deposit			
				ENTERED BY: JRWB		UNAPPROVED
1.	78	Dec. 23	Credit Card Sales-Enr	11000-000-9161-00000	217,192.57	N
2.	78	Library	Programs	12201-203-8892-61200	478.00	N
3.	78	Cafeteria	Sales	32000-422-8841-69400	210.00	N
4.	78	Parking	Fund	36000-433-8881-69500	38.00	N
				TOTAL AMOUNT	217,918.57	*
				DISTRICT TOTAL	217,918.57	**
				GRAND TOTAL	217,918.57	***

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

USER NAME
Jessica White
SUBMIT DATE
Jan 26, 2024 12:09:29PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
DEPT NO. 0886
EROD NO.
623947

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 \$538.20

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
CC Unemployment Insurance	84096	0886	5490	\$538.20	\$538.20

TOTAL DEPOSIT: \$538.20

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$538.20 CREDIT CARD: \$0.00
NOTES: Deposit #240077

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

NOT PROCESSED

NOT SIGNED _____
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED _____
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 240077 To 240077
Date entered from: 00/00/0000 To 99/99/9999

J92605 DC0100 L.00.01 01/26/24 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
240077	01/26/2024	01/26/2024	WKCCD Deposit			
1.	78	CC	Unemployment Insurance	11000-411-8699-00000		
				ENTERED BY: JRWB	UNAPPROVED	
				TOTAL AMOUNT	538.20	N
					538.20	*
				DISTRICT TOTAL	538.20	**
				GRAND TOTAL	538.20	***

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

USER NAME
 Jessica White
 SUBMIT DATE
 Jan 26, 2024 12:30:44PM
 PROCESS DATE
 NOT PROCESSED AT
 THIS TIME
 DEPT NO.
 0886
 EROD NO.
 623950

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$7,937.03**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$3,578.73	\$3,578.73
RESTRICTED FUND	84097	0886	5490	\$2,585.73	\$2,585.73
CAFETERIA	84699	0886	5490	\$1,772.57	\$1,772.57

TOTAL DEPOSIT: \$7,937.03

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$7,937.03 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
 CARD: \$0.00
 NOTES: Deposit #240080**

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

NOT PROCESSED
NOT SIGNED
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED
NOT SIGNED
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
 WKCCD Deposit

DEPOSIT TRANSACTIONS
 Date last used from: 00/00/0000 To 99/99/9999
 Transaction Number from: 240080 To 240080
 Date entered from: 00/00/0000 To 99/99/9999

J92626 DC0100 L.00.01 01/26/24 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
240080	01/26/2024	01/26/2024	WKCCD Deposit			
				ENTERED BY: JRWB		UNAPPROVED
1.	78	Insurance Reimbursements		11000-412-8876-67300	485.29	N
2.	78	Reimb. Celebration Comm.		11000-110-4310-66003	264.44	N
3.	78	Retained FA Fees		11000-000-9526-00000	2,729.00	N
4.	78	Reimb. WSPA Dinner Tickets		11000-101-5970-66004	100.00	N
5.	78	Cal Grant Interest		12554-353-8861-64600	213.70	N
6.	78	DHS Admin - Calworks		12602-309-8839-64992	2,372.03	N
7.	78	Cafeteria Sales		32000-422-8841-69400	1,772.57	N
				TOTAL AMOUNT	7,937.03	*
				DISTRICT TOTAL	7,937.03	**
				GRAND TOTAL	7,937.03	***

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

USER NAME
Jessica White
SUBMIT DATE
Jan 26, 2024 12:24:16PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
EROD NO.
623949

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 \$6,391.12

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Student Receipts 01/18-01/25/2024	84096	0886	5490	\$6,391.12	\$6,391.12

TOTAL DEPOSIT: \$6,391.12

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$6,391.12 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: Deposit #240079**

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
Jessica White
SUBMIT DATE
Jan 26, 2024 12:19:18PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
DEPT NO.
0886
EROD NO.
623948

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 **\$2,981.13**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE Sales 01/17-01/25/24	84698	0886	5490	\$2,981.13	\$2,981.13

TOTAL DEPOSIT: **\$2,981.13**

GENERAL DEPOSIT NOTES:

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$2,981.13 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT
CARD: \$0.00
NOTES: Deposit #240078**

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
WKCCD Deposit

DEPOSIT TRANSACTIONS
Date last used from: 00/00/0000 To 99/99/9999
Transaction Number from: 240078 To 240078
Date entered from: 00/00/0000 To 99/99/9999

J92613 DC0100 L.00.01 01/26/24 PAGE 1

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
240078	01/26/2024	01/26/2024	WKCCD Deposit			
1.	78	Bookstore Sales	1/17-1/25/24	31000-423-8841-69100		
				ENTERED BY: JRWB	UNAPPROVED	
				TOTAL AMOUNT	2,981.13	N
					2,981.13	*
				DISTRICT TOTAL	2,981.13	**
				GRAND TOTAL	2,981.13	***

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

USER NAME
Jessica White
SUBMIT DATE
Jan 29, 2024 01:08:47PM
PROCESS DATE
NOT PROCESSED AT
THIS TIME
DEPT NO.
0886
EROD NO.
624045

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 **\$2,416,971.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$1,926,613.00	\$1,926,613.00
RESTRICTED FUND	84097	0886	5490	\$490,358.00	\$490,358.00

TOTAL DEPOSIT: **\$2,416,971.00**

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$2,416,971.00 CREDIT CARD: \$0.00
NOTES: Deposit #240081

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

NOT PROCESSED

NOT SIGNED
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE
 WKCCD Deposit

DEPOSIT TRANSACTIONS
 Date last used from: 00/00/0000 To 99/99/9999
 Transaction Number from: 240081 To 240081
 Date entered from: 00/00/0000 To 99/99/9999

NUMBER		DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR				
240081	01/29/2024	01/29/2024	WKCCD Deposit	ENTERED BY: JRWB UNAPPROVED			
1.	78	General Apportionment		11000-000-8612-00000		1,888,916.00	N
2.	78	Full Time Faculty Allocation		11000-000-8618-00000		28,339.00	N
3.	78	Part-time Faculty Compensation		11006-201-8633-00000		9,358.00	N
4.	78	BOG Fee Waivers Admin (BFAP2%)		12551-353-8615-64600		2,459.00	N
5.	78	S.F.A.A.		12551-353-8625-64600		13,755.00	N
6.	78	E.O.P.S.		12000-303-8622-64300		58,566.00	N
7.	78	NextUP		12916-321-8699-64900		19,292.00	N
8.	78	C.A.R.E.		12000-305-8624-64301		9,282.00	N
9.	78	D.S.P.S.		12000-311-8623-64200		35,757.00	N
10.	78	DSPS-Access to Print & Elect		12000-311-8660-64200		814.00	N
11.	78	CalWorks		12600-309-8627-64992		11,106.00	N
12.	78	Student Equity & Achiev (SEAP)		12000-319-8644-00000		143,361.00	N
13.	78	Equal Employment Opportunity		12571-411-8628-67300		11,111.00	N
14.	78	Phys Plant-Sched. Maint.		12050-431-8654-65100		2,777.00	N
15.	78	Financial Aid Technology		12569-353-8699-64600		3,564.00	N
16.	78	Veterans Resource Center		12000-318-8699-64800		2,428.00	N
17.	78	Adult Ed. Block Grant		12603-125-8643-68900		83,257.00	N
18.	78	Mental Health Support		12655-351-8699-64400		11,387.00	N
19.	78	Basic Needs Center		12677-301-8699-64900		17,290.00	N
20.	78	Retention & Outreach (SB85)		12676-351-8699-00000		14,589.00	N
21.	78	Undocu Resources Liaisons		12909-351-8699-00000		5,496.00	N
22.	78	LGBTQ+		12000-000-8699-00000		3,532.00	N
23.	78	CCC Equitable Placement		12920-000-8699-00000		27,352.00	N
24.	78	Health-Focu. Voc. Path-Adult		12609-125-8643-68900		13,183.00	N
TOTAL AMOUNT						2,416,971.00	*
DISTRICT TOTAL						2,416,971.00	**
GRAND TOTAL						2,416,971.00	***

WEST KERN COMMUNITY COLLEGE DISTRICT

Travel Period: 01/01/2024-01/31/2024

Employee	Event/Purpose	Location	Travel Start Date	Travel End Date	Estimated Cost	Processing Date
Roth, Rebecca	IAFOR International Conference	Honolulu, HI	1/2/2024	1/8/2023	\$ -	8/30/2023
Hampton, Todd	2024 ACCCA-ACBO Budget Workshop	Sacramento, CA	1/16/2024	1/17/2024	\$ 907.12	12/11/2023
Minor, Leslie	CVHEC Way to AB1705 Success	Fresno, CA	1/25/2024	1/26/2024	\$ 416.75	1/9/2024
Sundgren, Lori	Central Valley Higher Ed Consortium	Fresno, CA	1/26/2024	1/26/2024	\$ 138.82	1/11/2024
Bandy, Kanoe	NACDA Mid Winter Meetings	Marco Island, FL	1/24/2024	1/29/2024	\$ 3,140.00	1/23/2024
Lytle, Steve	Tule Elk Reserve	Tule Elk	1/30/2024	1/30/2024	\$ 28.14	1/30/2024
Li, Xiaohong	AB1705 Conference "The Central Valley Way"	Fresno, CA	1/26/2024	1/26/2024	\$ 167.36	1/30/2024
Markovits, Aaron	Condors Game with Students	Bakersfield, CA	1/26/2024	1/26/2024	\$ -	1/30/2024
Lagmay, Romeo	Attend Jockey Club Award Ceremony	Bakersfield, CA	1/30/2024	1/30/2024	\$ 13.00	1/31/2024